



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<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 its own campus?	Yes
• Alternate phone No.	07305040204
• Mobile No:	9843686389
• Registered e-mail ID (Principal)	michaeljobcollege10323@gmail.com
• Alternate Email ID	r.ravi@mjc.ac.in
• Address	NEAR SULUR BOAT LAKE , RAVATHUR POST, IRUGUR (Via), SULUR
• City/Town	COIMBATORE
• State/UT	TAMILNADU
• Pin Code	641103
<b>2.Institutional status</b>	
• Teacher Education/ Special Education/Physical Education:	Teacher Education
• Type of Institution	Women



<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
<b>9.No. of IQAC meetings held during the year</b>	<b>3</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• (Please upload, minutes of meetings and action taken report)</li> </ul>	<a href="#">View File</a>	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>Faculty Development Program for skills up-gradations and strengthening online teaching through e-content development &amp; Valedictory function FDP ---- 27/06/2020 2. Arranged Standard operational procedure online class for student teachers -----08/07/2020 3. Guidelines for online Examination -----11/09/2020 4. Mock-Viva Voce Exam -----13/09/2020 5. National Education Day -----11/11/2020</p>		
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year (web link may be provided).</b>		

Plan of Action	Achievements/Outcomes
Special Lecture on Kitchen Pharmacy	Dr.T.Suresh , Assistant professor, Department of Chemistry ,Bharathiar University has given special lecture on Kitchen Pharmacy. Nearly 67 students participated and benefitted.
Planning to celebrate National Education Day Nov 11th	We have celebrated National Education Day.On that day Dr.Thirumoorthy has given special lecture about Education Day and also Special lecture was given by Dr.T.Suresh
Planning to organize Faculty development program	.Faculty development Program was started from 04/06/2020 to 24/06/2020.Faculty members were presented various topics .More than 60 faculty members participated and benefitted.
Planning For Celebration Of World Environment Day	It Is Observed With Different Acativities On 5 June 2021
Planning For Result Analysis Of M.Ed. Session 2018-2020	It Is Done By Examination Committee
Planning to organize Competency based Education	Series of Special Lecture on Competency Based Education was started on Nov 2nd .Special lecture is organized and presented by Dr.R.Ravi ,Principal,MJCOE FROM Nov 2nd to Nov6th .Nearly maore than 60 faculty members were joined and benefitted.
<b>13.Whether the AQAR was placed before statutory body?</b>	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name of the statutory body	Date of meeting(s)
GOVERNING COUNCIL MEETING	25/05/2021

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2020	17/02/2020

**15. Multidisciplinary / interdisciplinary**

Our Michael Job Memorial college of Education for Women is the college of teacher training institution followed the rules of interdisciplinary approach till date as it focuses on learning of each subjects separately. Student teachers develop their skills and concepts common for two disciplines. The process and concepts of one subject help to develop understanding about other subject. Our MJCOE always focuses on student's skill & overall development. Curriculum is totally student oriented. College focuses on the development of particular skill, which helps to understand the concepts of both method subjects. Through interdisciplinary approach of education deeper levels of conceptual coherence varied set of reasoning and cognitive strategies develops on students as learning outcomes. In the education student-teacher, student-student, teacher-teacher cooperation takes place.

**16. Academic bank of credits (ABC):**

NIL

**17. Skill development:**

For the academic 2020-2021 MJCOE was Conducted Series of Faculty development program and Digital talk for all the staff members. We have conducted Research colloquium for both M. Ed I & II Year students to develop their academic and practical knowledge through online mode .Moreover we have conducted SOP, Online model VIVA Voce exam also conducted by our institution for M.Ed II Year Students to develop their presentation skills. Skill development is a process that aims to improve students skill and productivity. Skill development and related training programs helps students to improve their teaching and other emotional & social skills. As the institution is a teacher-training institution and the process of skill development focuses on upgrading core competencies of the students and maximizing their inner potential.

**18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

NIL

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The institution always focus on imparting quality education and also motivating student teachers and perspective teachers. For that purpose, Michael job memorial college of education, Encouraged The Students To Develop Quality Teaching Skills In Themselves And Therefore, To Meet The Objective, The College Organised Micro-Teaching For The student teachers To Develop Different Micro Teaching Skills For Better Teaching.

**20.Distance education/online education:**

Using google meet platform, different classes for the trainees was conducted by the faculty member of the college. The faculty members also provided all type of guidance through online mode when needed, along with the offline classes regularly. for all session, whatsapp groups are available for providing different kinds teaching materials and guidance. college has special email id to interact student teachers of different class category (m.ed. 1st year, m.ed.2nd year, b.ed. 1st year, b.ed. 2nd year)

**Extended Profile****1.Student**

2.1

2020

Number of students on roll during the year

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

2.2

150

Number of seats sanctioned during the year

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

2.3

0

Number of seats earmarked for reserved categories as per GOI/State Government during the year:

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

2.4 124

Number of outgoing / final year students during the year:

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

2.5 Number of graduating students during the year 124

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

2.6 102

Number of students enrolled during the year

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

## 2. Institution

4.1 2256811.95

Total expenditure, excluding salary, during the year (INR in Lakhs):

4.2 62

Total number of computers on campus for academic purposes

## 3. Teacher

5.1 17

Number of full-time teachers during the year:

## Extended Profile

### 1.Student

2.1	<b>2020</b>
Number of students on roll during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.2	<b>150</b>
Number of seats sanctioned during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	<b>0</b>
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
File Description	Documents
Data Template	<a href="#">View File</a>
2.4	<b>124</b>
Number of outgoing / final year students during the year:	
File Description	Documents
Data Template	<a href="#">View File</a>
2.5 Number of graduating students during the year	<b>124</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.6	<b>102</b>
Number of students enrolled during the year	

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

**2.Institution**

4.1 Total expenditure, excluding salary, during the year (INR in Lakhs):	2256811.95
4.2 Total number of computers on campus for academic purposes	62

**3.Teacher**

5.1 Number of full-time teachers during the year:	17
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File Description	Documents
Data Template	<a href="#">View File</a>
Data Template	<a href="#">View File</a>

5.2 Number of sanctioned posts for the year:	1
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**Part B****CURRICULAR ASPECTS****1.1 - Curriculum Planning**

1.1.1 - Institution has a regular in house practice of planning and/or reviewing, revising curriculum and adapting it to local context /situation. Describe the institutional process of planning and/or reviewing, revising curriculum and adapting it to the local context in not more than 100 - 200 words

Michael job Memorial College of Education for Women, Sulur has effective mechanism for Academic session 2020\_21. The College has systematic and well-articulated plans for curriculum delivery to ensure consistent teaching and regular monitoring. Curriculum is planned according to the guidelines given by TamilNadu Teacher's Education University. MJCOE has prepared Academic Calendar for the session 2020\_21. wherein the course structure and other activities of college are reflected. The following details also were given in

the calendar Total No of Working Days, Practice Teaching. Other Activities Workshop& Celebration of National days.

The dates of seminar, assignments & Group discussion were fixed by the teachers of college after due discussion. The authority of the institution conducts academic meeting to monitor the implementation and process of all activities according to the academic calendar.

Teachers make semester-wise lesson plan and it is shared with students. Covid-19 pandemic made teaching, learning, and evaluation process online/virtual. The office of online learning was constituted for effective implementation of teaching-learning process. The Pedagogy teachers and other subject teachers have created google classroom to provide a platform for effective delivery of lectures and assessments. In addition to regular lectures e-resources such as videos, ppt, youtube , were developed by teachers. The need for visual communication was understood and therefore many initiatives were taken to enable teachers to use many online tools to enhance student engagement during lectures. Feedback is taken from students. All faculty members regularly attend workshops and seminars related to curricula development and teaching to stay updated.

File Description	Documents
Details of a. the procedure adopted including periodicity, kinds of activities b. Communication of decisions to all concerned c. Kinds of issues discussed	No File Uploaded
Plan developed for the academic year	No File Uploaded
Plans for mid- course correction wherever needed for the academic year	No File Uploaded
Any other relevant information	No File Uploaded

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

D. Any 2 of the above

teaching schools Employers Experts Students Alumni	
File Description	Documents
Data as per Data Template	No File Uploaded
List of persons who participated in the process of in-house curriculum planning	<a href="#">View File</a>
Meeting notice and minutes of the meeting for in-house curriculum planning	No File Uploaded
A copy of the programme of action for in- house curriculum planned and adopted during the academic year	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>1.1.3 - While planning institutional curriculum, focus is kept on the Programme Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs) for all programmes offered by the institution, which are stated and communicated to teachers and students through Website of the Institution Prospectus Student induction programme Orientation programme for teachers</b>	<b>C. Any 2 of the Above</b>
File Description	Documents
Data as per Data Template	No File Uploaded
URL to the page on website where the PLOs and CLOs are listed	Nil
Prospectus for the academic year	<a href="#">View File</a>
Report and photographs with caption and date of student induction programmes	No File Uploaded
Report and photographs with caption and date of teacher orientation programmes	No File Uploaded
Any other relevant information	<a href="#">View File</a>

<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Curriculum provides adequate choice of courses to students as optional / electives including pedagogy courses for which teachers are available</b>	
<b>1.2.1.1 - Number of optional / elective courses including pedagogy courses offered programme-wise during the year</b>	
8	
<b>File Description</b>	<b>Documents</b>
Data as per Data Template	No File Uploaded
Circular/document of the University showing duly approved list of optional /electives / pedagogy courses in the curriculum	<a href="#">View File</a>
Academic calendar showing time allotted for optional / electives / pedagogy courses	No File Uploaded
Any other relevant information	Nil
<b>1.2.2 - Number of value-added courses offered during the year</b>	
1	
<b>1.2.2.1 - Number of value-added courses offered during the year</b>	
1	
<b>File Description</b>	<b>Documents</b>
Data as per Data Template	No File Uploaded
Brochure and Course content along with CLOs of value-added courses	No File Uploaded
Any other relevant information	No File Uploaded
<b>1.2.3 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year</b>	
69	
<b>1.2.3.1 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year</b>	

69

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

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

Two of the above

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

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

102

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

102

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

### 1.3 - Curriculum Enrichment

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

Curriculum of the institution (B.Ed. Course) develops teaching skills required for effective instructional and institutional management. This curriculum helps to manage teaching and learning effectively and efficiently. The curriculum of B.Ed. course covers all the perspectives on education, pedagogical studies and field practicum. An optional paper for second year B.Ed. course under Tamilnadu Teachers Education University has provided to clear the historical development, meaning, importance, aims and structure of Teacher Education at different levels. Teacher trainees also learn various pre service and in service teacher education programmes & role of NCTE, NCERT, SCERT and DIET in teacher education. This paper helps to know and realize teaching profession and trends of teacher education. In spite of this special optional paper, this B.Ed. curriculum provides opportunity to learn Developmental Psychology. Moreover B.Ed curriculum provides opportunity to learn about motivation, attention intelligence ,personality .

Contemporary India and Education Provides opportunity to learn about Social diversity ,Language policy in Education, Implementation of equality of Educational opportunities.

Teaching and learning provides opportunity to learn about Constuctivism, Models of teaching.

Language Across the Curriculum Provides opportunity to learn about multilingualism, plurilingualism, Integrated curriculum, language related issues.

Understanding Disciplines provides chance to learn Learner - Centered Curriculum, Life Oriented Curriculum. Assessment for learning provides chance to learn about Portfolios, Rubrics, Assessment Practices in inclusive School.

Environmental Education Provides chance to learn about Natural resources, Disaster Management, role of UNEP,CEE in promoting Environmental Education.

File Description	Documents
List of activities conducted in support of each of the above	No File Uploaded
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded
Photographs indicating the participation of students, if any	No File Uploaded

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

The college familiarizes the teacher-trainees with the development of school system by sending them to the educational institutions under Boards for practice-teaching and internship. The trainees are prepared with the various information about the functioning of school system. The information regarding functional differences, assessment systems, norms and standards too are provided to the trainees

File Description	Documents
Action plan indicating the way students are familiarized with the diversities in Indian school systems	No File Uploaded
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

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

**Skill Dvelopment:-Students Acquire Skill Development Education From The Teacher Education Programme In Various Ways. They Get The Skills In Teaching For Better & Effective Teaching In Classroom Situation. They Also Acquire Mastery in Different Teaching Skills And Knowledge Of Child Psychology And Educational Psychology.**

Students get opportunities to develop the knowledge of research methodology for completing research work in different field of education. To Develop Competencies, college offer different programmes on emotional intelligence , Critical Thinking And Communication Skills , soft skill training etc.,

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

**1.4 - Feedback System**

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

Two of the above

File Description	Documents
Sample filled-in feedback forms of the stake holders	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

Feedback collected

File Description	Documents
Stakeholder feedback analysis report with seal and signature of the Principal	No File Uploaded
Action taken report of the institution with seal and signature of the Principal	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

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

150

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

102

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Document relating to sanction of intake from university	No File Uploaded
Approval letter of NCTE for intake of all programs	<a href="#">View File</a>
Approved admission list year-wise/ program-wise	No File Uploaded
Any other relevant information	No File Uploaded

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

102

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

102

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Copy of letter issued by State Govt. or Central Govt. indicating the reserved categories (Provide English version)	No File Uploaded
Final admission list published by the HEI	No File Uploaded
Admission extract submitted to the state / university authority about admissions of SC, ST, OBC students every year	No File Uploaded
Any other relevant information	No File Uploaded

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

0

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

1

File Description	Documents
Data as per Data Template	No File Uploaded
Certificate of EWS and Divyangjan	No File Uploaded
List of students enrolled from EWS and Divyangjan	No File Uploaded
Any other relevant information	No File Uploaded

**2.2 - Honoring Student Diversity**

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

Michael Job Memorial College Of Education For Women, Sulur, Coimbatore has regular policy and practices for both Gifted, average, below average student teachers and perspective teachers. Our MJCOE faculty conduct verbal and written test to know the students level. As per the circumstances college arranges classes for the students of slow and gifted s category. Different competitions are organised by the college to know the students capability and has the mechanism of encouragement of the different students. Prizes also distributed among the best students as well as to the participants students too. The prizes mostly financed by the faculty of the college. In case of slow learners, arranging special classes has been the regular practice of the college as the students make up various acquisition levels. The medium of instruction too creates trouble in the teaching learning process. Besides the tutorial classes, teachers take the opportunity of the results of internal assessment mentoring classes to identify the slow learners. For motivating the students having problems in communication college organise group discussion programme on different topics.

File Description	Documents
Documentary evidence in support of the claim	No File Uploaded
Documents showing the performance of students at the entry level	No File Uploaded
Any other relevant information	No File Uploaded

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

All of the above

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

<p><b>2.2.3 - There are institutional provisions for catering to differential student needs; Appropriate learning exposures are provided to students No Special effort put forth in accordance with learner needs Only when students seek support As an institutionalized activity in accordance with learner needs Left to the judgment of the individual teacher/s Whenever need arises due to student diversity</b></p>	<p>Two of the above</p>
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File Description	Documents
Relevant documents highlighting the activities to address the differential student needs	No File Uploaded
Reports with seal and signature of the Principal	<a href="#">View File</a>
Photographs with caption and date	No File Uploaded
Any other relevant information	No File Uploaded

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

1:10

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

10

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File Description	Documents
Data as per Data Template	No File Uploaded
Relevant documents of mentor-mentee activities with seal and signature of the Principal	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

For the Academic 2020-2021 due to Covid -19 we used Hybrid mode for teaching learning process. Our faculty of the College uses innovative teaching methodology for the purpose of effective teaching learning. We have given all the instructions through online mode and offline mode also. Brain storming & power point presentation method also used for effective learning Group discussion method used to develop the Communication skills for both B.Ed & M.Ed, For enhancement of students learning the college used online mode too .For the smooth communication and effective teaching ,learning online is most effective. As the whole session was under pandemic situation online mode was mostly incremented More over we have given assignment seminar for all theory and elective subjects and pedagogy subjects.

File Description	Documents
Course wise details of modes of teaching learning adopted during the academic year in each programme	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

20

File Description	Documents
Data as per Data Template	No File Uploaded
Link to LMS	Nil
Any other relevant information	No File Uploaded

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

25

File Description	Documents
Data as per Data Template	No File Uploaded
Programme wise list of students using ICT support	<a href="#">View File</a>
Documentary evidence in support of the claim	No File Uploaded
Landing page of the Gateway to the LMS used	No File Uploaded
Any other relevant information	No File Uploaded

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

Two of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Lesson plan / activity plan / activity report to substantiate the use of ICT by students in various learning situations	No File Uploaded
Geo-tagged photographs wherever applicable	No File Uploaded
Link of resources used	Nil
Any other relevant information	No File Uploaded

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

Michael Job Memorial College of Education provided mentoring service for the whole year for developing some qualities in the learner for the future challenges of life and to prepare them for maintaining balance of home and work. Various methods adopted by the MCOE, in this regard are group discussion, collaboration approach, micro-teaching, internship, project work, assignments ,book review of reflective diary field work etc. Trainees are guided and assisted for all activities related to curriculum leading to professional growth of the students.

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

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

Two of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Documentary evidence in support of the selected response/s	No File Uploaded
Reports of activities conducted related to recent developments in education with video graphic support, wherever possible	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

For the Academic 2020-2021 Michael Job Memorial College of Education for Women makes continuous efforts to enable the student teachers to realise their skills, talents and potentialities to make them effective teacher ,and transforming agents of the society to nurtures creativity and innovativeness . They are guided to prepare unique teaching aids, to construct innovative teaching environment through drama and artistic works. For developing creative thinking of the students and faculties of the college has created a poster making and participated in various competitions in TNTEU and received certificates though online.

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

## 2.4 - Competency and Skill Development

**2.4.1 - Institution provides opportunities for developing competencies and skills in different functional areas through specially designed activities / experiences that include**  
**Organizing Learning (lesson plan)**  
**Developing Teaching Competencies**  
**Assessment of Learning Technology Use and Integration**  
**Organizing Field Visits**  
**Conducting Outreach/ Out of Classroom Activities**  
**Community Engagement**  
**Facilitating Inclusive Education**  
**Preparing Individualized Educational Plan(IEP)**

All of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Documentary evidence in support of the selected response/s	No File Uploaded
Reports of activities with video graphic support wherever possibl	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<p><b>2.4.2 - Students go through a set of activities as preparatory to school- based practice teaching and internship. Pre practice teaching / internship orientation / training encompasses certain significant skills and competencies such as Formulating learning objectives Content mapping Lesson planning/ Individualized Education Plans (IEP) Identifying varied student abilities Dealing with student diversity in classrooms Visualising differential learning activities according to student needs Addressing inclusiveness Assessing student learning Mobilizing relevant and varied learning resources Evolving ICT based learning situations Exposure to Braille /Indian languages /Community engagement</b></p>	<p><b>Six/Seven of the above</b></p>
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File Description	Documents
Data as per Data Template	No File Uploaded
Reports and photographs / videos of the activities	No File Uploaded
Attendance sheets of the workshops / activities with seal and signature of the Principal	No File Uploaded
Documentary evidence in support of each selected activity	No File Uploaded
Any other relevant information	<a href="#">View File</a>

<p><b>2.4.3 - Competency of effective communication is developed in students through several activities such as Workshop sessions for effective communication Simulated sessions for practicing communication in different situations Participating in institutional activities as ‘anchor’, ‘discussant’ or ‘rapporteur’ Classroom teaching learning situations along with teacher and peer feedback</b></p>	<p><b>Two of the above</b></p>
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File Description	Documents
Data as per Data Template	No File Uploaded
Details of the activities carried out during the academic year in respect of each response indicated	No File Uploaded
Any other relevant information	<a href="#">View File</a>

<b>2.4.4 - Students are enabled to evolve the following tools of assessment for learning suited to the kinds of learning engagement provided to learners, and to analyse as well as interpret responses Teacher made written tests essentially based on subject content Observation modes for individual and group activities Performance tests Oral assessment Rating Scales</b>	Three of the above
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File Description	Documents
Data as per Data Template	No File Uploaded
Samples prepared by students for each indicated assessment tool	No File Uploaded
Documents showing the different activities for evolving indicated assessment tools	No File Uploaded
Any other relevant information	<a href="#">View File</a>

<b>2.4.5 - Adequate skills are developed in students for effective use of ICT for teaching learning process in respect of Preparation of lesson plans Developing assessment tools for both online and offline learning Effective use of social media/learning apps/adaptive devices for learning Identifying and selecting/developing online learning resources Evolving learning sequences (learning activities) for online as well as face to face situations</b>	All of the above
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File Description	Documents
Data as per Data Template	No File Uploaded
Documentary evidence in support of each response selected	No File Uploaded
Sample evidence showing the tasks carried out for each of the selected response	No File Uploaded
Any other relevant information	<a href="#">View File</a>

<b>2.4.6 - Students develop competence to organize academic, cultural, sports and community related events through Planning and scheduling academic, cultural and sports events in school Planning and execution of community related events Building teams and helping them to participate Involvement in preparatory arrangements Executing/conducting the event</b>	Three of the above
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File Description	Documents
Data as per Data Template	No File Uploaded
Documentary evidence showing the activities carried out for each of the selected response	No File Uploaded
Report of the events organized	No File Uploaded
Photographs with caption and date, wherever possible	No File Uploaded
Any other relevant information	<a href="#">View File</a>

<b>2.4.7 - A variety of assignments given and assessed for theory courses through Library work Field exploration Hands-on activity Preparation of term paper Identifying and using the different sources for study</b>	Four of the above
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File Description	Documents
Data as per Data Template	No File Uploaded
Samples of assessed assignments for theory courses of different programmes	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

An internship program, as prescribed by Tamilnadu Teachers Education University, is organized by the institution in different schools of Coimbatore for 80 working days. These schools are distributed among the teacher-trainees according to their convenience. This internship program prepares the trainees to get real experience of the school teaching. with the permission of the inspector of the district, principal sends forwarding letter to the respective schools During the COVID-19 pandemic, many institutions organized training programs for conducting online classes for their teachers and students, but it was lacking in most of the public education institutions. Due to pandemic many schools have conducted online classes so the student teachers took teaching practice through online mode .

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

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

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

69

File Description	Documents
Data as per Data Template	No File Uploaded
Plan of teacher engagement in school internship	No File Uploaded
Any other relevant information	No File Uploaded

<b>2.4.10 - Nature of internee engagement during internship consists of Classroom teaching Mentoring Time-table preparation Student counseling PTA meetings Assessment of student learning – home assignments &amp; tests Organizing academic and cultural events Maintaining documents Administrative responsibilities- experience/exposure Preparation of progress reports</b>	Five/Six of the above
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File Description	Documents
Data as per Data Template	No File Uploaded
Sample copies for each of selected activities claimed	No File Uploaded
School-wise internship reports showing student engagement in activities claimed	No File Uploaded
Wherever the documents are in regional language, provide English translated version	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution adopts effective monitoring mechanism during internship programme. Special role of monitors done by the teacher educators. One teacher supervisor allotted for one school. Every week they supervised the activities of the interns. They observed and signed the diary every month. All other activities also supervised regularly. The school principal also supervised regularly. The school principal also performs the role of regular supervisor. She/He signed the diary and keeps the

attendance record regularly. Senior teachers of the school also allotted by the school principal to monitor the activities of the interns. They have to submit all the reports after completing 4 months internship period. Due to pandemic the session was interrupted.

File Description	Documents
Documentary evidence in support of the response	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

Four of the above

File Description	Documents
Assessment criteria adopted by each of the selected persons (For Bachelor and PG Programmes as applicable)	No File Uploaded
Two filled in sample observation formats for each of the claimed assessors	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

Three of the above

File Description	Documents
Format for criteria and weightages for interns' performance appraisal used	No File Uploaded
Five filled in formats for each of the aspects claimed	No File Uploaded
Any other relevant information	No File Uploaded

**2.5 - Teacher Profile and Quality**

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

17

File Description	Documents
Data as per Data Template	No File Uploaded
Sanction letters indicating number of posts (including management sanctioned posts) with seal and signature of the principal	No File Uploaded
English translation of sanction letter, if it is in regional language	No File Uploaded
Any other relevant information	No File Uploaded

**2.5.2 - Number of fulltime teachers with Ph. D. degree during the year**

4

File Description	Documents
Data as per Data Template	No File Uploaded
Certificates of Doctoral Degree (Ph.D) of the faculty	No File Uploaded
Any other relevant information	No File Uploaded

**2.5.3 - Number of teaching experience of full time teachers for the during the year**

5

**2.5.3.1 - Total number of years of teaching experience of full-time teachers for the academic year**

7

File Description	Documents
Copy of the appointment letters of the fulltime teachers	No File Uploaded
Any other relevant information	No File Uploaded

2.5.4 - Teachers put-forth efforts to keep themselves updated professionally Describe the nature of efforts by teachers to keep themselves updated professionally in not more than 100-200 words 1. In house discussions on current developments and issues in education 2. Share information with colleagues and with other institutions on policies and regulations

The teachers made efforts to keep themselves updated with the latest trends and developments. Seminars, workshop, FDP are attended by the teachers for their professional growth and institutional development. Newspapers, journals, Research articles, internet browsing regularly used for updates on new educational trends. Inhouse discussions are held from time to time to discuss issues and challenges faced in teaching learning situations and to come up with remedial measures. Frequent Staff Meeting organised by IQAC for discussing different topics of new trends in education. Teachers are frequently

REPORT LIST OF TOPIC IN HOUSE DISCUSSION 1. Teaching Methodology 2. 4 Years Integrated Teacher Education Programmes. 3. Language Policy 4. Regarding Curriculum 5. Teacher Orientation Programme. 6. Higher Education Institutions Network System both Government and Private schools.

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

## 2.6 - Evaluation Process

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

THE INSTITUTION ORGANISED CONTINUOUS INTERNAL EVALUATION OF STUDENTS LEARNING IN THE FOLLOWING WAY:-

1. THE INSTITUTION ORGANISED WEEKLY SUDDEN TEST FOR BOTH FIRST AND SECOND YEAR B.Ed. TRAINEES. 2. ASSIGNMENT IN EVERY SUBJECT/

PAPER. 3. THE INSTITUTION ORGANISED INTERNAL EXAMINATION LIKE UNIT TEST, TERMINAL EXAMINATION IN EVERY SESSION. a. AN INTERNAL EXAMINATION WAS ORGANISED FOR THE STUDENTS OF B.ED. FIRST YEAR. IT WAS HELD FROM 01/05/2020 TO 06/05/2020. ALL 1 HUNDRED STUDENTS APPEARED THE EXAMINATION. THE MAIN OBJECTIVE OF THE EXAMINATION WAS TO KNOW THE PROGRESS OF THE STUDENTS. THE UNIT TEST WAS CONDUCTED WITHIN 40 MARKS FOR GENERAL PAPERS AND 20 MARKS FOR METHOD PAPERS. b. ANOTHER INTERNAL EXAM FOR THE STUDENT OF B.ED 2ND YEAR WAS HELD FROM 03/01/2022 TO 12/01/2022. ALL STUDENTS APPEARED THE EXAMINATION. THE EXAM WAS CONDUCTED WITHIN 40 MARKS. c. ANOTHER INTERNAL EXAMINATION ORGANISED FOR THE STUDENTS OF B.ED. 1ST YEAR. IT WAS HELD FROM 12/12/2022 TO 17/12/2022. ALL STUDENTS APPEARED THE EXAMINATION. 4. PRACTICAL AND VIVA EXAM WAS ALSO CONDUCTED. Page 30/73 27-05-2023 11:38:54 Annual Quality Assurance Report of COLLEGE OF EDUCATION EXAMINATION IS CONDUCTED WITH LIVE CCTV CAMERAS AND IN THE PRESENT OF THE CLASS SUPERVISORS. THE PRINCIPAL, THE EXAM IN-CHARGE, THE SUPERVISORS AND THE SUPPORT STAFF ARE ALWAYS READY TO SOLVE ANY PROBLEM RELATED TO THE EXAMINATION.

File Description	Documents
Relevant documents related to Internal Evaluation System at the institution level with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

**2.6.2 - Mechanism of internal evaluation is transparent and robust and time bound; Institution adopts the following in internal evaluation**  
**Display of internal assessment marks before the term end examination**  
**Timely feedback on individual/group performance**  
**Provision of improvement opportunities**  
**Access to tutorial/remedial support**  
**Provision of answering bilingually**

Four of the above

File Description	Documents
Copy of university regulation on internal evaluation for teacher education	No File Uploaded
Annual Institutional plan of action for internal evaluation	No File Uploaded
Details of provisions for improvement and bi-lingual answering	No File Uploaded
Documentary evidence for remedial support provided	No File Uploaded
Any other relevant information	No File Uploaded

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

At the institute level, the OC/ Principal College of Education, Nagaon, controller of examination (CEO), senior faculty and other Teaching staff members, constituted a committee to deal with examination related grievances. No grievances raised by students during examination. Examination is conducted with live CCTV cameras and in the presence of the class supervisors. The examination question papers and the examination stationery are kept under strict security.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

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

Academic calendar exhibits a positive balance between academic and non-academic activities, training and examination schedule. Coursewise curriculum is prepared with the objectives of outcome-based education. All the curriculum and co-curriculum activities and examination are scheduled. Internal Examination 1st Terminal Examination:- 12/12/2020 to 17/12/2020 M.Ed. 1st & 2nd Year Examination:- 01/02/2021 to 06/02/2021 2nd Terminal :- 12/03/2021 to 18/03/2021 Micro-Teaching- 15/04/2021 to 17/04/2021

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

## 2.7 - Student Performance and Learning Outcomes

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

The College of Education, Nagaon takes initiatives regarding the teaching-learning process alignment with the stated PLOs and CLOs. In the Program Learning Outcome (PLOs) College takes initiative to develop leadership quality, spiritual, moral, social value development, equalization of educational opportunities for both boys and girls. On the other hand for Course Learning Outcome (CLOs) College conducts micro-teaching skill programme and demonstration, construction of lesson plan, Internship period activities as development programme.

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

## 2.7.2 - Pass percentage of Students during the year

File Description	Documents
Data as per Data Template	No File Uploaded
Result sheet for each year received from the Affiliating University	No File Uploaded
Certified report from the Head of the Institution indicating pass percentage of students program-wise	No File Uploaded
Any other relevant information	No File Uploaded

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

The progressive performance of students and attainment of professional and personal attributes in line with the PLOs and CLOs is monitored and used for further improvements After B.Ed Program student teacher will be able to develop content competences, pedagogical skills, effective citizen ethics and effective communication. - To impart relevant knowledge with respect to foundation methodology course. - To know and select and use of teaching methods, appropriate assessment strategies. - To analyses the content, textbooks and syllabus. Pedagogical skills d

.- To inspire and professionally help the parents of the care and guidance of their wards. - To develop professional attitude. Effective Citizen Ethics - To understand different values such as morality, social service, and accept responsibility for the society. - To become a productive member of the society and an agent by breaking the fetter of all social evils. Effective communication - To boost of confidence and promote abilities.- To plan, teach, organize, school related/ community based activities. CLOs After completion of B. Ed course student will be able to - Childhood and adolescence.- Understanding and educational technology. - Language Across the Curriculum.

File Description	Documents
Documentary evidence showing the performance of students on various internal assessment tasks and the LOs achieved	No File Uploaded
Any other relevant information	No File Uploaded

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

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

124

File Description	Documents
Number of students achieving on an average 70% or more in internal assessment activities during t	No File Uploaded
Record of student-wise / programme-wise / semester-wise internal assessment of students during the year	No File Uploaded
Any other relevant information	No File Uploaded

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

Report The Programme Diary of Program and course outcome provides a mapping for each outcome. The course outcomes are matched with program outcomes and learning objectives. Evaluation Process and attainment of course outcome is linked by defining type of assessment and is firmly practiced. The course outcomes are categorized in cognitive, affective and psychomotor activities. Theory examination both internal and external, submission of assignments and projects measure cognitive outcomes using pen and paper tests and written submissions. Observation scale for performance in group projects and class activities measures affective outcomes. Psychomotor outcomes are measured using practical and skill based examination. Assessment of Course outcomes for the B.Ed. Programme is combination of continuous and yearly end evaluation methods. -A panel of examiners measures outcomes related to attainment of affective and psychomotor domains. Observation scales measures project, lesson plan submissions and actual teaching in classrooms during School exposure visits and internship, to government and private schools .

File Description	Documents
Documentary evidence in respect to claim	No File Uploaded
Any other relevant information	No File Uploaded

## 2.8 - Student Satisfaction Survey

### 2.8.1 - Online student satisfaction survey regarding teaching learning process

<b>yes</b>	
<b>RESEARCH AND OUTREACH ACTIVITIES</b>	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Number of research projects funded by government and/ or non-government agencies during the year</b>	
<b>NA</b>	
<b>File Description</b>	<b>Documents</b>
Data as per Data Template	<b>No File Uploaded</b>
Sanction letter from the funding agency	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>
<b>3.1.2 - Number of grants received for research projects from government and / or non-government agencies during the year (INR in Lakhs)</b>	
<b>NA</b>	
<b>File Description</b>	<b>Documents</b>
Sanction letter from the funding agency	<b>No File Uploaded</b>
Income Expenditure statements highlighting the research grants received certified by the auditor	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>
<b>3.1.3 - In-house support is provided by the institution to teachers for research purposes during the year in the form of Seed money for doctoral studies / research projects Granting study leave for research field work Undertaking appraisals of institutional functioning and documentation Facilitating research by providing organizational supports Organizing research circle / internal seminar / interactive session on research</b>	<b>Two of the above</b>

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

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

Two of the above

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

**3.2 - Research Publications**

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

NIL

File Description	Documents
Data as per Data Template	No File Uploaded
First page of the article/journals with seal and signature of the Principal	No File Uploaded
E-copies of outer jacket/contents page of the journals in which articles are published	No File Uploaded
Any other relevant information	No File Uploaded

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

3

File Description	Documents
Data as per Data Template	No File Uploaded
• First page of the published book/chapter with seal and signature of the Principal	No File Uploaded
E-copies of outer jacket/contents page of the books, chapters and papers published along with ISBN number in national / international conference-proceedings per teacher	No File Uploaded
Any other relevant information	No File Uploaded

### 3.3 - Outreach Activities

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

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

1

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Report of each outreach activity organized along with video/ photographs with seal and signature of the Principal	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

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

1

File Description	Documents
Event-wise newspaper clippings / videos / photographs with captions and dates	No File Uploaded
Report of each outreach activity with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

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

70

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

50

File Description	Documents
Data as per Data Template	No File Uploaded
Documentary evidence in support of the claim along with photographs with caption and date	No File Uploaded
Any other relevant information	No File Uploaded

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

A report on how the outreach activities Conducted by the institutions can sensitize Students to social issues & community development.

An outreach. Program aims to help uplift & support those who are deprived of certain services & rights. It involves giving learning social planning health support & other projects for their welfare outreach activity organized by Michael Job Memorial College of Education for Women, Coimbatore creates awareness among the trainees on various social issues & theirs to meet the needs of the community. This activity makes a connection between the trainees & the community members. Outreach activities help the students to focus on the issues related to society & nation and create confidence to influence others' conceptions. With the help outreach activities students learn valuable life skills through shared experiences. It empowers them to make positive changes in themselves, their families & their communities. It also helps the trainees to build a sense of responsibility & sensitivity towards the society more importantly; students can deepen their understanding of individual leadership, systematic change & social responsibility in the context of a local, national & global multi cultural society. This, by organizing various outreach activities. The institution provides a base for behavioral development among the trainees. Infa ct, outreach activities can be a way for students to connect or reconnect with their communities & to develop academic, personal & civic responsibilities

File Description	Documents
Relevant documentary evidence for the claim	No File Uploaded
Report of each outreach activity signed by the Principal	No File Uploaded
Any other relevant information	No File Uploaded

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

0

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

### 3.4 - Collaboration and Linkages

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

3

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

3

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

#### 3.4.2 - Functional MoUs with institutions of National and / or International importance, other universities, industries, corporate houses etc. during the academic year

NIL

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

#### 3.4.3 - Institution has linkages with schools and other educational agencies for both academic and outreach activities and jointly organizes Local community based activities

Three/Four of the above

**Practice teaching /internship in schools  
Organizes events of mutual interest- literary, cultural and open discussions on pertinent themes to school education Discern ways to strengthen school based practice through joint discussions and planning Join hands with schools in identifying areas for innovative practice Rehabilitation Clinics Linkages with general colleges**

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

**INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 - Physical Facilities**

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

**Infrastructure**

Michael Job Memorial College of Education for Women , Coimbatore has a well developed campus of more than 6 acres. The development and maintenance of infrastructure and learning resources are managed as of NCTE norms. Michael Job Memorial College of Education for Women, Coimbatre has a total no. 16 class rooms with well ventilated , fitted with a sufficient numbers of lights, fans boards and other requirements. The college has well equipped library. The institution also has a ICT lab, language lab, physical education room etc. Which were upgraded based on the curriculum considering NCTE framework. In our campus we have separate class room for both B.Ed & M.Ed class and each pedagogy subjects we have separate class room. Moreover we have separate laboratory facilities ie. Physical science lab, biological science lab, psychology lab, technology lab. For conducting seminar and webinar and other presentation we have separate virtual class room. For conducting special program & Cultural programs we have separate seminar hall.In our campus we have separate sports room for students to play indoor games We have separate computer lab to

utilize both B.Ed and M.Ed students research purpose.

File Description	Documents
List of physical facilities available for teaching learning	No File Uploaded
Geo-tagged photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

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

17

File Description	Documents
Data as per Data Template	No File Uploaded
Geo-tagged photographs	No File Uploaded
Link to relevant page on the Institutional website	Nil
Any other relevant information	No File Uploaded

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

2256811.95

File Description	Documents
Data as per Data Template	No File Uploaded
Income Expenditure statements highlighting the expenditure on infrastructure augmentation with seal and signature of CA and the Principal	No File Uploaded
Any other relevant information	No File Uploaded

**4.2 - Library as a Learning Resource**

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

Library is a knowledge resource centre of Michael Job Memorial

College of Education for Women, Coimbatore has a good collection of more than 4,000 text books, reference books and other book with peer reviewed national journal and bound volumes of journals. We have news papers in library to develop the students reading habits. Different types of competitive exam books also available in our library to attend TET ,TRB BOTH UG & PG ,NET,SET ,TNPSC exams. For M .Ed students we have lot of research methodology books and different types research journals, dissertations available to help the students to refer research purpose. Moreover we have lot of GK books and aptitude books, dictionary, encyclopedia also available in our campus library.

File Description	Documents
Bill for augmentation of library signed by the Principal	No File Uploaded
Web-link to library facilities, if available	Nil
Any other relevant information	No File Uploaded

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

Library is a knowledge resource centre of Michael Job Memorial College of Education for Women, Coimbatore has a good collection of more than 4,000 text books, reference books and other book with peer reviewed national journal and bound volumes of journals. We have news papers in library to develop the students reading habits. Different types of competitive exam books also available in our library to attend TET ,TRB BOTH UG & PG ,NET,SET ,TNPSC exams. For M .Ed students we have lot of research methodology books and different types research journals, dissertations available to help the students to refer research purpose. Moreover we have lot of GK books and aptitude books, dictionary, encyclopedia also available in our campus library.

File Description	Documents
Landing page of the remote access webpage	No File Uploaded
Details of users and details of visits/downloads	No File Uploaded
Any other relevant information	No File Uploaded

<b>4.2.3 - Institution has subscription for e-resources and has membership / registration for the following e-journals e-Shodh Sindhu Shodhganga e-books Databases</b>	<b>Three of the above</b>										
<table border="1"> <thead> <tr> <th data-bbox="71 344 539 421">File Description</th> <th data-bbox="539 344 1449 421">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="71 421 539 488">Data as per Data template</td> <td data-bbox="539 421 1449 488"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="71 488 539 589">Receipts of subscription /membership to e-resources</td> <td data-bbox="539 488 1449 589"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="71 589 539 734">E-copy of the letter of subscription /member ship in the name of institution</td> <td data-bbox="539 589 1449 734"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="71 734 539 801">Any other relevant information</td> <td data-bbox="539 734 1449 801"><b>No File Uploaded</b></td> </tr> </tbody> </table>	File Description	Documents	Data as per Data template	<b>No File Uploaded</b>	Receipts of subscription /membership to e-resources	<b>No File Uploaded</b>	E-copy of the letter of subscription /member ship in the name of institution	<b>No File Uploaded</b>	Any other relevant information	<b>No File Uploaded</b>	
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Data as per Data template	<b>No File Uploaded</b>										
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E-copy of the letter of subscription /member ship in the name of institution	<b>No File Uploaded</b>										
Any other relevant information	<b>No File Uploaded</b>										
<b>4.2.4 - Annual expenditure for purchase of books, journals, and e-resources during the year (INR in Lakhs)</b>											
<b>50000</b>											
<table border="1"> <thead> <tr> <th data-bbox="71 994 539 1070">File Description</th> <th data-bbox="539 994 1449 1070">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="71 1070 539 1137">Data as per Data Template</td> <td data-bbox="539 1070 1449 1137"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="71 1137 539 1391">Income Expenditure statements highlighting the expenditure on purchase of books, journals, e-resources with seal and signature of both the Principal and Chartered Accountant</td> <td data-bbox="539 1137 1449 1391"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="71 1391 539 1458">Any other relevant information</td> <td data-bbox="539 1391 1449 1458"><b>No File Uploaded</b></td> </tr> </tbody> </table>	File Description	Documents	Data as per Data Template	<b>No File Uploaded</b>	Income Expenditure statements highlighting the expenditure on purchase of books, journals, e-resources with seal and signature of both the Principal and Chartered Accountant	<b>No File Uploaded</b>	Any other relevant information	<b>No File Uploaded</b>			
File Description	Documents										
Data as per Data Template	<b>No File Uploaded</b>										
Income Expenditure statements highlighting the expenditure on purchase of books, journals, e-resources with seal and signature of both the Principal and Chartered Accountant	<b>No File Uploaded</b>										
Any other relevant information	<b>No File Uploaded</b>										
<b>4.2.5 - Per day usage of library by teachers and students during the academic year</b>											
<b>4.2.5.1 - Number of teachers and students using library for Month one (not less than 20 working days) during the academic year</b>											
<b>280</b>											

File Description	Documents
Document showing the number of teachers and students using library / e-library per working day/ logins in remote access for 10 days each for five months during the academic year with seal and signature of both the librarian and principal	No File Uploaded
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	Nil
Any other relevant information	No File Uploaded

<p><b>4.2.6 - Efforts are made to make available National Policies and other documents on education in the library suitable to the three streams of teacher education –general teacher education, special education and physical education by the following ways</b>  <b>Relevant educational documents are obtained on a regular basis Documents are made available from other libraries on loan Documents are obtained as and when teachers recommend Documents are obtained as gifts to College</b></p>	One of the above
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File Description	Documents
Data as per Data Template	No File Uploaded
Any other relevant information	No File Uploaded

**4.3 - ICT Infrastructure**

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

There are different digital technological facilities available inthe college. The college has positively integrated ultra-modem ICT facilities to some extent. The college frequently updates its ICT facilities. Also, new ICT equipment has been purchased as per the requirements. Computer lab is well-equipped with branded PC's adequately supported by 50 Mbps Rail Tel lease lines for internet

connectivity. It is also equipped with a wide range of licensed system software and application software. The entire campus is connected with LAN Messenger. Computer labs, well connected to the internet, helps students and faculties to carry out their academic and other work. As of now there are 02- smart classrooms, 01-smart lab and 01-digitally equipped virtual class room available in the college.

In addition to this, one all in one PC was set up in principal's office and all the old desktop computers were upgraded and formatted. The college is under CCTV surveillance with total 6 cameras installed at entry/exit gates, corridors, library, classrooms and seminar hall.

File Description	Documents
Document related to date of implementation and updation, receipt for updating the Wi-Fi	No File Uploaded
Any other relevant information	No File Uploaded

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

**3:1**

File Description	Documents
Data as per data template	No File Uploaded
Purchase receipts and relevant pages of the Stock Register with seal and signature of the principal	No File Uploaded
Any other relevant information	No File Uploaded

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

**B. 500 MBPS - 1GBPS**

File Description	Documents
Receipt for connection indicating bandwidth	No File Uploaded
Bill for any one month during the academic year indicating internet connection plan, speed and bandwidth	No File Uploaded
Any other relevant Information	No File Uploaded

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

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

#### **4.4 - Maintenance of Campus and Infrastructure**

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

140000

File Description	Documents
Data as per Data Template	No File Uploaded
Income Expenditure statements highlighting relevant items with seal and signature of the Principal and Chartered Accountant	No File Uploaded
Any other relevant information	No File Uploaded

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

Michael Job Memorial College of Education for Women, Coimbatore prepare annual budget for the Academic 2020-2021, the budget mostly emphasized on Library, Computer Lab, Website Development and conduct seminar, webinar, conferences, infrastructure, celebrate cultural programs, to organize various programs like club activities etc. But as this year has the Covid-19 pandemic situations most of the funds could not be used.

File Description	Documents
Appropriate link(s) on the institutional website	Nil
Any other relevant information	No File Uploaded

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

<p><b>5.1.1 - A range of capability building and skill enhancement initiatives are undertaken by the institution such as Career and Personal Counseling Skill enhancement in academic, technical and organizational aspects Communicating with persons of different disabilities: Braille, Sign language and Speech training Capability to develop a seminar paper and a research paper; understand/appreciate the difference between the two E-content development Online assessment of learning</b></p>	<p>Four of the above</p>
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File Description	Documents
Data as per Data Template	No File Uploaded
Report on each capability building and skill enhancement initiative adopted with seal and signature of the Principal	No File Uploaded
Sample feedback sheets from the students participating in each of the initiative	No File Uploaded
Photographs with date and caption for each initiative	No File Uploaded
Any other relevant information	No File Uploaded

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

File Description	Documents
Geo-tagged photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

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

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

File Description	Documents
Data as per Data template	No File Uploaded
Income Expenditure statement highlighting the relevant expenditure towards student concession along with approval / sanction letter	No File Uploaded
Report of the Placement Cell	No File Uploaded
Any other relevant information	No File Uploaded

## 5.2 - Student Progression

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

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Number of students placed as teachers/teacher educators	Total number of graduating students
<b>73</b>	<b>102</b>

File Description	Documents
Data as per Data Template	<b>No File Uploaded</b>
Reports of Placement Cell for during the year	<b>No File Uploaded</b>
Appointment letters of 10 percent graduates for each year	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

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

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

**20**

File Description	Documents
Data as per Data Template	<b>No File Uploaded</b>
Details of graduating students and their progression to higher education with seal and signature of the principal	<b>No File Uploaded</b>
Documentary evidence in support of the claim	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

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

**6**

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

**5.3 - Student Participation and Activities**

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

from every academic year, two c-r (class representative) or coordinators are selected to run all the cultural ,curricular ,sports, literary activities and co curricular activities of the institutions smoothly. literary activities three trainees are selected as cultural secretary games and sports secretary and literary secretary. The three secretary of three different heads along with the two co=ordinator (selected) of each academic year play an important role in the institutional functioning and contribute for students welfare.

List of persons represented on different bodies of the Institution

1. Co- Ordinator
2. In charge Games & Sports
3. Cultural
4. Literary

File Description	Documents
Copy of constitution of student council signed by the Principal	No File Uploaded
List of students represented on different bodies of the Institution signed by the Principal	No File Uploaded
Documentary evidence for alumni role in institution functioning and for student welfare	No File Uploaded
Any other relevant information	No File Uploaded

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

2

File Description	Documents
Data as per Data Template	No File Uploaded
Reports of the events along with the photographs with captions and dates	No File Uploaded
Copy of circular / brochure indicating such kind of events	No File Uploaded
Any other relevant information	No File Uploaded

#### 5.4 - Alumni Engagement

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

**ROLE OF ALUMNI ASSOCIATION IN THE DEVELOPMENT OF THE INSTITUTION AS FOLLOWS:- 1. ORGANISATION OF HEALTH CHECK-UP CAMP 2.WORKSHOP ON YOGA AND MEDITATION.**

**Role of Alumni Association in the development of the institution:-**  
**The Alumni Association, College of Education, Nagaon was registered under the societies registration Act, XX1 of 1860 vide Reg. No. NG/254/N/01 of 2014- 15. The association is formed for the development of college with a minimum amount contributed by the alumnees at the time of registration. The association is working for the benefit of the college with some active members of the association. 1. Beautification of College Garden:- The association always tries to keep the college garden along with the campus clean and beautiful. The garden is filled up by soil and many seasonal flower plants such as marigold, dahlia, petunia, crisanthimum are planted. A gardener was appointed in the year 2017 (in the month of July) to look after the garden and the campus. 2. Workshop on Yoga and Meditation:- On Yoga and Meditation every academic year. Details of Office Bearers:- Nazma Sultana, President Alumni Association - Bandana Sabhapandit, Secretary, Alumni Association.**

File Description	Documents
Details of office bearers and members of alumni association	No File Uploaded
Certificate of registration of Alumni Association, if registered	No File Uploaded
Any other relevant information	No File Uploaded

<b>5.4.2 - Alumni has an active role in the regular institutional functioning such as Motivating the freshly enrolled students Involvement in the in-house curriculum development Organization of various activities other than class room activities Support to curriculum delivery Student mentoring Financial contribution Placement advice and support</b>	Five/Six of the above
--	-----------------------

File Description	Documents
Documentary evidence for the selected claim	No File Uploaded
Income Expenditure statement highlighting the alumni contribution	No File Uploaded
Report of alumni participation in institutional functioning for the academic year	No File Uploaded
Any other relevant information.	No File Uploaded

<b>5.4.3 - Number of meetings of Alumni Association held during the year</b>
<b>2</b>

File Description	Documents
Data as per Data Template	No File Uploaded
Agenda and minutes of the meeting of Alumni Association with seal and signature of the Principal and the Secretary of the Association	No File Uploaded
Any other relevant information	No File Uploaded

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

The college of Education has organized lots of influential work for motivating students to do work like motivational talk, seminar paper presentation skills, seminar paper writing skills and such kind of productive basis work in the dissertation work, practicum skills like achievement test preparation, essay type question paper construction, standardization test construction for benefit of the students future quality development skills.

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

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 - Institutional Vision and Leadership**

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

**MICHAEL JOB MEMORIAL COLLEGE OF EDUCATION FOR WOMN**

**Vision**

To be an institution that trains teachers who are equipped and empowered to meet the challenges of tomorrow.

**MISSION**

To establish an institution which has necessary infrastructure, qualified staff and enabling environment that will train the teachers who will endeavor to guide the students to develop intellectual curiosity, to think logically , to be creative and to live ethically.

File Description	Documents
Vision and Mission statements of the institution	No File Uploaded
List of teachers, students and non-teaching staff on decision making bodies of the institution with seal and signature of the Principal	No File Uploaded
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

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

#### 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 -

1. Management
2. College Development Committee
3. Governing Council
4. Principal
5. IQAC Committee
6. Examination Committee
7. Alumni association
8. Administrative and Non teaching Staff
9. NCC, NSS
10. Stakeholders involve in the decentralisation and participative management all are working together for

**efficient functioning of the Institutions.**

File Description	Documents
Relevant documents to indicate decentralization and participative management	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**FINANCIAL FUNCTION:-** college has made both internal and external audit for financial purpose Every year accounts of the college are being audited as per the rules and regulations of the government.

**Academic fucnction:-** IQAC is established in Michael Job Memorial College of Education for Women for the planning, implementation and evaluation of different kinds of financial , academic and administrative work. Different committees under IQAC are also formed to meet the purpose of smooth functioning of the college activity. A discussion making body is formed in every year with teaching staff, non teaching staff, governing body member and students. College organise co-scholastic activities for the purpose of development of all round learner personality Due to pandemic, for the academic 2020- 2021 we have conducted only few co curricular activities.

File Description	Documents
Reports indicating the efforts made by the institution towards maintenance of transparency	No File Uploaded
Any other relevant information	No File Uploaded

**6.2 - Strategy Development and Deployment**

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

**Michael Job Memorial College of Education for women organizes and arranges various activities related to many purposes. These activities cover all academic and non academic areas of the B.Ed.**

course and M.Ed Course. College organises two Formative Examinations and One Model Examination for first and second year trainees and M.Ed students also. For conducting these examinations, college appoints two teachers for Examination committee and they arrange every aspect of the examination. Moreover we have three members Examination scrutiny committee to check all the question papers.As based on strategic plan, dates of examination are notified in the academic calendar. These tests and examinations help the trainees to demonstrate what they know. It also helps the teachers to understand the mental capacity of the students and to rectify their shortcomings. After the examinations, feedback mechanism is used by the teachers to discuss trainees problems in solving the questions of their course. They are provided with suggestions and remarks to improve their problem solving skill. Marks obtained by trainees are recorded in the office. Therefore, one of the best activities implemented by MJCOE. COE,

MCOE organises and arrange activities related to Orientation Programme for teaching and non- teaching staff for professional development. Further our college organises environmental awareness programmes at the Internship schools and at the college it self.Due to pandemic we colud not organize any Community related activities during this academc 2020-2021 .

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	Nil
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

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

Michael Job Memorial College of Education for Women formed different bodies as per the guidelines of NCTE and affiliated university (TNTEU) . Accordingly college has formed IQAC, aid different committees under IQAC, Anti-raging cell, grievance and redressed cell, which are functioning at college level. College has organise co-scholastic activities for the purpose of development of all round learner personality. All the bodies organised different activities for the effective planning

implementation and evaluation of various functions of the college. IQAC meetings are arranged regularly in which strategic planning of the strategic planning of the institution is being discussed. members of the students council take been interest in the planning and implementation of various scholastic and non-scholastic activities of the college.

As part of administration set up, college have proper work distribution. All the appointments at the college are being done by university rules and regulation. college follow all the service rules and procedures prescribed by the NCTE and affiliating university

File Description	Documents
Link to organogram on the institutional website	Nil
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

**6.2.3 - Implementation of e-governance are in the following areas of operation Planning and Development Administration Finance and Accounts Student Admission and Support Examination System Biometric / digital attendance for staff Biometric / digital attendance for students**

Five/Six of the above

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

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

As per the decision of Principal Dr.R.RAVI ,Michael Job Memorial

College of Education for Women, was Celebrated Teachers day, National Education day, World Environment day, Christmas day in the campus.

File Description	Documents
Minutes of the meeting with seal and signature of the Principal	No File Uploaded
Action taken report with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

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

In our Michael Job Memorial College of Education for Women ,staff welfare is given for most importance. In connection with this, existing welfare measure for teaching and non-teaching staff are as follows:- Employees PF as per rules Maternity leave Salary timely credited to bank account of employee. Faculty members are provided proper staffrooms to facilities good ambience. Summer vacation 15 days .

Automation of attendance and leave using biometric system. Canteen Hygienic food In a nutshell, the institution strives hard to keep one staff happy and healthy.

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

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

0

File Description	Documents
Data as per Data Template	No File Uploaded
Institutional Policy document on providing financial support to teachers	No File Uploaded
E-copy of letter/s indicating financial assistance to teachers	No File Uploaded
Certificate of participation for the claim	No File Uploaded
Certificate of membership	No File Uploaded
Income Expenditure statement highlighting the financial support to teachers	No File Uploaded
Any other relevant information	No File Uploaded

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

4

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

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

0

File Description	Documents
Data as per Data Template	No File Uploaded
Copy of Course completion certificates	No File Uploaded
Any other relevant information	No File Uploaded

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

Report Michael Job Memorial college of Education for Women follow a regular activity of conducting feedback system. The institution arranges academic audit by resourceful academicians. The performance of all the non-teaching and teaching staff is assessed accordingly. Regular meetings are held to intimate the staff about any shortcomings or gaps on their part and thereby suggestions are given for their improvisation of the same. Professional contribution to the academic is also assessed through the publication of research papers in Scopus indexed journals as well as books. The teachers' engagement in short-term courses, performing invigilation duties, contribution to college administration committees, engagement in governing Body etc. Regarding the appraisal of non-teaching staff, regular meetings are held to assess their attendance details. As the employees are given specific responsibilities, annual surveys on each activity viz admission, scholarship, registration of students etc. are received. The internal audit proves to be another method to assess the performance of the employees who handle the financial front of the college.

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

## 6.4 - Financial Management and Resource Mobilization

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

Our Michael Job Memorial College of Education for Women regularly conducts financial audits . Internal audit is conducted in its financial year by senior members of Governing Body External audit is conducted by a registered C.A. , Verification of all the original documents for payments and receipt, vouchers of cash transactions and cash book is done. The details of all the transaction of the entire financial year is consolidated and maintained by the accountant. Both the external and internal audit are placed in the meeting of the Governing Body and discussion is held regarding the objections if any. The secretary clarified the objections in written form and the meeting then approves the report after discussion.

File Description	Documents
Report of Auditors of during the year signed by the Principal.	No File Uploaded
List of audit objections and their compliance with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

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

0

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

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

Michael Job Memorial College of Education for Women Governing Body have full authority to take decision for the effective mobilization of funds and taking decision regarding financial status. The funds are allocated to each activity during the preparation of yearly budget. The institutional proposed budget for every month reflects various recurring expenses such as salary, electricity, internet charges, stationary, infrastructure and observation of various festival and other maintenance cost as well as prospective seminars and conferences, FDP. The proposed budget is placed in the Governing Body meeting for approval. The salary for sanctioned and non sanctioned post in both teaching and non-teaching staff is paid as per the approval of the Governing Body.

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

### 6.5 - Internal Quality Assurance System

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

In Michael job Memorial college of Education has separate IQAC Committee and IQAC coordinator to build and ensure a quality culture at the institutional level. The IQAC is maintaining for academic planning, guidance and counseling also maintaining quality assurance and other activities of the institution. Primary responsibility of the IQAC is to initiate, plan and supervise various activities that are necessary to increase the quality of the educational institution.

IQAC of MJCOE have made numerous attempts to enhance the quality assurance of the institution through various strategies. IQAC organized various workshop, seminars and other educational events were made a part of the institution. The IQAC organized workshop on lesson plan, genderawareness, a training programme on online teaching, a workshops etc for enhancing the quality assurance of

the institutions.

File Description	Documents
List of activities responsible for ensuring quality culture in the Institution with seal and signature of the principal	No File Uploaded
Any other relevant information	No File Uploaded

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

For the review of Teaching Learning process, the IQAC adopt practices which will provide quality education the students through an effective and meaningful way. This plays an important role in enhancing the quality education and co-curricular activities of the college. The IQAC reviews the teaching learning process by the following way- 1. IQAC members always ask questions to the students and discusses about the teaching learning process. 2. Collecting feedback from students , staff, alumni etc. to improve teaching learning process. 3. Students feedback of faculty is conducted annually and analysis of the feedback is done and communicated with the faculty by the Governing Body to enhance their teaching learning skills and their relationship with students. 4. IQAC always deutes the faculty to participate in orientation program short term course, seminar, workshop to keep them updated and improved their professional skills. 5. IQAC suggests innovative and smart practices for completion of the curriculum through assignments, remedial classes, collaboration work etc.

File Description	Documents
Appropriate documents to show the visible improvement/s in Teaching-Learning Process with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

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

5

File Description	Documents
Data as per Data Template	No File Uploaded
Report of the work done by IQAC or other quality mechanisms	No File Uploaded
List of quality initiatives undertaken by IQAC / other quality mechanism signed by the Principal	No File Uploaded
Any other relevant information	No File Uploaded

<b>6.5.4 - Institution engages in several quality initiatives such as Regular meeting of Internal Quality Assurance Cell (IQAC) or other mechanisms; Feedback collected, analysed and used for improvements Timely submission of AQARs (only after 1st cycle) Academic Administrative Audit (AAA) and initiation of follow up action Collaborative quality initiatives with other institution(s) Participation in NIRF</b>	Two of the above
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File Description	Documents
Data as per Data Template	No File Uploaded
Link to the minutes of the meeting of IQAC	Nil
Link to Annual Quality Assurance Reports (AQAR) of IQAC	Nil
Consolidated report of Academic Administrative Audit (AAA)	No File Uploaded
e-Copies of the accreditations and certifications	No File Uploaded
• Supporting document of participation in NIRF	No File Uploaded
Feedback analysis report	No File Uploaded
Any other relevant information	No File Uploaded

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

Michael Job Memorial College of Education for Women has completed its first cycle of NAAC in 2013 December. And the college has got 2.65 accreditation on first cycle.,. But college is always trying to maintain the quality in functioning all aspects of scholastic and non - scholastic area of development. The details of two among them -1. Given more emphasis on organization of co-curricular activities in the college Fore most aim of education is the all -round development of human personality. To meet that objective college has organized different workshop and activities at different level to develop learner's personality. Social activities are organized for the development of social and leadership qualities; Literary activities are organized for the development of thinking and communication ability 2. Art, Drama and Music for the students: It is very important for mental health and all round development of teacher, trainee to practice art, drama and music session in the institution help the trainees to develop social skills, creative way to stay active and specially help the trainee to cope with anxiety and depression and get a way to relieve stress during and post pandemic period.

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

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

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

Energy policy of the Michael Job Memorial College of Education for Women 1. Students are always made aware to switch off the lights and fans whenever they leave the classroom or anywhere else. 2. Water motor is switched off immediately after filling the water tank. 3. Students and teachers are always concerned about the use

of electricity. They make wifi utilization of all the electrical devices 4. College has enough windows and doors for air passing and natural light. 5. College has rain water harvesting policy.

6.College has beautiful garden with plants and trees to provide pure oxygen

7.We have separate non teaching faculty Mrs Beena to maintain our campus neat and clean.

8.We have separate system for removing waste materials for renewable and Non renewable dust

9.We have In charge person to check and monitor and maintain note books for cleanliness inside our campus.

File Description	Documents
Institution's energy policy document	No File Uploaded
Any other relevant information	No File Uploaded

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

Waste management policy of the college - 1. In our campus we have separate dustbins for Biodegradable and Non-biodegradable waste

2. Bio- degradable waste materials used for garden & preparing bio manure.

3. Non bio degradable waste materials destroyed by incineration method.

4. Paper cover page use for assignment purpose of the students.

5. The one year old newspaper are sold out for recycling

.6. Vegetable and fruit pills are used for the purpose of making organic fertilizer for the growth of the flower and vegetable plants at the college campus. 6. College uses incorrect print out papers for rough works in the office. 7. E-waste management policy is also followed by the college.

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

<b>7.1.3 - Institution waste management practices include Segregation of waste E-waste management Vermi-compost Bio gas plants Sewage Treatment Plant</b>	Three of the above
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File Description	Documents
Documentary evidence in support of each selected response	No File Uploaded
Geo-tagged photographs	No File Uploaded
Income Expenditure statement highlighting the specific components	No File Uploaded
Any other relevant information	No File Uploaded

<b>7.1.4 - Institution has water management and conservation initiatives in the form of 1. Rain water harvesting 2. Waste water recycling 3. Reservoirs/tanks/ bore wells 4. Economical usage/ reduced wastage</b>	Three of the above
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File Description	Documents
Income Expenditure statement highlighting the specific components	No File Uploaded
Documentary evidence in support of the claim	No File Uploaded
Geo-tagged photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Institution is committed to maintenance of cleanliness, sanitation, green cover and providing a pollution free healthy environment Describe the efforts of the institution towards maintenance of cleanliness, sanitation, green cover and providing a pollution free healthy environment in not more than 100 - 200 words
<b>.For maintaining cleanliness of the MJCOE campus, the college has</b>

a support staff. And all the members of the college family are aware to keep the campus clean and healthy. 2. For maintaining cleanliness of the college outside, social service programmes are organized by the students of the college. 3. Alumni association of the college maintains the college garden for beautification and green campus.

4. Water closets are equipped with soap, air freshener, and naphthalene balls. 5. The water tank is cleaned frequently approximately in a year.

6. The college campus is a smoking free zone.

File Description	Documents
Documents and/or photographs in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

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

Two of the above

File Description	Documents
Videos / Geotagged photographs related to Green Practices adopted by the institution	No File Uploaded
Circulars and relevant policy papers for the claims made	No File Uploaded
Snap shots and documents related to exclusive software packages used for paperless office	No File Uploaded
Income- Expenditure statement highlighting the specific components	No File Uploaded

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

25000

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

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

Michael Job Memorial College of Education for Women, sulur,Coimbaore do not have any opportunity to care and invest in protecting and preserving the local environment. MJCOE organized community service program in nearby local\ areas Sulur, to create awareness on adopting skills needed to prevent COVID 19 pandemic. We have given special awareness on how to protect environment near sulur area. Social distancing, proper sanitization process etc were some of the highlights of the programs. The college also invested in buying local product that were made with eco-friendly materials including reusable bags, dustbin made of bamboos etc

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

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

**D. Any 1 of the above**

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

## 7.2 - Best Practices

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

**1.ONLINE TEACHING LEARNING PROCESS:-** Preparation o study materials and ppt slides and you tube videos for online teaching .Due to Covid -19 pandemic and lockdown, online teaching mode was the only option to provide quality education. Hence, videos for online teaching was the need of the hour. To continue provide quality education during Covid-19pandemic. All the teachers attend online meetings and workshops on preparation of quality teaching videos. The ICT faculty of the institution trained the teachers on videography and also successful uploading of such videos on Youtube, WhatsApp Etc.

**Impact:-** The student were greatly benefited by this practice

### II.ONLINE SEMINAR &WEBINAR

All the Faculties attend online meetings and workshops ,seminar and webinar through online mode. The Computer Science faculty Mrs.T.Masanipriya has given guidelines to prepare you tube videos and how to upload in google classroom . Moreover she taught about google calendar, Google docs,how to create meeting link ,online Exam instructions for both B.Ed and M.Ed students.

**III.RESEARCH COLLOGUIUM**

During COVID period we have conducted research colloquium class for M.Ed students. M.Ed Coordinators Mrs.R.Gokilavani & Dr.K.Radhamani conducted online classes like SOP FOR M.Ed IYear students and practicum, model VIVA Voce Exam for M.Ed II Year students

File Description	Documents
Photos related to two best practices of the Institution	No File Uploaded
Any other relevant information	No File Uploaded

**7.3 - Institutional Distinctiveness**

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

**INFRASTRUCTURE**

The importance of an infrastructure plays a vital role in building a positive environment for learning. The college therefore felt the need to upgrade some of the infrastructural facilities to continue to carry on its effort to provide quality education. To fulfil this vision the college had to face numerous challenges due to covid -19 pandemic. But amidst those challenges , the college took initiativein upgrading some necessary infrastructural facilities. The classrooms were painted and some changes were made in the desk benches. The toilet and washroom needed some renovation. The playground, garden area, girls common room were also upgraded. The water filter was changed. A renovation work was carried out in the college canteen. The computer laboratory needed some repair work which was also completed.

File Description	Documents
Photo and /or video of institutional performance related to the one area of its distinctiveness	No File Uploaded
Any other relevant information	No File Uploaded