



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution	V.O.C.COLLEGE OF EDUCATION
Name of the head of the Institution	Dr .T.KANAKARAJ
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04612310600
Mobile no.	9442127125
Registered Email	vochedcollege@gmail.com
Alternate Email	iqacvoched@gmail.com
Address	Palayamkottai Road, Thoothukudi.
City/Town	Thoothukudi
State/UT	Tamil Nadu
Pincode	628008
2. Institutional Status	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr.R.Sasipriya
Phone no/Alternate Phone no.	04612310600
Mobile no.	9894260330
Registered Email	vocbedcollege@gmail.com
Alternate Email	iqacvocbed@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://voccedu.org/docss/aqar2016-2017.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://voccedu.org/about/AcademicCalendar.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B++	81.50	2005	20-May-2005	19-May-2010
2	B	2.73	2012	08-Jul-2013	07-Jul-2018

6. Date of Establishment of IQAC	07-Sep-2005
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Workshop on Data Analysis	10-Mar-2018	15

using SPSS	1	
Enrichment Programme on Identity Crisis of women in the present scenerio	03-Feb-2018 1	315
Uploading of college data to the Management Information System (MIS) portal of AISHE, MHRD, Govt. of India	14-Feb-2018 16	6
IQAC Meeting	04-Nov-2017 1	130
IQAC Meeting	10-Oct-2017 1	12
Workshop on Research Proposal Writing	22-Sep-2017 1	12
Workshop on Self Development Programmes on Yoga	21-Aug-2017 3	15
IQAC Meeting	26-Jul-2017 1	12
IQAC Meeting	14-Jul-2017 1	12
IQAC Meeting	11-Jul-2017 1	12
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
V.O.C.College of Education	2594	UGC	2017 1	12250
V.O.C.College of Education	2677	UGC	2017 2	11500
V.O.C.College of Education	6610	UGC	2017 730	43500
V.O.C.College of Education	6609	UGC	2017 730	44000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

8

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

- Newsletter entitled "VOCCE EDUTIMES" was launched on 12.04.2018.

- IQAC prepared and uploaded college calendar on 12.07.2017.

IQAC Prepared and Uploaded college data to the Management information System (MIS) portal of AISHE, MHRD, Govt of India from 14.02.2018 to 01.03.2018.

- IQAC took steps and received RNI No. TNENG/2017/75214 for the research journal Edureach.

- IQAC motivated to introduce Bio Metric Attendance Device with Time Track and Cloud Data Transfer Software has been installed for students and teachers attendance on 25.09.2017.

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

Plan of Action	Achivements/Outcomes
Newsletter	Newsletter entitled "VOCCE EDUTIMES" was launched on 12.04.2018. The first copy was released by the college Secretary Shri.A.P.C.V. Chokalingam.
NET Coaching	NET coaching Classes were conducted from 14.10.2017 to 04.11.2017. UGCNET Model Exam was conducted for students on 04.11.2017.
Remedial coaching	Remedial coaching was given to the student teachers, from 16.04.2018 to 02.05.2018, for those who gained low marks in model examination.
Research Activities	FIELD BASED INTERNSHIP Programme at college level 11.09.2017 to 28.09.2017. Special lecture on "Research proposal writing" for 1st year M.Ed. students was delivered on 22.09.2017. Pilot

study was conducted by M.Ed. 2nd year students from 09.10.2017 to 10.10.2017. M.Ed. 1st year students presented the conceptual frame work of their research work on 23.10.2017. M.Ed. 2nd year students went for data collection from 07.12.2017 to 16.12.2017. Ph.D. Scholars Mrs.Emimah Selvarani and Mrs.Thamayanthirani presented their Pre Ph.D. work on 17.02.2018 in the research forum among the M.Ed., M.Phil., and Ph.D. scholars. One day workshop on "Data Analysis using SPSS" for M.Ed., M.Phil., Ph.D. scholars was conducted on 10.03.2018. Research Colloquium was conducted on 19.03.2018 for M.Ed. 2nd Year students to enhance the knowledge of educational research. On 24.03.2019, M.Ed. scholars presented their research articles related to their dissertation topic.

TET coaching

Ten students cleared TET Examinations

Value based Program

Yoga Programme was conducted for 1st year M.Ed. students from 21.08.2017 to 23.08.2017.

Teaching Practice

16 weeks Intensive Teaching Programme for B.Ed. 1st year students was practiced from 01.08.2017 to 15.12.2017.

Micro Teaching

B.Ed. 1st year students practised 5 skills from 27.11.2017 - 29.11.2017. There were fifteen groups and fifteen halls with 172 students.

Bridge course

Bridge course on Communicative Skills was conducted for the 1st year B.Ed. students from 03.08.2017 to 18.08.2017. The course includes various sessions which develop the students' proficiency in English and Tamil language. Besides, to enhance their knowledge special lecture and discussion were conducted under the topics resume writing, self medication dengue, SWOT analysis, Mathematics in everyday life, scientific attitude, cyber crime, psychology of language development, communication barriers, emotional intelligence and classroom communication.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Staff Council	09-Mar-2020
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	01-Mar-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	1. Funds are transferred by the funding agencies through PFMS Module. 2. Epayroll System is followed for claiming monthly salary to the staff members from the State Government. 3. Bio Metric Attendance System is followed using the Bio Metric Device with Time Track and Cloud Data Transfer Software. 4. Non Salary bill amounts are claimed through FoxPro to the staff members. 5. Obtaining Eligibility for admitted students from Tamil Nadu Teachers Education University through our college login. 6. Internal Marks are submitted to the University through college login. 7. Submitting Performance Appraisal Report to NCTE, Submitting college activities to UGC through UAMP and Submitting DATA CAPTURE FORMAT II, Teacher Information Format of AISHE to MHRD through our registered college login.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Curricular aspects of courses at V.O.C. College of Education are governed by Tamilnadu Teachers Education University, Chennai. Different steps are followed by the institution to ensure effective curriculum delivery through a well planned and documentation process as follows. • The annual academic calendar is prepared according to the university calendar prior to the commencement of the academic year by IQAC, specifying available dates for significant activities to

ensure proper teaching -learning process and continuous evaluation and it is displayed in the students, Professors notice board. • The institution initiates a wide range of programme and courses that are in tune with the emerging trends and relevant to the local needs. • The college level committees prepare broad guidelines and frameworks to suit requirement of courses. • The staff council in consultation with the academic timetable and workload committees of the college provides direction and regularly monitors the efficacy of the same throughout the session. • Conventional classroom teaching is blended with reasonable use of ICT to make the teaching learning process more learner centred. Computer assisted learning, experiential learning, participative learning and problem solving method are also used for curriculum delivery. • Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, departmental quiz and paper presentation by the students for effective delivery of curriculum, which is done in a planned manner. • The college library provides teachers with necessary learning resource material for effective delivery of curriculum. All faculty members have been provided with unique user ID and password for accessing NLIST site that offers 80,409 e-books and 3,828 e-journals in full text form. • All internal examinations like class tests, term tests, etc. are conducted to check whether the students have acquired knowledge as outlined in the objectives of the curriculum. All examinations are conducted according to the Academic calendar. Tutorials are held regularly to monitor the progress of the students. Remedial/special classes are conducted for low achievers. Advance learners are made to solve university question papers and effects are made by professors to improve their performance. Record of regular attendance, mark lists and progress of the students are maintained by the college office. The college encourages faculty members to attend orientation/refresher courses, workshops and present papers in seminars conducted by the affiliating and other universities for acquiring necessary skills for effective transaction of the curriculum. Photo copies of the faculty members who attended the above are provided to IQAC for documentation.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Computer Internet and its Applications	Nil	17/10/2017	55	Teacher Development	ICT Skill, Vocational Skill
Multi Media and its Applicatios	Nil	11/10/2017	55	Teacher Development	ICT Skill, Multi Media Skill
Certificate in Teaching of English	Nil	18/03/2017	180	Teacher Development	Communication Skill, Linguistic Skills
Certificate in Guidance	Nil	18/03/2017	180	Teacher Development	Guidance and Counselling Skill, Career Guidance Skill

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MPhil	Attitude towards Educational Administration among High School Teachers in Thoothukudi Educational District.	03/09/2018
MPhil	De-Escalating Aggressive Behaviour among Adolescents.	04/09/2017
MPhil	Creative and Reflective Thinking of Mathematics and Tamil Prospective Teachers.	06/09/2017
MPhil	Effect of Proficiency level on the rate of receptive (respective) and Productive Vocabulary Acquisition.	07/09/2017
MPhil	Influence of Critical thinking and Social Reflection of Higher Secondary Students.	08/09/2017
MPhil	Impact of Multimedia on Global Warming Awareness among Secondary Level Students.	11/09/2017
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	208	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Computer Course	11/10/2017	153
Certificate in Teaching of English	18/03/2017	16
Certificate in Guidance	18/03/2017	39
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field
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		Projects / Internships
BEd	Teaching Practice Internship	146
MEd	Field Visit	6
MEd	Field Immersion	8
MEd	Internship in Teacher Education Institution	2
BEd	Innovative School Visit	178
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

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

Feedback Obtained
<p>To sustain the Institutional quality enhancement processes, the effective feedback system is indispensable. Feedback from the stakeholders of the institution drives all the academics and non academics. The stakeholders of the institution include the student Teacher, parents and community representatives, Teacher Educators and Head of the institution and the Management. They are quite well informed, committed, participative, motivated and curious to provide valuable contributions through the constructive feedback mechanism To ensure the quality awareness and consciousness amongst all the stakeholders (as NAAC MISSION) the institution - V.O.C.C.E Promotes the participatory practices through various councils in that the Student Teachers council and the Individual Prospective teacher can take part in the quality assurance of the institution by providing constructive feedback by oral, open ended and closed ended written formats. The dimensions of feedback obtained from the Student Teachers are on their 1) Scholastic Experiences 2) Physiological and Sociological Experiences 3) Internship Training 4) Life Skills Training 5) Agility to meet global Competition 6) Platform to reach their Aspirations and Goal 7) Attributes of Accomplishments. The institution has spirited feedback analysis mechanism which ensure to give operational shape for the genuine feedbacks to uphold the institutional Internal Quality assurance.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MPhil	Education	20	4	4
MEd	Education	50	7	6
BEd	Education	200	178	178

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	178	6	5	6	10

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
21	21	25	9	5	6

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Yes – The College has mentoring system. • The college follows parent Teacher’ concept which is otherwise known as “Tutorial System” .Accordingly every teacher is a parent-teacher for a group of students throughout the academic year. The parent teacher keeps touch with each students of his/her group. Teacher Educators are mentoring the student teacher not only in the academic aspects but also by taking care of the student physical and mental health. Teacher Educator caters the varied experiences to the student teachers while they go for community work, inter collegiate cultural and sports competition. • Remedial coaching is also given by the parent teacher for their students if needed. Parent teachers motivates their mentees to participate actively in the programmes - memory concentration, teaching skills, carrier guidance, campus interview, bridge course on communicative skills, bi-lingual explanation and discussion, group study system, provision of simple standard course material by the teacher educators, guidance and support for publication, participation in various level seminars, workshops and conferences, to enroll in MOOC courses.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
333	21	1.16

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

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

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Dr.C.Thanavathi	Assistant Professor	Best Paper Presenter Award

2017	Dr.C.Thanavathi	Assistant Professor	Fellow Membership (FIARA)
2017	Dr.T.Kanakaraj	Principal	Academic Council Member of Tamil Nadu Teachers Education University, Chennai
2017	Dr.T.Kanakaraj	Principal	Board of Study Member of St.Xaviers College of Education, Palayamkottai,
2017	Dr.T.Kanakaraj	Principal	Member of Inspection committee for grant of affiliation to Tamil Nadu Teachers Education University, Chennai
2017	Dr.S.Rasul Mohaideen	Associate Professor	Academic Council Member of St.Xavier's College of Education, Palayamkottai.
2017	Dr.S.Rasul Mohaideen	Associate Professor	Doctoral Committee Member of St.Xaviers College of Education, Palayamkottai.
2017	Dr.S.Usha Parvathi	Assistant Professor	Staff Selection Committee Member of Dakshina Bharat Hindi Prachar Sabhas Rajaji Vidyalaya (CBSE), Tennur, Tiruchirapalli
2017	Dr.R.Sasipriya	Assistant Professor	Staff Selection Committee Member of Dakshina Bharat Hindi Prachar Sabhas Rajaji Vidyalaya (CBSE), Tennur, Tiruchirapalli
2017	Dr.S.Guru Vasuki	Assistant Professor	Staff Selection Committee Member of Dakshina Bharat Hindi Prachar Sabhas Rajaji Vidyalaya (CBSE), Tennur, Tiruchirapalli

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	B.Ed.	Year	06/06/2018	24/09/2018
MEd	M.Ed.	Year	08/06/2018	24/09/2018
MPhil	M.Phil.	Year	09/10/2018	30/11/2018

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

I. Conducting Continuous Internal Evaluation: Continuous Assessment of students forms an integral part of evaluation of students' academic performance. Our institution adopts conducting CIE as a part of sound educational strategy on a continuous basis throughout the year. II. Prefatory Phase: • The academic calendar containing the examination schedules is disseminated to all the academic fraternity and to the students. • General timetable is drafted for B.Ed. I year, B.Ed. II year, M.Ed. I Year M.Ed. II year and Computer classes. • In order to adhere to the dates mentioned in the calendar, Staff meetings are conducted frequently by the principal to speed up the syllabus coverage. Co-ordinators in turn, convene meetings and motivate the faculty members to complete the syllabus within the stipulated time. • Students are intimated beforehand regarding the dates of the exams and revisions are also given by the concerned faculty. III. Implementation of Continuous Internal Evaluation: • Question papers are prepared in advance, printed and Stored confidentially and handed over to the examiner on the day of the examination. • Continuous and Comprehensive Evaluation such as Quiz, Assignments, Seminars, Debate, Discussion and Library work also form a part of the assessment. • Students with genuine reasons alone are given retest in Continuous Internal Assessment. IV. Evaluation, Analysis and Progress: • Results are analyzed by the class counsellors after every Continuous Internal Assessment exam. • To be keen on monitoring the performance of the students, examination reports are sent to parents. Parent Teachers Association meeting is also conducted in time of need. Parents/Guardians are advised to note the performance of their wards and take remedial measures if needed. • Slow learners are identified and given extra coaching with simplified courses materials and repeated test which augment their academic performance. • Continuous assessment of regular practical work, maintenance of record notebooks and performance in model examination are the bases of Practical Internal Evaluation. • Internal marks are given based on test, assignment and seminar done by the students. • The academic performances of student teachers are evaluated through periodic class test, monthly test and three hours model examination.

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

Preparation of Academic Calendar: As a foresighted approach towards achieving the mission of the institution, academic calendar has been prepared to plan the teaching, learning and evaluation schedules. It enumerates the entire schedules of academic and non-academic activities. Academic Calendar, are drawn up for the entire year, follows the academic calendar prescribed by Tamil Nadu Teacher Education University. It is prepared by the Academic Calendar committee comprising the Principal, IQAC coordinator and the office superintendent. The calendar also provides primary information, ethical codes and the general

instruction of the institutions. It also focuses on:

- The general Plan of the Tamilnadu Teachers Education University.
- It gives details of number of working days, public holidays, examination schedule, academic activities of the college, co curricular activities and extra curricular activities.
- Students' responsibilities and rules and regulations.
- Scholarship details, attendance details, certificate courses and evaluation process.
- Strict Adherence to the time schedule stated in the calendar. Adherence to the academic Calendar:
- The College provides a copy of the academic calendar to all the students and all the state holders in the beginning of every academic year which would facilitate to plan their year and achieve work life balance. A link of the same has also been uploaded in the website.

Adherence for conduct of Examination:

- a) Dates for the three Continuous Internal Assessment tests are mentioned in the academic calendar. The Internal tests are conducted in a centralized manner.
- b) General timetable is drafted for all classes.
- c) Before finalizing the dates, it's ensured that there is sufficient time for syllabus coverage.
- d) Question Papers are collected from the respected faculty members on scheduled dates, printed and kept ready before the commencement of the internal examinations.
- e) Valuations of papers are carried out, the results intimated to the students, revaluation is done as per the request of the students and marks are uploaded in the mark register. The attendance in all the three CIA tests is compulsory. Updates' regarding individual examination marks and their attendance is conveyed to the parents by conducting periodical parent's teachers meeting.
- g) Retest for students are conducted in case of genuine reasons.
- h) Remedial classes are conducted for slow learners by providing them with necessary study materials.

2.6 – Student Performance and Learning Outcomes

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

<http://voccedu.org/about/PO-PSO-CO.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B.Ed.	BEEd	Education	141	138	97.87
M.Ed.	MEEd	Education	2	1	50
M.Phil.	MPhil	Education	4	4	100

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2.7 – Student Satisfaction Survey

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

<http://voccedu.org/about/Students%20Satisfactory%20Survey.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC	0.58	0.44

Minor Projects	730	UGC	0.62	0.44
Any Other (Specify)	2	UGC	0.61	0.12
Any Other (Specify)	2	UGC	0.75	0.12
Any Other (Specify)	1825	UGC	25.31	1.86
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Research Proposal Writing	P.G. Department of Education	22/09/2017
How to write a research article ?	P.G. Department of Education	05/03/2018
Data analysis using SPSS	P.G. Department of Education	10/03/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Best Paper Presenter	Dr.C.Thanavathi	V.O.Chidambaram College	20/04/2018	International Conference on Recent Trends in Multi-Disciplinary Research
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Skill Development	Skill Development Cell	V.O.C.College of Education	Participation in national level competitions	Practice Experience	31/10/2017
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	1	1

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

Name of the Department	Number of PhD's Awarded
Education	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Education	1	3.65
View File			

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

Department	Number of Publication
Education	33
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	2017	0	Nil	0
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2017	0	0	Nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	23	34	6	2
Presented papers	13	9	0	0
Resource persons	1	1	1	2
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Outreach Campaign for joining in Indian Army	V.O.C.College of Education	12	110
Celebrating Life	Red Ribbon Club	3	110
District level programme on	National Institute for Empowerment of	4	60

Disability rights and status in India, Policy and programme for PWD's RCI Status Accredited	Persons with multiple disabilities, Ministry of Social Justice and Empowerment, Government of India, Muttukaddu, Chennai.		
Elocution competition was conducted on the theme My Vision - Corruption free India	Office of the Commissioner of Customs, Department of Customs, Thoothukudi	3	50
Award programme	V.O.C.Educational Society, V.O.C.College of Education	10	80
Visit to leprosy home	St.Joseph HIV AIDS and leprosy home	10	50
Demonstration Class	Bharathiyar Vidhyalayam Higher Secondary school	6	20
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Sports	Prize(District Zonal)	TNTEU, Chennai	9
Cultural(Elocution Essay Writing)	Prize	TNTEU, Chennai.	3
Running	Prize	St. Xavier's College of Education, Tirunelveli.	1
Cultural(Folk Dance)	Prize	Annammal College of Education, Thoothukudi.	6
Recitation Competition	Prize(District level)	Annammal College of Education, Thoothukudi.	1
Folk Dance, Mime, Face Painting Music Artist	Prize	Alagar Public School, Thoothukudi.	17
Oil Painting, Slogan Writing, Mime, Speech Debate	Prize	V.O.Chidambaram College, Thoothukudi.	12
Drawing	Prize	Kamaraj College, Thoothukudi.	1

Science Exhibition	Prize	Heavy Water Plant, Thoothukudi.	2
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Tree plantation on birthday	Eco club	Taking pledge and planting a neem tree sapling	3	139
New India Pledge	Scheme of MHRD, Govt. of India	Taking pledge	2	131
Swachhta Pakhwada	Govt. of India	Guest Lecture	2	164
National level essay competition entitled "Growth of Digital Economy"	Competition Commission of India (CCI)	Essay writing	1	2
Competition to create awareness about legal rights of women	National Commission for Women	Competition	2	161
World Consumer Rights day	Empower and food safety department, Government of Tamilnadu	Special lecture	2	289
Joy of giving	Joy of giving week, V.O.C.Educational Society	Visit to V.O.C.E. Special school	2	169
AIDS awareness programme	Red Ribbon Club	Special lecture	2	171
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Tri-Fest comprising Teacher's day, 145th Birth Anniversary of V.O.Chidambaram Pillai and Awards Day for School	150	0	1

Teachers			
Doctoral Committee Meeting	1	0	1
Field immersion with a school	6	0	7
Field immersion with a school	6	0	5
Field visit	6	0	13
Field based Internship for Cooperative School	2	0	7
Consumer Day	304	0	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Teaching Practice	Government and Aided Private Schools	01/08/2017	15/12/2017	141
Field Visit	Field based Internship	Teacher Educational Institute	11/09/2017	28/09/2017	2
Project Work	Pilot Study	Educational Institute	09/10/2017	10/10/2017	2
Field Visit	Field Immersion Practice	Co-operative Schools (A.M. Chinnamani Nadar High School and Bharathiyar Vidhyalayam Higher Secondary School, Thoothukudi)	23/11/2017	08/12/2017	6
Project Work	Data Collection	Educational Institute	07/12/2017	16/12/2017	2
Field Visit	Field Immersion Practice	Co-operative Schools	11/12/2017	22/12/2017	6
Field Visit	Innovative School visit	Co-operative Schools	05/02/2018	07/02/2018	178

[View File](#)

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
St. Xavier's College of Education, Palayamkottai.	09/08/2017	1. External Examiner 2. Chairman for B.Ed. Practical Examination 3. Tool Construction	22

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
VOCCE LMS	Partially	II	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	16256	2579386	23	2500	16279	2581886
Reference Books	4000	580000	11	0	4011	580000
Digital Database	5	25000	1	5000	6	30000
CD & Video	30	3000	0	0	30	3000
Journals	40	20160	17	9865	57	30025

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	23/08/2017

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	103	2	10	0	0	4	12	90	0
Added	0	0	0	0	0	0	0	0	0
Total	103	2	10	0	0	4	12	90	0

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

90 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	65481	0	1009201

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

The college follows systematic procedure in purchasing, maintaining and utilizing the equipment. 1. Laboratory 1a. Maintenance of Laboratory • Stock Register is maintained in all the departments to enter items regularly • Internal stock verification is done every year by a committee constituted by the principal. Follow up action is taken on the committee's recommendations. Fire extinguishers are installed and maintained in all laboratories • Instruments and equipments are served under AMC per call scheme. 1b. Utilization of Laboratory • Preparing and following timetable • Science exhibition for school students are carried out through laboratory • Theory papers are suitably supplemented with practical. 2. College library 2a. Maintenance of college Library • Library functions between 9 am and 6 pm on all the working days • Library stocks are classified in the Science, Humanities, Computer, reference and competitive examination. • An extensive internal stock

verification is done regularly • Assigned with a call number the books are arranged in their respective subject rack • Attendance of library users is entered using register. • New arrivals are displayed in the new arrival rack. • These are kept in a separate place as reference book. • Library committee with the principal four staff members and two students is convened once in a year and to offer suggestion • Inlibnet section is available • Books and materials are properly maintained. 2b. Utilization of Library • Useful newspapers clippings about the college, job, award, research etc are displayed • Digital library with one server and 5 client computers is available for uses to download e-books and e- journals using INFLIBNET databases. • A reading room with books and periodical to prepare for NET, TET, TRB, UPSC, TNPSC and Banking is available • Staff and students can barrow books using their ID card • Braille materials are available for the visually challenged students • Ours is a referral library for research scholars and students of neighbouring colleges. • Photocopying, printouts from internet facilities are offered. 3a. Maintenance of sport complex • A systematic procedure is adopted for the purchase and maintenance of sport infrastructure facilities. • Physical stock verification and equipment maintenance are done 3b. Utilization of sport complex • College teams are practiced well to take part in District Level and zonal Level competitions and other intercollegiate competitions. • Sports event competitions are conducted in the college and the winners are awarded and rewarded accordingly. • Outdoor games such as shuttle badminton, volley ball, throw ball, cricket, Kho-kho etc., are well practiced and played by the students during the fitness period. 4. Computer 4a. Maintenance of Computer. • All computers in the labs are serviced by trained technicians from companies. • Only high rated computer are procured for labs (HCL, HP) with adequate power backup facilities. 5. All infrastructural facilities are extended to provide to the local communities for conducting classes, competitive examinations, meetings, seminars, workshops and training programmes for various government and non-government organizations .

<http://voccedu.org/about/Procedures%20&%20Policies.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	V.O.Chidambaram Endowment	5	20000
Financial Support from Other Sources			
a) National	BC/MBC/DNC SC/ST Scholarship/PWD	134	995908
b)International	0	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Micro Teaching	27/11/2018	178	V.O.C.College of Education
Skill Development	31/10/2017	161	V.O.C.College of Education

NET Coaching	14/10/2017	8	V.O.C.College of Education
TET Coaching	01/03/2018	146	V.O.C.College of Education
Remedial Coaching	16/04/2018	8	V.O.C.College of Education
Yoga	21/08/2017	8	V.O.C.College of Education
Bridge Course	03/09/2017	178	V.O.C.College of Education
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	TET	146	146	10	0
2018	NET	8	8	1	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
A.P.C.Veerabahu Matriculation Higher Secondary School, Thoothukudi	3	3	MADURAI NADAR URAVINMURAI JEYARAJ NADAR HR. SEC. SCHOOL, MADURAI, NAGAMALAI PUDHUKKOTAI. KALIGI RANGANATHAN MONTFORD MATRIC HR. SEC. SCHOOL, PERAMBUR, CHENNAI - 11	25	25

J.S.R. MATRI
CULATION
SCHOOL, MADA
THUKULAM, SRI
VIVEKANANDA
MATRIC HIGH
SCHOOL,
THOOTHU

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	29	B.Ed.	Maths, Physics, Botany	V.O.Chidamba ram college, Pope's College, Sayerpuram, MS University, Thirunelveli .	M.Sc., Ph.D.

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

Items	Number of students selected/ qualifying
Any Other	9

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

Activity	Level	Number of Participants
Sports Boys: 100m, 400m, 800m, High jump, Long jump, Shot put, Javelin throw, 4x100m relay, Cricket, Pyramid March Past.	College Level	31
Girls: 100m,200m,400m, Long jump, Shot put, Javelin throw, Throw ball, 4x100m relay,Volley ball,Mass drill March Past	College Level	288
CULTURAL Both Boys Girls Solo dance, Duet dance, Group dance, Solo singing, Group singing, Fusion dance, Fireless Cooking, Instrumental Music competition, Personality Mock -up,	College Level	319

Rangoli, Elocution, Essay.		
Elocution Competition on account of Vigilance Awareness	College Level	249
Quiz Mela - ENG-FEST	College Level	303
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	0	National	0	0	0	0
No file uploaded.						

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

Student Council is the representative structure of the college through which students in the college can become involved in the various activities of the college for the welfare of the institution. • Student council representatives represent the views of the student-teachers to the head of the institution. • They assist in organizing programmes in sports and cultural. • They extend their support during the implementation of other extension activities. • They help in maintaining discipline within the campus. • They involve themselves in keeping the campus clean and plastic free. • They help the Teacher Educators in organizing morning assembly. The above said activities are carried out by the following associations/clubs/ cells 1. Tamil Literary Association 2. Anti Ragging Cell 3. Blood Donors' Club 4. Career Guidance and Placement cell 5. Consumer Club 6. Discipline Committee 7. Eco Club 8. English Literary Association 9. Fine Arts Association 10. History Club 11. ICT Club 12. Institution Innovation Cell 13. Library Club 14. Mathematics Club 15. Physical and Health Club 16. Psychology Club 17. Quiz Club 18. Red Cross Club 19. Red Ribbon Club 20. Science Club 21. Skill Development Cell 22. Social Service Club 23. Students' Grievance Redressal Cell The student council of the college is functioning in a full-fledged manner under the guidance of Teacher Educators, who are the coordinators of the associations/ clubs/ cells.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni are the real back bone for any institution. The V.O. C college of Education, Thoothukudi, strongly believing the above statements. Our alumni association was started on 05.07.2004. We are proud to say that many of our alumni occupied in high positions in state government, central Government, Public Sectors and also in private organizations. Number of our alumni are University Professors, Chief Educational Officers, Eminent researchers and District Educational officers. We are very proud and happy about the success of our alumni because most of our students are coming from very poor and socially challenged background. More than 30 of students are from the backward and Schedule Caste students from very rural places in south Tamil Nadu. We are locating the working places and interconnecting the alumni those are working in same and nearby areas. An engaged alumni network allows our V.O.C. College of

Education to benefit from the skills and experience of our student teachers, by offering their support to our students, to the institution and to each other. If we keep them well informed and engaged, alumni are our most loyal supporters and our best ambassadors, offering invaluable marketing and promotion across their personal and professional networks. Talented alumni will likely have a wealth of experience and skills to share with current students via talks and meets. In certain cases, this could go even further with alumni offering to practically support students in work placements and help them launch their careers. Alumni network has a real life benefit for current students. Alumni also donate their valuable time to offer career support to current students. This enhances the students' experience and gives them that competitive edge in today's tough job market. The alumni network of a college is one of the biggest sources of placement opportunities to the students. Alumni can help students get placed at their respective organizations. Alumni can play an active role in voluntary programs like mentoring students in their areas of expertise.

5.4.2 – No. of enrolled Alumni:

155

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

15500

5.4.4 – Meetings/activities organized by Alumni Association :

A meeting was conducted on 12.04.2018 to discuss about the importance and need of Alumni Association and their contribution in academic and social welfare.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

A stratified student centred system is in practice in our college. To improve the quality of teacher education several plans and policies are constantly executed. The quality initiative reforms in the college are related to the aspirations of the student teachers. Due to the increase in number of students in the B.Ed., M.Ed. and Research programmes, the college has a multilayered organisational structure to ease and streamline the routine administrative activities of the top level administrators including the President, Secretary and the Principal. Consequently the organisational system was contemplated and recommended by the governing body as an effective mechanism to decentralise the administrative decision making process. The Governing layers are as follows: The Board of Management is the top statutory decision - making body, wherein the members of the Board of Management house has adequate representation. It is chaired by the President followed by the Secretary. The Board of Management includes 3 members from the V.O.Chidambaram Educational Society and the Principal of the college, University Representative, Senior Representative, College Assistant (Admin) are included in the Board. The Board of Management meets once a year to decide over the important strategies of the college to monitor the progress of the college. The college has a Principal and an IQAC Coordinator to shoulder the administrative responsibilities entrusted by the Principal. The senior faculty play a pivotal role in the micro level management of the college. The faculty is the last but holds a crucial position in the structure of the organogram for they directly deal with the students and are responsible for the implementation of the decisions made at different levels.

Academic Council: The Principal heads the academic council and governs the academic functioning of the college. This academic council comprises of IQAC Co-ordinator, Research Co-ordinator, M.Phil. Co-ordinator and M.Ed. Co-ordinator

and senior faculty of the college. The council meets periodically to suggest measures for improving the teaching, learning and evaluation standards. Further it is involved in planning and executing the academic activities. Teacher Educators are given due opportunities to be part of the top administrative and academic bodies. The Principal constitutes different committees and teacher representatives are given due authority to participate and blend in governance. Further the president of the teacher's association is also a member of the Staff Council. Staff Council: The Staff Council is a strategic decision making body which comprises of the Principal of our college, senior faculty and the Librarian. Important academic decisions are resolved under the leadership of the Principal. To continually improve processes of admission, teaching, learning, examination, evaluation, placement, research and extension in order to become an educational friendly institution of academic excellence, the Staff Council meets every now and then. The above are the two practices of decentralization of our college.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Research and Development	<p>V.O.C. College of Education is well known centre for research in Education at southern zone. The Developments at V. O. C College of Education have access to well equipped computer laboratories with adequate infrastructural facilities to carry out research. Workshops, seminars, guest lectures and research colloquium series are organised to improve the quality of research. The Management supports to enhance research activities in the campus. The research Journal 'Edureach' creates a research platform for scholars, educationists, and social scientists. The IQAC of our college encourages the faculty to apply for projects of different funding agency. The college has research history of various faculty numbers sanctioned UGC, ICSSR, NCERT and SSA funded minor and major research projects. The college has a publication department comprising of a Research Journal Edureach, a college Newsletter VOCCE EDUTIMES and VO(i)CCE of Preceptors. Students project on social welfare are encouraged by the students project cell. Both B.Ed. and M.Ed. students are encouraged to publish articles in journals and present their papers at National and International seminars.</p>
Human Resource Management	<p>1. Co-ordination among Management, Principal, Teaching Non-Teaching Staff</p>

Members, students is the strength of the college. 2.Periodical Skill Development Programme is given to the Teaching Non-Teaching Staff Members. 3. Teaching Staff and students participated in the seminars, conferences and workshops for their professional development. 4.Maternity and Medical Leaves are sanctioned even to the self financed staff members.

Library, ICT and Physical Infrastructure / Instrumentation

V.O.C.College of Education pays close attention to facilities like library, ICT, Physical Infrastructure and instrumentation. The Library has a huge collection of 16374 books. VOCCE. Library has also subscribed to the UGC NList programmed and INFLIPNET database package directly which provides access to thousands of full text peer reviewed journals and books. The Library has 5 PC systems for the users to browse. It also maintains a good collection of CDS. Entire Library's routine is partially automated. Apart from the regular service photocopying and printing are provided. Special section for competitive Examinations, journals and magazine is available at our library. This year, through UGC minor project 75 books have been purchased. Publication cell and New sports room came into functioning this year. Our management provides abundant assistance to the institution with various infrastructure facilities in the campus.

Examination and Evaluation

Academic performances of the student teachers are evaluated through three model exams. Retest is conducted for the absentees. The best score out of three are taken into account along with the seminar and assignment marks. A centralised end term examination is hosted by the University. We follow a disciplined strategy for evaluating our students' academic performances. Continuous Evaluation is done through class tests, assignments and seminar presentations. A comprehensive evaluation of the students' overall development is monitored. The teacher educators shoulder the responsibility of moulding the students academically and personally. A result analysis process is done after the students receive their university results.

Teaching and Learning

V.O.C.College of Education follows a

holistic approach towards growth and development of student teachers. Our teaching and learning methodologies include continuous assessment tests, presentations, quizzes, seminars, assignments, inquiry learning, blended learning, hands on training, dump charade, active learning, sensory learning, debate, Role play, experiential learning and case studies.

We provide adequate infrastructural facilities for teaching and learning.

Our well qualified and experienced faculty members impart knowledge to the students. We have the concept of student Counsellors to provide special care to the slow learners and gifted children. We believe that Education is never - ending process, hence we motivate our faculty to attend Orientation Programmes, Refresher Courses, Seminars, Conferences and Workshops to upgrade and update themselves in the recent emerging trends in teacher education. We aspire to be abreast with the latest innovations and technological developments. We focus on remedial classes to improve the outcome results of the student community.

Curriculum Development

V.O.C. College of Education is affiliated to Tamilnadu Teachers Education University, Chennai and follows the curriculum and syllabus prescribed by the University for all its courses. Dr.T.Kanakaraj, Principal, acted as Academic Council Member for TamilNadu Teachers Education University, Chennai. Whenever, the suggestions are invited by the university before finalizing the syllabus the college organizes meetings, holds discussions and collects required feedback. In addition, the college offers Value Added Courses, Certificate Courses in order to enhance the knowledge, values and skills of the student teachers. These Add-on Courses help to improve the teaching competencies and skills of the students. The Strategy in introducing the Add on Courses is to propel the growth and development in academics. By introducing the extra courses the college is bound to provide value based education continued with social responsibilities to the student community.

Industry Interaction / Collaboration	Continuous efforts are initiated to build and maintain excellent rapport with various educational institutions to promote collaborative alliances with schools, colleges and universities. The Placement Cell facilitates to bring the schools and the employers to the campus and interact with the staff and students. In this regard campus interview is organised in our college by the Placement Cell. Our college is in the process of initiating Memorandum of Understanding with many educational institutions based on the components of teaching-learning, evaluation and Research.
Admission of Students	Sanctioned strength for B.Ed. course is 200 and for M.Ed. is 50 and for M.Phil. is 20. The Student Teachers are selected and admitted to our Institutions based on the student admission policies of Tamil Nadu Teachers Education University. Totally 199 Student teachers got admitted in the B.Ed. course. Out of 199 Student teachers, 30 were Boys and 169 were girls. Most of the student teachers are from disadvantaged background. Three Students enrolled themselves in the M.Ed. course and in M.Phil., One student got admitted.

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

E-governance area	Details
Administration	Institutional activities such as Admission, Students details, Staff Details are maintained online. Communication with agencies like MHRD, NCTE, UGC, ICSSR, NAAC, NCERT etc. are done through online. All communication letters from TNTEU are received through mail. Separate mail ids are maintained for college journal and newsletter. Call for articles for our journal was done through college website and social media.
Finance and Accounts	Student's scholarships are received through ECS. The salary of the staff is credited through online. Employee's Provident fund account is maintained online.
Student Admission and Support	Digital learning is encouraged among the students. Students were encouraged to do online course through MOOC.
Examination	Internal Mark Entry, Revaluation and

	Retotaling applications were submitted through online.
Planning and Development	<p>The website of our college provides information regarding administration, academics, student supports and the events to be conducted. The College website also includes the academic calendar in which the number of working days and holidays will be given. Tentative commencement of the model tests is given. The details of academic training like micro teaching, mini teaching, internship training is shown. The dates for celebrating important events, seminars are planned well before for the smooth functioning. Reports of various activities are also present in our college website. Feedback facility is available in the website for expressing the views of students and parents.</p>

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Ms.P.Priya	One day seminar on "Developing fluency in English by individual pair all group method of Teaching" for teachers in college of Education.	TamilNadu Teachers Education University, Chennai	3217

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	-	IFHRMS Sensitisation cum training programme	18/06/2018	21/06/2018	0	1

- District
Treasury, T
hoothukudi

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Nil	0	14/08/2017	25/05/2018	0

[View File](#)

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

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Staff Quarters, Provident Fund, Gratuity, Group Insurance, Medical Leave, Maternity Leave, Festival Advance, Canteen, Support Funds to attend Seminars / Conferences, Borrowing 10 library books. Children of the staff members are given priority during admission. The faculty members are encouraged to pursue Higher Education.	Provident Fund, Gratuity, Group Insurance, Maternity Leave, Staff Quarters. Children of the staff members are given priority during admission. The staff members are encouraged to participate in their professional activities	Government scholarships, Endowment scholarships, concessions, counselling services, Amenities Centre, Career guidance programs through the placement cell, Facilitating to get Voters ID, Library, Grievance Redressal Box, Workshop, Awards, Awareness Programmes, Skill Development Training and Facilitating Webinars.

6.4 – Financial Management and Resource Mobilization

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

The task of the financial management is done at periodical intervals where accounts of the previous year is carefully scrutinized by the Principal and presented before the governing body for approval. The chartered accountants conduct statutory audit of the accounts maintained by the college. Besides, the office of Regional Joint Director of Collegiate Education conduct audit of the salary and other related accounts. With regard to internal audit, the college has an inventory interdepartmental audit system. The team which visits every laboratories, physically verifies resources kept in the laboratories and also inspects records maintained by them. The finance system of the college uses PFMS to transact with the government and its agencies The college conducts Internal and External Financial Audits regularly at periodical intervals. The Internal Audit is being conducted every year on a continuous basis by the Internal Committee Members. The Internal Committee checks all financial items and systems associated with the finance. The committee submits the findings and

suggestions in the form of report at the end of the every financial year to the college.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management	862415	Repair Upkeep, Excess Expenditure, Book Purchase
View File		

6.4.3 – Total corpus fund generated

310000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC
Administrative	Yes	The Director of Collegiate Education and the Joint Director of Collegiate Education	Yes	IQAC

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

Parents are the major stakeholders in teacher education. Parents were cordially invited for an orientation meet of their wards on their first Day of College and offered suggestions about the quality of amenities available in the campus on 02.08.2017. They were oriented by our Principal on the entire functioning of our college, the rules and regulations pertaining to discipline of their wards. The parents supported their wards to attend competitions in various places. Parents and teachers are communicated regarding the psychological and academic and personal care and development of students whenever needed.

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

1.Employee Hygiene and Training 2.Health care Training 3.RO Machine maintainance Training

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

1. College newsletter VOCCE EDUTIMES was published.2. Our college half yearly journal Edureach was released. 3. Solar panel has been installed at administration block.4. Bio metric system was introduced. 5.Installed incinerators for the health aspects of women students. 6. Computer laboratory-II with 41 systems, smart board and LCD projector was established to develop ICT skills among students. 7.TET NET Coaching was introduced. Skill development programme was introduced. 8.Birthday Tree plantation scheme came into practice. 9.Faculties were appointed after the introduction of 2 year B.Ed. course. Faculties were encouraged to improve their skills and knowledge through FDP.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	IQAC Meeting 1	11/07/2017	11/07/2017	11/07/2018	12
2017	Orientation to B.Ed. M.Ed.	12/07/2017	12/07/2017	12/07/2017	139
2017	Enrichment Programme on Tree Plantation on Birth day	13/07/2017	13/07/2017	13/07/2017	139
2017	IQAC Meeting 2	14/07/2017	14/07/2017	14/07/2017	12
2017	IQAC Meeting 3	26/07/2017	26/07/2017	26/07/2017	12
2017	Special Lecture on Instructional Design	02/08/2017	02/08/2017	02/08/2017	146
2017	Workshop on Self Development Programme on Yoga	21/08/2017	21/08/2017	21/08/2017	15
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Pongal Day celebration	11/01/2018	11/01/2018	263	29
National wide competition on Legal Rights of Women	25/11/2018	25/11/2018	141	20
International Teachers Day	05/10/2017	05/10/2017	273	28
Demo on Self	28/03/2018	28/03/2018	278	28

Defence-Safety and Protection for Women				
International Womens Day	08/03/2018	08/03/2018	162	16
Enrichment Programme on Identity Crisis of Women in the present scenario	03/02/2018	03/02/2018	286	29
Aids Awareness Celebrating Life	06/03/2018	06/03/2018	158	14
Teachers Sports	09/01/2018	09/01/2018	20	3
QUIZ MELA	16/03/2018	16/03/2018	156	13

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

Percentage of power requirement of the University met by the renewable energy sources
5

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	1
Braille Software/facilities	Yes	1
Rest Rooms	Yes	1
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	11/08/2017	1	Visit to St. joseph leprosy home	Helped the leprosy person in the home	50
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for Students	12/07/2017	Handbooks are distributed to all the students at the reopening day. The

General Code of Conduct which prescribes the rules relating to the timing of the college attendance, dress codes, discipline, assembly, request petitions, appeals and complaints, Rules to be followed in the Library and Hostel and appropriate disciplinary action that could be undertaken are also stated in the handbook. Guideline to Parents and Guardians are also described. All these information are also made available in the website of the college for the accessibility of the other stakeholders.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
National voters day	11/10/2018	11/10/2018	162
New India Pledge	09/08/2017	09/08/2017	135
Independence day International day of persons with disabilities	15/08/2017	15/08/2017	110
Tri fest - Teachers day,145th birth anniversary of V.O.C and awards day for special school teachers	05/09/2017	05/09/2017	301
Thooimayaesevai pledge	15/09/2017	15/09/2017	140
International Teachers Day	05/10/2017	05/10/2017	143
Joy of giving week	10/10/2017	10/10/2017	141
Youth Awakening day	14/10/2017	14/10/2017	170
Vigillance Awareness week	02/11/2017	02/11/2017	165
Red Ribbon club - Aids awareness	23/11/2017	23/11/2017	160

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

1. Plastic free campus 2. Rain water harvesting 3. Tree plantation 4. Green and Clean Campus 5. Incinerator Facility

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the practice : Bridge Course on Communicative Skills : Goal : ? To develop the skill of listening, speaking, reading and writing of prospective teachers in English as well as Tamil. ? To enable the prospective-teachers to overcome the stage fear. ? To take remedial measures for removing the language error of the students. ? To instill the self-confidence among the prospective - teachers. ? To prepare the prospective-teachers for the teaching profession with the gift of the gab. ? To develop the soft-skills among the prospective-teachers. ? To provide hands-on experience for the prospective-teachers in generating various friendly topics. Context : It is obvious that the present generation is lacking in communicative skills both in English as well as Tamil.

Even the post-graduate holders of the language cannot write even a single sentence without error. The college teachers are blaming school teachers. In turn school teachers are blaming parents and parents are blaming teachers as a whole. Instead of blaming others or one another and trying to escape from the responsibility, the institution has decided to do something concretely in this regard. Bridge Course on Communicative Skills has been conceived and organized. The practice: Every year Bridge Course has been conducted for the new student-teachers to identify the gap between graduation and the professional skills.

All the faculty of our college discussed various aspects of communicative skills. Mrs.M.Sasikala, Assistant Professor of Education of our college gave tips for report writing. Mrs.A.Antony Arockia Anufia Mel, Assistant Professor of English gave lectures on public speaking, listening skill and he also discussed the common errors committed by our students in spoken and written Tamil. Mrs.P.Priya, gave some guidelines for how communication could be creative. She also emphasized the importance of inter-personal communication.

Dr.G.Amutha Ranjini ice-breaking session is worth mentioning here. She also introduced the concept of communication and classroom communication.

Dr.R.Sasipriya discussed about emotional intelligence to increase the stability of the emotions. Dr.S.Guru Vasuki gave practice to the students to write resume. Dr.J.Maria Prema gave awareness about self meditation, dengue.

Mrs.C.Girija discussed the grammar, proverbs, sentence making in Tamil language. Ms.S.Davasuba discussed the SWOT Analysis. Mrs.M.Kavitha developed scientific attitudes among the student-teachers. Dr.S.Rasul Mohaideen discussed listening skills in English, grammar and the common errors committed by students in spoken English. Dr.S.Prema Latha gave practice to improve the hand writing of student-teachers. The programme starts with the reports in Tamil as well as English everyday on the previous day programme by the participants. After completion of every lectures, one of the participants is made to propose a vote of thanks. The programmes like brainstorming was compulsory to all. The participants had written the pre-test on the first day of the course and they wrote the post-test last day. We could find the improvement in the performance of the participants from pre-test to the post-test. We are very happy to note that there is significant improvement in English grammar and spoken ability.

Evidence of success : Students develop their self-confidence. They develop stage speaking skill in Tamil and English without fear . Student-teachers have the ability to analyze their strength, weakness, opportunities and threats.

They have the better performance in post test than the pre test. Problems encountered and resources required: The prospective - teachers in the beginning could not cope-up with the programmes. They do not come forward. They are having stage fear. Resources : 1. Human Resources 2. A.V. aids like mike, LCD etc. 3. The books on communicative skills 4. The well-furnished halls. Title of the practice : Birthday tree plantation : Goal : Planting of trees and their care is a holy act. Planting tress reduces carbon dioxide, a principal greenhouse gas and fight against climate change. Context : In order to create environmental awareness among student teachers, they are asked to plant

saplings on their birthdays in the college campus. Practice : Birthday tree plantation was done if they are interested in planting. Evidence of success : Many trees was planted in our college campus on students birthday Problems encountered and resources required: To develop and protect the natural environment. Resources : 1. Human Resources 2. Water Resources 3. Land Resources 4. Saplings

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

<http://voccedu.org/about/Best%20Practices.pdf>

7.3 – Institutional Distinctiveness

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

The mission of the institution is to stress inter-religious values among student teachers. This was done through All faith prayer and verse reading from holy book of all religion. The college prayer song stress religious values. Prayer song makes our student-teacher feel that they all are equal. Education is given to the students from disadvantaged background. To make them excellent, various programmes and activities are organized for them both academically and non- academically to bring out their hidden talents. Campus interview is conducted every year for employment opportunity. To disseminate knowledge in a spirit of love and dedication the institution is particular in helping the differently abled person and the needy. Donations are not collected from students for admission and also for appointment. The following "PANCHASHEELA" principle has been adopted for the trainees. 1. Acquisition of enough knowledge 2. Belief in god and morals 3. Cultivation of child psychology 4. Dedication to pupil welfare 5. Eschewing of separatist tendencies

Provide the weblink of the institution

<https://voccedu.org/institutional.html>

8.Future Plans of Actions for Next Academic Year

? To publish IQAC news letter. ? To organize workshop on Scholarly writing and publishing research articles. ? To get ISSN No. for Edureach : V O C Journal Educational research. ? To promote research activities. ? Proposed to conduct seminars and workshops and to undertake minor and major projects. ? Proposed to launch a student's 'Magazine to find out inherent potential and the creativity of the students. ? To submit research proposals to various funding agencies. ? To organize seminar on gender- Equity. ? To restructuring college website. ? To promote Innovation activities. ? To maintain and promote achievements in curricular and co curricular activities. ? To take steps to introduce new value added courses.