



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	STELLA MATUTINA COLLEGE OF EDUCATION (AUTONOMOUS)
Name of the head of the Institution	DR. JOSEPH CATHERINE
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04424894262
Mobile no.	9941287627
Registered Email	smcedn@gmail.com
Alternate Email	catherinejoseph2@gmail.com
Address	Kamarajar salai, Ashok Nagar, Chennai
City/Town	Chennai
State/UT	Tamil Nadu
Pincode	600083

2. Institutional Status					
Autonomous Status (Provide date of Conformant of Autonomous Status)	01-Mar-2005				
Type of Institution	Women				
Location	Urban				
Financial Status	Self financed and grant-in-aid				
Name of the IQAC co-ordinator/Director	Dr. Alma Juliet Pamela				
Phone no/Alternate Phone no.	04424747212				
Mobile no.	9941287627				
Registered Email	smcedn@gmail.com				
Alternate Email	catherinejoseph2@gmail.com				
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)	https://www.smce-chennai.com/iqac-aqar-2018-2019				
4. Whether Academic Calendar prepared during the year	Yes				
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.smce-chennai.com/academic-calendar				
5. Accrediation Details					
				Validity	
Cycle	Grade	CGPA	Year of Accrediation	Period From	Period To
3	A	3.48	2014	10-Dec-2014	09-Dec-2021
6. Date of Establishment of IQAC			16-Jun-2002		
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		

IQAC meetings internal and external members were conducted regularly	16-Mar-2020 1	12
Academic audit was conducted at the end of the year.	16-Mar-2020 1	2
To promote well-being of staff and students	22-Jul-2019 5	70
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8. Provide the list of Special Status conferred 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
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:

No

Upload latest notification of formation of IQAC

No Files Uploaded !!!

10. Number of IQAC meetings held during the year :

2

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)

• Grievance Redressal • Conducting Seminars • Academic Audit • E Governance • Eco friendly practices

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

Plan of Action	Achievements/Outcomes
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Grievance redressal measures to be enhanced and monitored .	Effective measures were devised for grievance				
To conduct one National Seminar, one State Level Workshop & Seminar for School Teachers	All the Seminars at the National, State and institutional level were organised				
Awareness programme on Anti-ragging and anti- sexual harassment.	Awareness was created on Anti-ragging and anti- sexual harassment.				
To promote well-being of staff and students	National Seminar on Enhancing well-being in Classroom was conducted.				
No Files Uploaded !!!					
14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Academic Audit Committee</td> <td style="text-align: center;">16-Mar-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Academic Audit Committee	16-Mar-2020
Name of Statutory Body	Meeting Date				
Academic Audit Committee	16-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	2020				
Date of Submission	14-Feb-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	The Institution has Management Information System which follows a hierarchy module. Information regarding the college activities are disseminated from Secretary and principal through staff by circulars and by using social media. Students' daily attendance is posted in the college website. Students those who absent themselves very often, such students' parents are informed through phone and messages. Information to the students is send through group WhatsApp to the students, the Principal, one of the staff and the students' representative being the admin of the group. Career Guidance and Placement Cell information is disseminated to the students through bulletin board. Students use Biometric Attendance System to give their				

attendance which is installed.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
BEd	BED	Education	12/07/2019
MEd	MED	Education	19/07/2019
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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
BEd	Education	12/07/2019	ICT	12/07/2019
MEd	Education	12/07/2019	Environmental Studies	12/07/2019
MEd	Education	12/07/2019	Instructional Technology	12/07/2019
No file uploaded.				

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
BEd	Credits for Swayam courses & Publications	12/07/2019
BEd	Instructional Technology	12/07/2019
BEd	Environmental Studies	12/07/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

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

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
VITAL	01/08/2019	100
Health and Hygiene	01/03/2019	200
Computer Education	01/09/2019	200
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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	Practice Teaching	195
MEd	University Education Department Exchange Programme	5
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
Feedback is obtained from all the stakeholders- Parents, Teachers, students, teaching practice schools, employers and alumni through questionnaires and google forms. The results are analysed and further actions and deliberations are made based on the outcomes. It enables the institution to frame the plan of action and objectives for the following year.

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	Nill	10	20	10
MPhil	Nill	5	4	4
MEd	Nill	50	7	7
BEd	Nill	200	350	200
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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
2019	200	7	12	2	4

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
22	20	Nil	14	2	Nil
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

MENTORING: The rationale for academic mentoring is to support the professional growth of the individual who is in the early stage of their career and to promote excellence in teaching, learning, research and improve the academic level of performance and satisfaction levels. Mentoring is the process to help and support the students to manage their own learning in order to maximise their potential to develop their skills and become the person they want to be. Objectives: ? To develop healthy relationship between students and Faculty ? To ensure academic and professional performance of the students ? Help identify career paths for students ? Provide an opportunity to learn and practice professional networking skills. ? To inculcate the human values among the students In our college student mentoring system or tutorial system, Co-ordinator allots the students for the mentors. There should be maximum 10 mentee per mentor. Same group remained for entire course duration. Where the faculty acts as academic mentors, they provide encouragement, motivation and counselling support for every students of the college. The mentor should conduct regular meetings and discussions on any problem such as academic, financial, psychological, etc. Duties of the mentor are to carefully monitor the student activities like regularity of attendance, Academic performance and Behavioural and Discipline matters and provide academic and emotional support to the students and not to judge them, they can be more objective and be willing to commit the time needed to build maintain a productive relationship and build career networking skills. Duties of the Mentee Attend meeting regularly, Fill the personal information in the form, Provide details of attendance, Seek advice from mentor whenever required. The fulcrum of mentoring the students is Feedback, Advice support .To Inspire students the mentor set higher bench marks ,attitude, attribution , self talk praising when the mentor see the improvement in the student. Listen to them, show concern empathises with their emotions .Some students are advised with remedial classes which help to improve their ability. From the remedial classes slow learners from all the departments get benefitted. It is a positive development which offers reflective space and its primary aim is to build capability and self reliance in the students .Mentors help the students to highlight the issues to assist in planning the ways, might offer advice or give some direction. All mentors have direct access to the principal. Mentors are authorized to report any challenge immediately and seek resources required. Mentors maintain the student's progression and also Contact to parents and inform them about progress of the students. Confidentiality, trust, understanding and positive expectation are the key to successful mentoring. Expected outcomes of student mentoring 1. Academic success 2. Adjustment in the campus 3. Self confidence 4. Career awareness 5. Practice professional networking skills.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
400	22	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
11	10	1	1	11

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
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Nil	Nil	Nil	Nil
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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	BED	IV	26/09/2020	16/10/2020
MEd	MED	IV	26/09/2020	16/10/2020
MPhil	MPHIL	2020	30/09/2020	16/10/2020
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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
Nil	204	0%

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)

<https://www.smce-chennai.com/programme-outcome2019-2020>

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
MPHIL	MPhil	Nil	4	4	100
MED	MEd	Nil	7	6	85
BED	BED	Nil	193	191	99
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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)

<https://www.smce-chennai.com/students-satisfaction-result>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

Yes

Name of the teacher getting seed money

Dr.Alma Juliet Pamela

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3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
Nil	Nil	Nil	Nil	Nil

No file uploaded.

3.2 – Resource Mobilization for Research

3.2.1 – 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)	1	College	50000	50000

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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

0

3.3 – Innovation Ecosystem

3.3.1 – 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
Academic Management	Drona Academy	12/03/2020

No file uploaded.

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil

No file uploaded.

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil

No file uploaded.

3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Nil	6	Nil
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3.4.3 – 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	7
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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
Nil	Nil	Nil	Nil
No file uploaded.			

3.4.5 – 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	Nil	Nil	Nil	Nil
No file uploaded.						

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	45	308	51	24
Presented papers	Nil	7	Nil	Nil
Resource persons	3	Nil	Nil	11
No file uploaded.				

3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
TNTEU, NKT College of Edn,	Research committee Academic	TNTEU, NKT College of Edn,	25000

Lady Willingdon Institute of Advanced Study in Education, St. Christophers College of Edn, Institute of Advanced Study in Education	council Board of Studies	Lady Willingdon Institute of Advanced Study in Education, St. Christophers College of Edn, Institute of Advanced Study in Education
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3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
Nil	Nil	Nil	Nil	Nil

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3.6 – Extension Activities

3.6.1 – 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
Awareness	YRC	4	45
Training	RRC	4	45
Awareness	MACT	4	40

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3.6.2 – 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
Awareness programmes	Best Participation	IT Anthony Trust	20

No file uploaded.

3.6.3 – 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
Enclosed	Nil	Nil	Nil	Nil

[View File](#)

3.7 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Training and Evaluation	Staff	College	7

Knowledge Exchange	M.Ed. Students	College	2
No file uploaded.			

3.7.2 – 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
Library	Nil	Anna Library	13/08/2019	14/08/2019	M.Ed. Students
Student Exchange	Field work	University of Madras, Education Department	16/08/2019	Nil	M.Ed. Students
Special Education	Teaching Special Students	St. Louis School for Blind and Deaf	17/07/2019	Nil	B.Ed. Students
Teaching	Teaching practice	Neighbouring Schools	01/08/2019	30/11/2019	B.Ed. Students
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3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
MACT	01/08/2019	Awareness	40
VITAL	01/09/2019	Value Added Programmes	100
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2100000	300000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
Classrooms with LCD facilities	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Value of the equipment purchased	Newly Added

during the year (rs. in lakhs)	
Others	Newly Added
No file uploaded.	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Nil	Partially	Nil	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22001	Nil	102	Nil	22103	Nil
No file uploaded.						

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

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

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	62	2	1	2	2	1	1	40	0
Added	2	0	1	0	0	0	0	100	0
Total	64	2	2	2	2	1	1	140	0

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

100 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
Micro-Teaching Recording Room	Nil
Digital Centre for Audio Recording	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	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical

	facilities		facilities
600000	100000	200000	300000

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)

The main aim of the institution is to provide maximum utilisation of all the resources by all the Staff and Students. A teaching and Non-teaching staff is responsible for its maintenance and procurement of new items when needed. Stock and usage registers are maintained by the concerned staff. The outcomes of the resources are assessed by the core committee and the Academic Audit Committee. Feedback is obtained and required upgradation is done annually.

<https://www.smce-chennai.com/maintenance-policies>

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	Stella Scholarship for Poor Students for Poor Students	5	50000
Financial Support from Other Sources			
a) National	BC/MBC/SC Scholarship	120	700000
b) International	Nil	1	50000
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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 implementation	Number of students enrolled	Agencies involved
Activity based language teaching	07/08/2019	15	ATC - Dr.Thangasamy
Yoga and Meditation	29/08/2019	200	Yoga Training Center
Leadership development programme	26/07/2019	200	MACT(NGO)
Hygiene with chota bheem	06/09/2019	40	MACT
SPSS, AMOS	18/09/2019	65	Staff- CUK Staff
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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	Number of benefited students by career	Number of students who have passed in the comp. exam	Number of students placed
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		examination	counseling activities		
2019	TET	194	194	12	6
2019	NET/SET	7	7	4	2
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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
Nil	Nil	Nil

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
16	105	85	Nil	Nil	21
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	14	B.Ed.	Education	TNTEU	M.Ed.
No file uploaded.					

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
No Data Entered/Not Applicable !!!	
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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
Inter-Collegiate Cultural and Sports Meet	District	20
Sports day	College	200
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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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil

No file uploaded.

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

There is a student union elected by the students of the College. The leaders are assigned specific portfolios like cultural activities, sports, extension activities. All the activities are carried out under the guidance of staff with the support of the student leaders. Alumni, parents and other stakeholders are involved in all the academic and other activities of the College. Student representatives are present in all the committees of the College. The student representatives are given freedom to voice out their ideas and suggestions through interactions and they represent the suggestions of the entire student community.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

0

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

97000

5.4.4 – Meetings/activities organized by Alumni Association :

1 Meeting / Resource Persons - 10 in various Lectures

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)

The College has a hierarchy of leadership to ensure effective management system development, implementation and continuous improvement. The management distributes the roles and responsibilities to different faculties of the institution to be carried out through various committees. The leadership of the college is provided by the Secretary who is an eminent administrator and academician to guide the college assisted by the Principal, Teaching and Non-teaching faculty. The leaders of the various committees and bodies like IQAC work independently and efficiently to look into the issues and bring out the best in their area. The various committees include Admission, Planning and Evaluation, Examination, Research Development, Grievance Redressal, Library, Students Welfare and Extracurricular activities, Media and Public Relations, Academic Audit, Finance, Placement, Alumni, Anti-ragging, Anti-sexual Harassment and Extension activities cell.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Null	A number of new books and journals

are added in the library. The library has 21554 books. It is semi-automated. Has 43 national journals and four international journals, and its equipped with 15 monthly magazines as well has 5 weekly magazines. The college subscribes three newspapers of which two are in English and one in Tamil. All the class rooms are equipped with LCD projectors. A new Lunch lawn was constructed which provides benches and tables. In order to facilitate students' need a new canteen is constructed. Free WiFi access in the library. Aero water purifier was installed in the ground floor and at the first floor. Ladies rest room is equipped with napkin incinerator.

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

E-governance area	Details
Planning and Development	Monthly and weekly plan are sent to the individual staff through whatsapp message? Invitation for seminar, conference and workshop are sent through whatsapp message to all the staff members. Invitation to the participants in and around the states is send through email.
Administration	Students' database is maintained by the office. Daily attendance is uploaded in the College website. Students use Biometric system for attendance. Principal's announcement is communicated through mobile phone. Monthly events are sent through message for all staff members.
Finance and Accounts	Transaction is carried out through banking for seminars and workshops. Salary for the management staff are done through banking. Student Admission and College prospectus and application forms are available in the College website. Learning material to the students is uploaded in the google. Students' scholarship is directly deposited in their bank account.
Examination	Examination timetable is sent through the students through message. Semester results are published in the college website. TET examination to the students are organized through online mode.

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
2019	Sr.Rosita Mrs.Hema Rani	PFMS	Loyola College	4000
2019	Dr.Joseph Catherine Sr.Sheeja	Conference for Principals	Don Bosco College	8000
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6.3.2 – Number of professional development / administrative training programmes organized by the Colleges 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)
2019	Orientat ion for Teaching Staff	Professi onal Ethics	01/08/2019	03/08/2019	22	11
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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
Completed MOOC course on "Collaborative Learning Pedagogy) with distinction on 9th July 2020, conducted by GHG Khalsa College of Education, GurusarSadhar, Punjab	2	22/05/2020	18/06/2020	28
E-Content Development Using Open Source Tools organized by Dr. M.G.R Educational and Research University	4	27/05/2020	29/05/2020	3

Universal Teacher's Academy				
Faculty Development Webinar on "Academic Process, Measures and Metrics for NAAC Accreditation" Organized by Srinivasan College of Arts and Science, Perambalur .	1	25/05/2020	27/05/2020	3
MOOC course on "Blended Learning Practice" from (4 Weeks) conducted by Commonwealth of Learning Athabasca University, Canada with Score 98.33.	1	19/04/2020	16/05/2020	28
Completed SWAYAM course on "Basic Concepts in Education" from (6 Weeks) conducted by Madurai Kamarajar University with Score 68.	2	05/08/2019	13/09/2019	42
Inaiyavazhi kalvi- Tamil Ilakkanam Karpithal Nutpangal, Sacred Heart college, Thirupathur	1	18/05/2020	24/05/2020	7
Concerns In Educational Research And Assessment, Central University of South Bihar (SWAYAM)	1	01/10/2019	15/01/2020	105

ARPIT Course for Career Advancement Scheme (CAS) promotion-Concerns in Educational Research and Assessment	5	16/02/2019	09/03/2019	28
Drupal training organised at V.O.Chidambaram College	1	29/04/2020	05/05/2020	7
Applied Statistical Methods using SPSS and AMOS in Educational Research	17	18/09/2019	20/09/2019	3
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>The Institute authorities bear in mind that the wellbeing of teaching and non-teaching staff is important for effective functioning of the Institute. In line with this, many welfare measures have been implemented. In connection with this, Existing welfare measure for teaching and non-teaching staff are itemized below: Interest free loan Health Check-up Provident Fund ESI, PF, Gratuity Medical Insurance Cash incentive for paper presentation Health insurance. Medical Leave Maternity leave for eligible staff members Faculty members are eligible for Earned Leave Advances for the school</p>	<p>Interest free loan, Health Check-up, Provident Fund, ESI. Non-teaching staff Association represent their grievances to the management and seek redressal. Staff club facility for employees.</p>	<p>Management Scholarships, Health Check-up, Dispensary with medical facilities exists for the teaching and non-teaching staff and students of the College M.Phil , M.Ed., and B.Ed students (27 students) receive Proficiency awards. SMCE has 20 Endowment Prizes- Savarimuthu Endowment, Mrs.Anuradha Endowment, F.M.M. Congregation Endowment, Dr.Sunanda Ghosh Endowment, Rev.Sr.Marsiana Endowment, Uma Maheswari Endowment, Mrs.Rita Juliana Endowment, Mrs.Padma Krishnswami Endowment, Rev.Sr.Gerosa Endowment, Mrs.Dhanalakshmi Endowment, Original</p>

fee festivals.

Kerala Jewellers Emmanuel Endowment, Dr.George R Bazzini Endowment, Mr.Maria Antony Mrs.Snekalpu Endowment, Mr.Ignatious Endowment, Mr.Jerard Endowment, Mary Vargene Endowment, Dr.Sujitha Sangamitra and Dr.Mrs.Ezhisai Vallabi. Sponsored trainings are provided for both Teaching and Non-Teaching staff for various workshops / FDP/Seminars/ Conferences and the expenses are borne by the institution. Staff are encouraged for self-development and higher education by providing seed money and annual Increments. Research facilities are available for faculties pursuing their Ph.D. College provides support for faculties enrolling membership in professional bodies/Clubs. Staff can avail vacation leave, 12 days of casual leave, Earned leave, medical leave, and sick leave. Ladies teaching and non-teaching staff can avail maternal leave for 3 -9 months with salary. Other Welfare schemes provided for Teaching and Non-Teaching Staff Teacher's Day Celebration - A unique practice of the college is to acknowledge the services of each and every teaching and non-teaching staff on teacher's day. Faculties can avail loan from the Staff club with a very minimal charges and repay the loan in easy instalments. Laptop facility are provided to teachers. Free Uniforms are provided for all the Staff.

6.4 – Financial Management and Resource Mobilization

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

Internal and External audits are done regularly. External Audits are by the Government of Tamil Nadu and UGC are done every year and the audited statements are sent to them promptly.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	Nil	Nil
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	AAA Committee	Nil	Nil
Administrative	Yes	AAA Committee	Nil	Nil

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

Provide and serve as Resource persons, Chief guest for various programmes Agents and assist in Placement Support for Convocation and sports like files/cups Retirement benefit to staff Support for college activities like camp, special lectures, Internship.

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

Organising special workshops and training programmes Financial Support during Medical problems, Marriages, constructing houses and other needs. Granting Maternity, Medical and other holidays when in need.

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

1) Strengthened Research by - Seminars Workshops in Research Increased No. of Ph.D. Staff Increased No. of Research Scholars 2) Adoption of Green Practices in Campus Neighbourhood Formation of Active Eco-club Introduction of Environmental Studies in M.Ed. 3) Engaging Alumni PTA in all the activities of the College

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	Yes

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
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2019	Green Campus	28/09/2019	04/12/2019	Nil	40
2019	Vocational Training	18/09/2019	20/09/2019	Nil	194
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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
Interaction with Transgender	07/02/2019	Nil	200	Nil

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
0

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Braille Software/facilities	Yes	1
Rest Rooms	Yes	1
Scribes for examination	Yes	1
Special skill development for differently abled students	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
2019	4	6	Nil	Nil	Rallies Awareness and Interaction	2	149
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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Prospectus, Handbook	Nil	College calendar with the entire year events

Newsletter	Nil	Newsletter with details of the programme for the entire year
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7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Activities related to Gandhian thoughts	21/10/2019	25/10/2019	200
Visit to old age homes	20/10/2019	Nil	40
Service to Physically challenged, AIDS and Cancer patients	27/10/2019	Nil	20
Awareness to school students	09/03/2019	Nil	45
Distribution to poor	25/10/2019	Nil	40
Celebration of Abdul Kalam Birthday	15/09/2019	Nil	45
Special Lectures on National Schemes	03/09/2019	09/09/2019	200
VITAL Programme	26/02/2019	Nil	100
Food Value programmes	23/10/2019	Nil	200
Social Awareness Rallies-Dengue, Wearing Helmet, AIDS	24/10/2019	Nil	200

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

Wild life week celebration from 28.09.2019 . The students participated in awareness programmes and participated in various competitions namely essay writing, poem writing, drawing, painting and rangoli. Eco Club organized a rally on 23.10.2019 to spread awareness among the community members on various social issues which will enable to produce a healthy home, school/college, work place and community. They attracted the attention of the public with placards and slogans during the rally based on the following topics: On Avoiding Plastic products near Lakshman Sruthi Traffic Signal, On the Importance of Planting Trees in Kamarajar Salai, Importance of Cleanliness and Protection from Dengue Fever near Sivan Park. Planting of saplings in college campus, Skit on Environmental Conservation. Projects - Save Water for our Future, Rain Water Harvesting. Swachh Barat programme- Clean and green campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Wellness programmes for staff and students-Yoga and meditation is an extremely effective stress reliever. Yoga is an effective way to incorporate self-care into work, so that team members don't have to feel guilty about neglecting

work. Seminars and programmes are conducted for wellness through Yoga. Fostering Learner Self-Responsibility and social responsibility: Planning and Guidance for learners to plan and evaluate much of their learning. The teachers offer ways for the learners to take an active role in diagnosing their learning needs, formulating learning goals, identifying human and material resources for learning, choosing and implementing appropriate strategies, and evaluating the outcomes. Programmes and activities are initiated to mould the student to become self-reliant and become an individual with social responsibility.

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

<http://www.smce-chennai.com>

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

Institutional Vision and Leadership Stella Matutina College of Education stands out in its distinctive endeavour for blending traditional values with modernity. The pedagogy used is contemporary, thereby keeping students in line with the changing scenario in the educational arena at the same time amalgamating this with traditional value systems. Stella Matutina College of Education, now in its sixth decade of academic initiatives, continues to be a leader in teacher education, research and community work. It was established in July 1961 as a teacher training college. The institution was established with an aim to train deserving women candidates to be teachers to lead their wards in scholastic skills in addition to spirituality, Justice, truth and love. The motto of the College is 'Attain truth by the path of love'. Self-discipline, energetic work, gentle manners, co-operation, modesty, orderliness, exactitude and spiritual vigour are some of the distinguishing qualities of the students of this College. College also helps girl students to get different type of scholarships (National Scholarships) provided by the Government. A gender sensitization programmes are also seen in the different programmes such as lectures/seminars, sports competition, NCC and NSS units of this college. Students participate with full enthusiasm in each and every unit (academic as well as extracurricular activities) of the college. The point of view of every individual is given attention and students are oriented to issues of national and global relevance. Besides academic excellence, students are encouraged to strive for an appreciation of arts and aesthetics, intellectual excellence and moral rectitude in the young teacher trainees through which they could achieve greatness as Quality teachers, teacher educators, researchers in education, academic reformers and social catalysts. College gives priority to promote education without distinction of caste or religion. The underprivileged women and in particular, the first-generation learners are given preference. The performance of the institution in one area distinctive to its thrust: It is our fortunate that college has well qualified faculty members. They have taken their degrees from the premier institutes from different part of the country. This is our thrust area which makes us distinctive in performance of the institution. Therefore, we can say the college provides quality education and opportunities for intellectual and emotional growth through different programmes which are relevant and responsive to the needs of the underprivileged women and in particular, the first-generation learners are very much benefited from our faculty members. Vision of the College is as follows. "Evolving the future in teacher preparation by celebrating tradition and heritage" Stella Matutina College of Education is a prestigious institution providing quality teacher education for a period of six decades abiding to its vision statement. The college through its dynamic curriculum imbibes social and national values required for the profession and skills required for a competent

teacher. The college offers a topical and relevant curriculum according to the changing needs of the society with sound practical skills required of a teacher. The college provides a wide range of seminars, talks and orientation programmes for the students

Provide the weblink of the institution

<http://www.smce-chennai.com>

8.Future Plans of Actions for Next Academic Year

? To strengthen the curriculum with concepts suitable for the future learner ? To emphasize more on a blended learning approach ? Integrating a skill based and Value based approach ? Enhancing the Research culture through research publications and projects ? Increasing parental, alumni and neighbourhood in academic and co-curricular activities.

Minutes of the Meeting Held on 30th March 2021 at 11.am

Minutes of the IQAC meeting held on 30th April 2021 at 11.am. The members present were;

Rev. Sr. Pauline Mary the Secretary
Dr. Joseph Catherine the Principal
Rev. Dr. Ruby Alangara Mary
Dr. Alma Juliet Pamela
Dr. K.A. Sheeba
Dr. Kapila Shobini
Dr. Hemalatha Kalaimathi
Mrs. J. Rubina
Sr. Sebastia Mary
Mrs. Hema Rani
Dr. Sr. M. Irudhaya Mary

The IQAC meeting was held on 30th April 2021 at 11.am. The meeting began with prayer to St. Francis of Assisi. Due to the pandemic COVID-19 the meeting was held through online mode.

At the outset Dr. Sheeba the Asst. Prof of Physical Science welcomed the members for the meeting. It was followed by the presentation of the minutes of the meeting by Dr. Sr. Irudhaya secretary IQAC.

Dr. Joseph Catherine, the Principal discussed briefly on the resolution of the previous meeting. She informed the members that the registration of Alumni is on the process and the Alumni meet that was organized. Then she presented the curriculums and co-curricular activities those organized for the academic year 2019 - 2020 and 2020 -2021 till date.

Dr. Kapila Shobini Associate Prof. of English, IASE Saidapet appreciated on the numerous activities organized which fulfill the scope of physical, mental, moral, social and intellectual abilities of the students. She also suggested to incorporate virtual class as platform of imbibing knowledge and to enhance teaching learning process. She also suggested that the following activities could be organized such as;

- Prevention programme on health issues
 - Awareness programme on nutritious food to enhance immunity system
 - Experiential learning in the present scenario and research publication.
- Dr. Hemalatha Kalaimathi Assistant Prof. from Lady Willingdon added stating a number of awareness programme on COVID-19 could be organized to enable the students to overcome the fear of COVID-19. She also recommended that the students could be informed to follow self-discipline with regard to COVID-19. Herbal garden could be planned and executed within the campus. Handouts and brochures could be distributed to the students on the same theme as well as students could be trained to prepare brochures on how to self-guard oneself.

In order to improve the quality improvement of students, they could be asked to read articles, novels, books and to present the book review which in turn enhances knowledge on various aspects. She also said that the students should be taught to prepare digital lesson plan. She emphasized that the teaching faculty must apply for minor and major projects.

Dr. Joseph Catherine the Principal requested Dr. Kapila and Dr. Hema to orient on how to go about on NAAC SSR.

Dr. Kapila Shobini informed that the Chapter II which deals with teaching learning that has to be concentrated. She also suggested that the environment needs to be taken care of such a building small nest for birds, planting trees and to concentrate on the local needs and to maintain feedback with statistical analysis.

Sr. Ruby Alangara Mary the secretary from Nirmala College, Coimbatore suggested that receiving the feedback from students and stake holders and neighbours are an important aspect as they are the requirement of NAAC SSR. She asked the Principal to include list of students who are placed through campus interviews. She also asked to maintain the records of students who frequently use the library and such students could be given an award or certificate, which would encourage other students to make use of the library resources. She added students outreach programme and staff faculty development programme could be organized during the academic year wise.

Dr. Kapila inquired whether the college has formed the core committee for NAAC.

Resolutions

- Programme on health issues
- Awareness programme on nutritious food
- Adopt more Experiential Learning methods
- Enhance the number of Research Publication
- Feedback from neighbouring community
- Self-management during Pandemic period

The meeting concluded with a vote of thanks by Mrs. Rubina Asst Prof of Psychology.