Yearly Status Report - 2018-2019

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	**vocbedcollege@gmail.com**
Alternate Email	**iqacvocbed@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/aqar2017-2018.pdf
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://voccedu.org/docs/reports/ac2018-2019.pdf

5. Accrediation 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**	**2013**	**08-Jul-2013**	**07-Jul-2018**

6. Date of Establishment of IQAC	**07-Sep-2005**

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
Science Exhibition for School Students	**28-Feb-2019** **1**	**623**

National Mathematics Day Celebration	22-Dec-2018 1	327
Institute Innovation Council Estalished	21-Nov-2018 1	218
IQAC Meeting	09-Oct-2018 1	12
Workshop on Self Development programmes on Yoga	08-Oct-2018 3	15
Workshop on Applications of SPSS	08-Oct-2018 3	15
Workshop on QR Code	26-Jul-2018 1	180
IQAC Meeting	09-Jul-2018 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
Dr.S.Bhavani	Post Doctoral Fellowship for Women	UGC	2019 1825	268058
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**7**
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)	
IQAC prepared and submitted proposal to RUSA on 11.05.2019.	

IQAC prepared and uploaded college calendar on 10.08.2018. .	
IQAC Prepared and Uploaded college data to the Management System (MIS) portal of AISHE, MHRD, Govt of India from 06.12.2018 to 22.12.2018.	
IQAC took steps and received ISSN.No.2582-1806 for the research journal Edureach.	
IQAC motivated to publish Edutimes , College Newsletter.	

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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
Intensive Teaching Practice	Demonstration class for 2nd year B.Ed. students was organized on 30.07.2018 to facilitate training before their teaching practice. They practiced the school internship for 16 weeks from 01.08.2019 to 30.11.2019. 198 students have undergone this internship in 12 districts at various Government and Government Aided Schools
Mini Teaching	Orientation program on Mini teaching was held for 1st year B.Ed. students on 31.10.2019. They practiced 6 skills from 16.11.2019 to 20.11.2019 by forming nine groups.
Micro Teaching	Orientation program on Microteaching was held for 1st year students on 10.10.2018. They practiced 6 skills from 24.10.2018 – 30.0.2018. There were fourteen groups and fourteen halls with 199 students
Bridge course	Bridge Course was conducted from 02.08.2018 to 18.08.2018. Students have exhibited their speaking and writing skills and facilitated with awareness program on stress management, SWAC analysis, Grammar on English and Tamil. Speaking and writing were assessed through pre-test and post-test scores. Quiz on English proficiency was conducted on 13.08.2018
Course induction	Course induction was conducted B.Ed. 1st year students on 01.08.2018 for preparing curricular activities. Computer course induction was held on 11.10.2018 to learn computer

	applications in their teaching leIGNOU (CTE & CIG) - course induction was held on 11.10.2018 to learn for support in their personal and professional life.arning process, using tools and applications in teaching profession. M.Phil. Course induction was held to know the academic procedures, research activities and their roles and responsibilities as research scholars on 22.10.2018.
Course orientation	Course orientation was organised for B.Ed. and M.Ed. 2nd year students to understand working days, courses, club activities and responsibilities on 09.07.2018. Course orientation was organised for B.Ed 1st year students to make aware of academic aspects of the course on 01.8.2018. An orientation class on "construction of achievement test" was conducted to enrich the achievement level of students on 11.02.2019
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Staff Council	**29-Feb-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	**22-Dec-2018**

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

If yes, give a brief descripiton 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. Non Salary bill amounts are claimed through Foxpro to the staff members. 4.**

BioMetric Attendance is registered through finger print recognition system for Students and Staff members by Userinfo module. 5. Obtaining Eligibility for admitted students from TamilNadu 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, Submitting DATA CAPTURE FORMAT II, Teacher Information Format of AISHE to MHRD, Submitting RUSA Proposal and MIS of RUSA to MHRD and submitting activities and reports of IIC 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. 1 The annual academic calendar is prepared according to the university calendar prior to the commencement of the academic year by IQAC. 2 The available dates for significant activities to ensure proper teaching- learning process and continuous evaluation and it is displayed on the notice board. 3 The college level committees prepare broad guidelines and frameworks to suit requirements of courses. 4 The staff council in consultation with the academic timetable and work load committees of the college provide direction and regularly monitor the efficacy of the same throughout the session. 5 Conventional classroom teaching is blended with responsible use of ICT to make the teaching learning process more learner-centric. Computer assisted learning, experimental learning, participative learning and problem solving method are also used for curriculum transaction. 6 Classroom teaching is supplemented with seminars, SPSS package (M.Ed.), workshops, special lectures, group discussions, departmental quiz, paper presentation by the students for effective delivery of curriculum, which is done in a planned manner. 7 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 forms. 8 All internal examinations like class tests, term test 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. Effects are made by professors to improve the performance of advanced learners still better record of regular attendance, mark lists, question bank, student internship, music, dance and progress of the students are maintained by the college. 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.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Computer Internet and its Applications	Nil	12/10/2018	65	Teacher Development	ICT Skills, Special Media Skills and Teaching Skills
Multi Media and its Applications	Nil	12/10/2018	65	Teacher Development	ICT Skills, Social Media Skills and Teaching Skills
Post Graduate Diploma in Higher Education	PGDHE	02/01/2019	365	Professional Development	Teaching Skills, Research Skill, Lecturing Skill and Leadership Skill

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MPhil	V.O.C COLLEGE OF EDUCATION - A STYUDY.	22/10/2018
MPhil	AWARENESS ON AIR POLLUTION AND AVOIDANCE OF PLASTIC AMONG HIGH SCHOOL STUDENTS	22/10/2018
MPhil	ENVIRONMENTAL AWARENESS OF HIGH SCHOOL STUDENTS IN TIRUPUR EDUCATIONAL DISTRIST	22/10/2018
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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
Nill	NIL	Nill

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

	Certificate	Diploma Course
Number of Students	177	10

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
Skill Development	07/11/2018	198
Computer Course	11/10/2018	172
Certificate in Teaching English	13/10/2018	144
Certificate in Guidance	13/10/2018	33
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Teaching Practice Internship	168
MEd	Field Visit	6
MEd	Field Immersion	9
MEd	Internship in Teacher Education Institution	6
BEd	Innovative School Visit	199
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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	No
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

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

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
PhD or DPhil	Education	20	Nill	Nill
MPhil	Education	20	5	5
MEd	Education	50	3	3
BEd	Education	200	199	199
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	199	3	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	Numberof 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 about a group of students throughout the academic year. The parent teacher keeps touch with of 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.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
377	21	1:18

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
Nill	Nill	Nill	Nill	Nill

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
2018	Dr.S.Rasul Mohaideen	Associate Professor	Chairman for B.Ed. Practical Examination
2018	Dr.R.Sasipriya	IQAC / CIQA coordinator	Evaluator of School Quality Assessment
2018	Dr.S.Guru Vasuki	Assistant Professor	Evaluator of School Quality Assessment
2019	Dr.C.Thanavathi	Assistant Professor	Presented ERIC Project Proposal, NCERT, at New Delhi
2019	Dr.J.Maria Prema	Assistant Professor	Resource person on the Topic "Yogic Practices and its Application for School Children" for Ramanathapuram Thoothukudi Teachers
2019	Dr.S.Rasul Mohaideen	Associate Professor	Approved Panel of English Professors,FCRI, Thoothukudi.
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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
MPhil	M.Phil.	Year	22/05/2019	24/01/2019
BEd	B.Ed.	Year	13/06/2019	27/09/2019
MEd	M.Ed.	Year	13/06/2019	27/09/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

I. Conducting CIE: 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 is prepared 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-sordinators 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 CIE: • Question papers are prepared in advance, printed and Stored confidentially and handed over to the examiner on the day of the examination. • Quiz, Assignments, Seminars, Library work also form a part of the assessment. • Students with genuine reasons alone are given retest in CIA. IV. Evaluation, Analysis and Progress: • Results are analyzed by the class counsellors after every CIA exam. • To be keen on monitoring the performance of the students, examination reports are sent to parents. PTA is also conducted frequently. Parents/Guardians are advised to note the performance of their awards 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 is the basis of Practical Internal Evaluation. • External examinations are conducted at the end of each semester. Questions are prepared by the affiliated university. Students having arrears are permitted to write their papers both the semester examinations. • • External examination for the 70 marks is conducted by Tamil Nadu Teacher Education University and the remaining 30 marks as Internal marks for the full course of 100 marks. • For the Half a course-35 marks for the External examination which is conducted by Tamil Nadu Teacher Education University and the remaining 15 marks as internal marks. Student has to score a minimum of 32 marks out of 75 in full papers and 16 out of 35 in half papers and has to have 75 attendances. • Supplementary examinations are held for the final year students, failing in any one of the semester theory papers relating to completion of his /her degree. • Revaluation is also permitted on payment of prescribed fee within a stipulated time. • 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 • Top achievers in all aspects of curricular and co-curricular activities.

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 are prepared to plan the teaching, learning and evaluation schedules. It enumerates the entire schedules of academic and non-academic activities. Academic Calendars 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 extracurricular activities, list of the faculty and campus activities. • Information's and guidelines to students to access amenities. • Student 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 CIA tests are fixed 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_2018-2019.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.	BEd	Education	168	167	99.4
M.Ed.	MEd	Education	6	6	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%20Survey2018-2019.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
Any Other (Specify)	1825	UGC	2531372.4	268058
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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

One day workshop on Quick Response - QR Code	Education	26/07/2018
Workshop on Applications of SPSS	IQAC	08/10/2018
Workshop on Research Proposal Writing	IQAC	18/10/2018
Workshop on Research Article Presentation	IQAC	03/04/2019
Workshop on Research Colloquium	IQAC	29/03/2019

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
Championship in Sports	A.Vinith Kumar (B.Ed. II Year – Physical Science)	Tamilnadu Teachers Education University, Chennai.	29/01/2019	District
Championship in Sports	R.S.Abinaya (B.Ed II Year- English)	Tamilnadu Teachers Education University, Chennai.	29/01/2019	District
Overall Championship	V.O.C.College of Education,Thoothukudi	Tamilnadu Teachers Education University, Chennai.	29/01/2019	District
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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	Vocational Skill, Literary Skill and Life Skill	Practice Experience	07/11/2018
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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	0

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

Name of the Department	Number of PhD's Awarded
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	History	2	5
International	History	2	0
International	Mathematics	5	5

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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	15

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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
E-Waste Awareness among student teachers	Dr.C.Thanavathi	International Journal of Inter Disciplinary and Multi Disciplinary Studies (IJIMS)	2018	60.59	Yes	4

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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	2018	Nill	Nill	00

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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	4	11	Nill	9
Presented papers	4	9	2	1

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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

Distribute Artificial Limbs Accessories	Ministry of Social Justice Empowerment, Department of Persons with Disabilities	2	20
Visit to the Exhibition of Special School Children	YRC RRC	2	190
Child protection awareness rally	Thoothukudi District Child line	6	80
Plastic free awareness -Street Play	Pubic(Millerpuram Stop, Thoothukudi)	10	30
Teaching learning material distribution camp for disabled children.	National Institute for Empowerment of Persons with Multiple Disability, Social Justice Empowerment, Govt. of India, Muttukaddu, Chennai.	10	40
International Women's Day	Women Cell, District Legal Service Authority, Thoothukudi.	3	170
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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
Essay-cum-Seminar Presentation Competititon	Certificate	Indian Council of Philosophical Research, Lucknow	4
District and Divisional Level Prize Winners in Sports	Certificate with prize	Tamilnadu Teachers Education University	9
Essay Competition	Certificate with prize	National Insurance Company Limited	3
Essay Competition	Certificate with prize	Incomtax Department, Thoothukudi	3
Essay Competition	Certificate with prize	V.O.C Port Trust, Tuticorin.	3
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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 activites	Number of students participated in such activites
DIET-In – Service Training for PG Teachers	DIET, Thoothukudi, Tirunelveli, Kanyakumari	Training	1	Nill
International Women's Day	Women Cell, District Legal Service Authority, Thoothukudi.	Legal Literacy Camp	3	170
Voters Awareness	V.O.C.College of Educaion, Thoothukudi.	Voters Education and Electoral Participation Program	3	160
Hi-Fest-2019	V.O.C.College of Educaion, Thoothukudi.	History Club Activities	3	320
National Science Day	V.O.C.College of Educaion, Thoothukudi.	Science Exhibition	6	623
Swatch Bharat	V.O.C.College, Thoothukudi.	Rally	5	80
Rashriya Ekta Diwas(National Unity Day)	Government of India	Pledge	17	170
Vigilance awareness week	V.O.C.College, Thoothukudi.	Speech	8	12
Eradicate Corruption-Build New India	National Insurance Company Limited, Thoothukudi Income Tax Department, Thoothukudi	Essay Competition	4	50
Eye Camp	Lions Club	Camp	2	20
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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
Data Collection	1	V.O.C.College of Education	1
Library	1	V.O.C.College of	1

Utilization		Education	
Internship II for M.Ed. Students	6	V.O.C.College of Education	10
Research Colloquium	63	V.O.C.College of Education	1
National Level Workshop on "Restriction of Plagiarism: A Quality Measure in Social Science Research"	1	Self	1
National level Intercollegiate workshop on "Communicate or collapse".	6	Self	1
Attended a colloquium on "Best Practices of Colleges of Education"	1	Self	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
PGDHE	Enhancing Contact Program	Indira Gandhi National Open University	23/05/2019	01/06/2019	10
Internship	Teaching Practice	Government and Government Aided Schools	01/08/2018	10/12/2018	198
Field Visit	Visit	Teacher Education Institutions	22/10/2018	27/10/2018	6
Field Immersion	Visit	Co-operative schools	28/01/2019	09/02/2019	3
Internship	Teaching Practice	Teacher Education Institutions	10/12/2018	05/01/2019	6
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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.Xaviers College of Education,Palayamkottai	09/08/2018	Workshop, Colloquium Seminar	7

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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
17446243	1811081

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

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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 patially)	Version	Year of automation
VOCCE LMS	Partially	II	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	16279	2581886	96	5000	16375	2586886
Digital Database	6	30000	1	5000	7	35000
CD & Video	30	3000	Nill	Nill	30	3000
Journals	34	9865	23	20325	57	30190

| Reference Books | 4011 | 580000 | 76 | 25450 | 4087 | 605450 |

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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	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	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 incurredon maintenance of physical facilites
0	56640	0	1811081

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 V.O.C College of Education, Thoothukudi is one of the most democratic Institutions in India. The authorities of V.O.C College of Education are encouraging and motivating the students to participate in the various academic and administrative bodies of V.O.C College of Education. Our college is a coeducation Teacher Education institution, we are encouraging both male and female students to participate in the various committee of our colleges because the main mission of our college is to promote the spirit of nationalism and secularism among students and to facilitate and promote the acquisition and diversification of knowledge and skills that has not only local relevance, but

also the potentiality to generate, enrich and enlarge human resources for the national and global demands. Our college also in the way to nurture an all round development of students by providing an intellectually stimulating and emotionally soothing environment and to create and actively promote a culture of growth and human welfare. We are having several number of committees and clubs in our College, like, Tamil Literary Association, Anti Ragging Cell, Blood Donors' Club, Career Guidance and Placement cell, Consumer Club, Discipline Committee, Eco Club, English Literary Association, Fine Arts Association, History Club, ICT Club, Institution Innovation Cell, Library Club, Mathematics Club, Physical and Health Club, Psychology Club, Quiz Club, Red Cross Club, Red Ribbon Club, Science Club, Skill Development Cell, Social Service Club, Students' Grievance Redressal Cell and The student council. The students' representative for each committee and club are selected / nominated based on the students' interest and various selection procedures which follow the standard UGC and other students related administrative body laws and regulations. The committee meeting usually held as per the prescribed time schedule for each committee based on the requirement of the committee. This periodic scheduled meeting helps the administrators of our College to run the college very peacefully and very effectively. The students representatives from each committee are feeling secured and they are very eager to express their point of view and also feel comfortable to discuss the problem and issues related to their committee work. We are very proud to say that the participation of our students in the various council and administrative bodies are excellent and we are having very fruitful discussions in the meeting of the various committees. And our students are very happy and expressed their joyful about their involvement in the various administrative bodies at the young age. We the V.O.C College of Education feels very happy and very proud to say that the involvement of students in the various council and clubs help us to make this V.O.C College of Education as Ragging free zone, plastic free zone, green campus, and no food wastages.

http://www.voccedu.org/docs/reports/pp.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	SC/ST Scholarship BC/MBC/DNC Scholarship Disabled Scholarship	153	761184
b)International	Nill	Nill	Nill
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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
Yoga Training	15/02/2019	194	Skill Development Cell, VOCCE

Mentoring	03/01/2019	194	Counselling Cell, VOCE
Swatch Bharath Scheme	06/12/2018	382	ECO Club, VOCCE
Skill Development	07/11/2018	194	Skill Development Cell, VOCCE
Bridge Course	02/08/2018	199	Literary Club, VOCCE

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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 passedin the comp. exam	Number of studentsp placed
2018	TET , TRB	178	178	12	Nill
2019	NET	9	9	1	Nill

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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
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
A.P.C. Veerabahu Matric Hr. Sec. School, Thoothukudi.	10	10	1. Chinmaya Vidyalaya Srimathi Lingammal Ramaruju Matriculation Higher Secondary School, Rajapalayam 2. St. Thomas School, Thoothukudi. 3. Rosammal Memorial Minority College of	32	32

			Education, Thoothukudi, 4. BMC Maticulation Hr. Sec. School, Thoothukudi,		
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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	10	B.Ed.	Mathematics, Physics, English	V.O.C.College of Education, V.O.Chidambaram Colelge, A.P.C.Mahalaxmi College for Women	M.Ed., M.Sc., M.A.,
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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
NET	1
Civil Services	2
Any Other	12
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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
CULTURAL Both Boys Girls Solo dance, Duet dance, Group dance, Solo singing, Group singing, Fusion dance, Mime, Fireless Cooking, Personality Mock -up, Mock Parliament, Debate, Skit, Verse Writing, Rangoli, ,tufs rejpjjhy, Elocution, Essay, Ad	College Level	373
Sports Boys: 100m, 400m, 800m, High jump, Long jump, Shot put, Javelin throw, 4x100m relay, Cricket March Past. Girls: 100m,200m,400m, Long jump, Shot put, Javelin	College Level	373

throw, Throw ball, 4x100m relay, Kho-kho, Mass drill March Past	

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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	NIL	National	Nill	Nill	Nill	NIL

No file uploaded.

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

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 representative represent the views of the student-teachers to the head of the institution. • They assist in organising 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 organising 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?

No

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 are occupied in high positions in state government, central Government, Public Sectors and also in private organizations. There are number of our alumni are in 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:

169

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

16900

5.4.4 – Meetings/activities organized by Alumni Association :

Two meetings were conducted on 22.12.2018 and 10.04.2019 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 practise 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 stream line 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 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. Senior most staff representatives from the college also are among the layered governing body. The college Superintendent and a University Representative is included in the Board. The Board of Management meets twice 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
Admission of Students	Sanctioned strength for B.Ed. course is 200 and for M.Ed. is 50 and for M.Phil. is 20.Our 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.
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 was 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.
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. 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 helps 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.
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, heutagogy , peeragogy 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 fast learners. 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.
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.
Research and Development	V.O.C. College of Education is well known centre for research 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. Several workshops, seminars, guest lectures and research colloquium series is organised to improvise 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. Three of our research scholars were awarded doctorate by Tamil Nadu Teachers Education University in 2018 - 2019.
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 is provided. Special section for competitive Examinations and 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.

Human Resource Management	1. Co-ordination between Management, Principal, Teaching Non-Teaching Staff Members, students is the strength of the college. 2.Periodical Skill Development Programme was 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.

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

E-governace area	Details
Planning and Development	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.
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 were 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	Instructions and directions are given to the candidates those who approched our institution to apply for single window councelling through online .Digital learning is encouraged among the students. .
Examination	Internal Mark Entry, Revaluation applications were submitted through online.

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	Dr.R.Sasipriya	state level workshop on public financial management system (PFMS) with special reference to EAT module	Public Financial Management System, Office of controller general of account, Ministry of finance, New Delhi	3431
2018	Dr.R.Sasipriya	EAT Module of public financial management system (PFMS) for HEI's	Public Financial Management System, Office of controller general of account, Ministry of finance, New Delhi	1000
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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	Title of the	From date	To Date	Number of	Number of

	professional development programme organised for teaching staff	administrative training programme organised for non-teaching staff			participants (Teaching staff)	participants (non-teaching staff)
2019	Revised Accreditation process of NAAC	Revised Accreditation process of NAAC	15/03/2019	15/03/2019	18	2
2019	Workshop on "Website revamping via web portal" for both teaching and non-teaching staff.	Workshop on "Website revamping via web portal" for both teaching and non-teaching staff.	21/01/2019	21/01/2019	20	2
			View File			

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
Online Workshop - Theoretical Framework of MOOC	1	21/01/2019	27/01/2019	8
Tube study course- Crash Course: Psychology(Certificate of Learning time of 6.4 hours)	1	01/10/2018	31/10/2018	31
Participation in Online course- Learning Teaching Assessment	1	01/09/2018	29/09/2018	29
Participation in Online course - Mind Education	1	01/08/2018	31/08/2018	31
Completion of online course Understanding	1	01/08/2018	31/08/2018	31

Open Educational Resources Common wealth of Learning, Canada				
Refresher Course	1	04/07/2018	24/07/2018	21
Online workshop – e Assessment: Process and Tools	1	19/06/2018	25/06/2018	7

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

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 charted 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	564800	1.To maintain the bank account 2. To meet out the repair upkeep works 3. For contingencies 4. To meet out the excess expenses

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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	Nill	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 09.07.2018. There 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.Training to handle incinerator. 2. Training for clean and neat environment. 3. Organization and utilization of cleaning materials.

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

1. TET Coaching was introduced. Birthday Tree plantation scheme came into practice. Bio metric system was introduced. Solar panel has been installed at administration block. 2. Faculties were encouraged to improve their skills and knowledge through FDP. 3.College newsletter VOCCE EDUTIMES was published. Our college half yearly journal Edureach was released. Self learning mode was encouraged through MOOC.

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
2018	Workshop on QR Code	26/07/2018	26/07/2018	26/07/2018	180
2018	workshop on "Applications of SPSS"	08/10/2018	08/10/2018	10/10/2018	15
2018	Skill Development Program	07/11/2018	07/11/2018	09/05/2019	198
2018	Institute Innovation council established	21/11/2018	21/11/2018	21/11/2018	218
2019	Workshop on "Website revamping via web portal" for both teaching and non-teaching staff.	21/01/2019	21/01/2019	21/01/2019	29
2019	Science Exhibition for School Students	28/02/2019	28/02/2019	28/02/2019	623
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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	07/01/2019	11/01/2019	334	33
World Aids Awareness Day	01/12/2018	01/12/2018	178	20
Plastic Awareness	07/12/2018	07/12/2018	32	18

	Programe					
Womens Day Celebration	05/03/2019	08/03/2019	334	33		

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	2
Ramp/Rails	Yes	2
Braille Software/facilities	Yes	2
Rest Rooms	Yes	2
Scribes for examination	Yes	2
Any other similar facility	Yes	2

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
2018	5	5	13/08/2018	1	Visiting Special School	Donated instructional materials for special children	50
2018	5	5	01/11/2018	1	Awareness Programme on Eradicate plastics	Street Play on Plastic Awareness	40
2018	5	5	16/11/2018	1	Awareness Programme on Child Protection	Child Protection Rally	86
2018	5	5	07/12/2018	1	Swatchh Abhiyan	Rally on Cleanliness	85
2019	2	2	18/03/2019	3	Blood Donation	Blood Donation	4

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	09/07/2018	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, 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 unity day	31/10/2018	31/10/2018	178
Natinal voters day	25/01/2019	25/01/2019	333

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

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Skill Development Programme : Title of the practice : Skill Development Goal : To promote skills among students to face challenges in personal and professional life. Context : Skills among student teachers was found to be improved. So various skills like life skills, communication skill, ICT and vocational skills training was given to student teachers. Practice: Trained faculties in various skill was selected and trainingwas given to the students for one hour every day in rotation. Evidence of success : "VOCCIAN SKILL EXPO" – 2018 -2019 was conducted in the college on 07.03.19. Problems encountered and resources required: Nil 2.Birthday Tree Plantation : Title of the practice : Birthday Tree Plantation Goal : Planting of trees and their care is a holy act. Planting tress reduces carbon dioxide, and spread green environment. Context : In order to create environmental awareness among student teachers, they are

asked to plant saplings on their birthdays in the college campus as optional. Practice : Birthday tree plantation was done if they are interested in planting. Evidence of success : Many trees were planted in our college campus on students birthday. Problems encountered and resources required: Nil

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/BestPractices-2018-2019.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 intellectual property right. To organize workshop on Scholarly writing and publishing research articles. To conduct Alumni meeting and utilizing alumni resources. To conduct student satisfaction survey through structured questionnaire. To publish Edureach : V O C Journal Educational research via ONLINE mode. To get ISSN No. for Edureach : V O C Journal Educational research. To take steps for MOU with Educational Institutions. To prepare feedback format for stakeholder with proper analyzing mechanism. To conduct academic and administrative audit. To promote research activities. To organize seminar on gender- Equity. To restructuring college website. To promote Institute Innovation council activities. To maintain and promote achievements in curricular and co curricular activities. To modify Wi-Fi campus through optical fiber cabling.