



Yearly Status Report - 2017-2018

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	MAR CHRYSOSTOM COLLEGE OF EDUCATION
Name of the head of the Institution	Dr. ANGEL FELIX J.S
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04651241242
Mobile no.	7510241242
Registered Email	mccbedcollege@gmail.com
Alternate Email	jsangelfelic@gmail.com
Address	MALANKARA AVENUE, KIRATHOOR POST. KANYAKUMARI DIST.
City/Town	KOLLENCODE
State/UT	Tamil Nadu
Pincode	629160

2. Institutional Status																			
Affiliated / Constituent			Affiliated																
Type of Institution			Co-education																
Location			Rural																
Financial Status			Self financed																
Name of the IQAC co-ordinator/Director			Dr. S.T. Rose pesiya																
Phone no/Alternate Phone no.			04651241242																
Mobile no.			9486680498																
Registered Email			mcceiquac@gmail.com																
Alternate Email			rosepesiya@gmail.com																
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)			https://www.marchrysostom.edu.in/2016%20-17%20AQAR%20report.pdf																
4. Whether Academic Calendar prepared during the year			Yes																
if yes,whether it is uploaded in the institutional website: Weblink :			https://www.marchrysostom.edu.in/Calendar%202017%20-%202018.pdf																
5. Accreditation Details																			
<table border="1"> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> <tr> <td>1</td> <td>B</td> <td>2.27</td> <td>2014</td> <td>20-Feb-2014</td> <td>20-Feb-2019</td> </tr> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	1	B	2.27	2014	20-Feb-2014	20-Feb-2019
Cycle	Grade	CGPA	Year of Accreditation	Validity															
				Period From	Period To														
1	B	2.27	2014	20-Feb-2014	20-Feb-2019														
6. Date of Establishment of IQAC			08-Sep-2014																
7. Internal Quality Assurance System																			
<table border="1"> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> <tr> <td>Communication training</td> <td>26-Jul-2017</td> <td>91</td> </tr> </table>						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	Communication training	26-Jul-2017	91					
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Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries																	
Communication training	26-Jul-2017	91																	

Class

6

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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
Nil	Nil	Nil	2018 0	0
No Files Uploaded !!!				

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

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

5

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 Uploaded 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)

1. Preparation of reports for AISHE 2. Collecting and Evaluation of Self Appraisal Report. 3. Student development programs 4. Intercollegiate Cultural and Sports Fest 5. Best practices such as 6. Sapling Plantation, Rain Water Harvesting and Green, Clean Plastic Free Campus

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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
To organize Competitions on various Programmes and Celebrations. To enrich	Intercollegiate Sports and Cultural Meet (University Level) Intercollegiate

the quality of Teaching	Womens Cultural Sports Competitions Model Teaching for Second year students Mock Teaching Mini Teaching Bridge course Arts Day Competitions Sports Meet
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14. Whether AQAR was placed before statutory body ?	No
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	2017
Date of Submission	13-Sep-2017
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)	Mar Chrysostom College of Education has MIS Software through which appropriate coordination among management, administration, teachers and students is done. Through MIS Unique PNR number is generated for every student, which enables entire data related to her for all the three years. For examples, Students Admission, ID card generation, Fee receipts, generation of admission slip, Students List, etc. MIS maintains all students' records from admission to examination. Bona fide certificates, Character Certificates and Transfer Certificates, etc. are issued with the help of MIS. Library Management System for staff and students is operational. All accounting data is stored and generated through computer data.

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

The institution meticulously aligns its operational plans with its overarching vision and mission through a series of strategic meetings involving key

stakeholders such as the IQAC, Academic Council, P.T.A, Students Council, and other committees. For instance, the IQAC convened on 17/07/2017 to chart the course for the academic year 2017-2018, while faculty members were assigned their respective duties on 11/01/2018. The College Council, gathering on 01/06/2017, deliberated on tasks including the preparation of the College Calendar, Magazine, Records, Extension Activities, Placement Cell, and Anti-ragging Cell responsibilities for staff members. Similarly, the Academic Council meeting on 20/07/2017 allocated duties such as overseeing celebrations, examinations, and various programs to faculty members. Further decisions were made in subsequent College Council meetings, such as on 22/11/2017, where arrangements for mock teaching, mock viva for Practical examinations, and the submission deadlines for internal marks were determined. Additionally, the council convened on 16/12/2017 to set dates for events like Residential Camps, study tours, classes on personal hygiene, and matters pertaining to Christmas celebrations scheduled for 22nd December 2017. Important dates for cultural events like Arts Day, Sports Day, Women's day and College Day celebrations, and academic activities like Model Exams were finalized during the College Council meeting on 06/02/2018. The academic progress is meticulously documented through various means such as notes, assignments, test papers, achievement tests, model, and university exams, practical works, reports, portfolios, and subsequent evaluation based on predefined criteria. In parallel, the co-curricular activities are captured through photography, reports, and newsletters disseminated by the IQAC. A designated faculty member is responsible for capturing photographic moments during college events. Moreover, the annual report, college website, and student-generated blogs serve as platforms for documenting the delivery 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/entrepreneurship	Skill Development
Exit Meet for Communication Training	Communicative English	26/07/2017	30	Nil	Leadership, Elimination of Stage Fear, Fluency in English, Speaking Skill

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BEd	Environmental Education	12/08/2017
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

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

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

	Certificate	Diploma Course
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Number of Students

91

91

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
Carrier Counselling Centre, Basics of Computer Application	27/09/2017	91
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Internship Programme	91
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1.4 – Feedback System**1.4.1 – Whether structured feedback received from all the stakeholders.**

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
Our college has established a robust feedback mechanism involving students and teachers to continually enhance the curriculum. Through this process, our teaching staff diligently analyze the received feedback, compiling suggestions and recommendations for improvement. Student feedback plays a pivotal role in enriching our curriculum, guiding the addition of new classes and seminars conducted by various experts. Additionally, we prioritize alleviating exam anxiety among students by providing support such as distributing notes, maintaining a comprehensive question bank, extending library hours, and offering internet facilities. Stakeholders, including students, teachers, and parents, can conveniently provide feedback both offline and online via our college website. Parent Teacher Association Meetings (PTA) serve as valuable platforms for collecting parental feedback, which is duly considered alongside suggestions from guardians for future development. To address areas requiring improvement, dedicated committees and departments engage in thorough discussions. Maintaining a harmonious relationship with PTA board members fosters collaboration in implementing proposals put forth by these committees.

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
BEd	Education	100	128	91

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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
2017	91	0	9	0	9

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
9	9	8	3	3	8

[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)

In our institution, mentoring system has been introduced from 2016-2017, for establishing a better and effective relationship between student and teacher and also continuously monitor, council and guide students in educational and personal matter. All teachers work as mentors for students allotted to them. The students must feel to confide in their mentors. This is a continuous process till the end of academic career of student. The aim of student mentor-ship is – 1. To enhance teacher –student relationship. 2. To enhance student's academic performance and attendance. 3. To minimize student's dropout ratio. 4. To monitor the student's regularity and discipline. 5. To enable the parents to know about the performance of regularity of wards. The IQAC had taken the initiative of implementing the mentoring of students. Students are based on the streams of studies and also according to their core subjects. They are divided into groups of 10-15 students. Mentors are expected to offer guidance and counselling as and when they required. It is the practice of mentors to meet students individually or in groups. Type of mentoring done in our institution is 1. Professional Guidance – Regarding professional goals, selection of career and higher education. 2. Career Advancements – Regarding self-employment, entrepreneurship development, opportunities, morale, honesty, integrity required for career growth. 3. Coursework Specific – Regarding attendance and performance in present semester and overall performance in the previous semester.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
91	9	1:10

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
1	1	0	1	2

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	Designation	Name of the award, fellowship, received from
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	state level, national level, international level		Government or recognized bodies
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	10914	Year	09/06/2018	Nil
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college has an examination committee to carry out the effective implementation of internal assessment and college examination. The college has also implemented various reforms in internal evaluation system. At the beginning of each year, the students are instructed about the syllabus and evaluation process. The formative approach to evaluate student's achievements includes various academic activities, e.g. Seminars Presentation, Group Discussion, Unit Tests, Assignments and seminars etc. The Students knowledge of the subject is evaluated on the basis of their presentation skill, communication skill and language fluency. The Unit Tests are conducted which includes short answer and Essay type questions. The students are asked to submit home assignments within proper time schedule. The internal examination schedule is coordinated with the academic calendar. The results of the internal examinations are published as early as possible. The concerned subject teachers conduct a personal interface meeting with the students in front of the Principal. The students are apprised of their strength and weaknesses for further improvement. The results are analyzed to identify slow and advanced learners. The IQAC monitors the evaluation process in its meetings and provides suggestions for improvement.

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

The institutional academic calendar contains plans for curricular and co-curricular activities based on the available working days as per norms framed by the university. The college commence the academic year in accordance with the schedule and guidelines given by the university academic calendar. Every Semester the college prepares academic calendar in accordance with the university calendar and it will be intimated to all the students. The academic calendar provides information about the date of commencement of the, Internal Assessment Test schedule, Model Exam schedule, academic related activities, club related activities, National days, and information with respect to State government and local holidays. The institution strictly follows the schedules in the academic calendar for the conduction of CIE. Internal tests are conducted by Examination Committee on the dates planned in academic calendar. Results of internal assessment are declared and communicated to students within a scheduled time.

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://www.marchrysostom.edu.in>

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
10914	BEd	Education	91	90	98.9

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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://www.marchrsostom.edu.in>

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
Nil	0	0	Nil	Nil

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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
Awareness programme on World Tuberculosis Day	B.Ed	24/03/2018

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

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

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

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

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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	0	0

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

Name of the Department	Number of PhD's Awarded
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Nil	Nil
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3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	Nil	0	Nil
No file uploaded.			

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

Department	Number of Publication
Nil	0
No file uploaded.	

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

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

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	2	10	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
Awareness on TB	RRC	12	91
View File			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	NSS	Awareness Program	12	91
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	0
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Internship Teaching Practice	15 Schools	01/09/2017	15/12/2017	91
View File					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Mar Gregorious Matriculation HSS, Kirathoor	20/01/2016	Teaching, Week Students Development, Festivals	100
View File			

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
519000	519729

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
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Campus Area	Existing
View File	

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
Library Management System	Fully	infolibrary version 0.5	2006

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	3501	455769	99	21780	3600	477549
View File						

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	21	1	21	1	0	4	1	100	0
Added	0	0	0	0	3	3	0	0	0
Total	21	1	21	1	3	7	1	100	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
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
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13000	133587	75500	75500
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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)

To ensure transparency and quality improvement, Mar Chrysostom College of Education adheres to specific procedure and policies when submitting its Annual Quality Assurance Report (AQAR). Here's a summary of the key steps: Nestled in a serene, green environment, the college boasts a well-designed building that maximizes natural light and ventilation. Its unique architecture, featuring a parabolic shape and a long hallway, creates a distinctive charm. Comprehensive Facilities: The college strategically invests in and efficiently utilizes its infrastructure. This includes well-equipped classrooms with modern furniture, well-stocked laboratories, a comprehensive library with books and journals, and unique parliament-style classrooms that foster interactive learning. To ensure optimal functionality, the college implements measures like voltage fluctuation control and readily available drinking water. Technology and Maintenance: The college prioritizes the upkeep of its resources. Regular maintenance ensures optimal function of computer, science, and psychology labs. Additionally, the college maintains and upgrades computers, printers, scanners, and both wired and wireless networks, including Wi-Fi. The auditorium, arranged in a theater-style setup, provides a flexible venue for presentations and events. Versatile Spaces: The college boasts versatile spaces like the seminar hall and auditorium, which host guest lectures, conferences, technical symposium, and cultural activities. Essential equipment like photocopiers, cameras, computers, printers, and scanners are promptly serviced and covered by annual maintenance contracts. Library: The well-supported college library functions under the guidance of an advisory committee. This committee oversees the systematic acquisition of resources like books, furniture, book racks, internet facilities, e-journals, and ensures proper building maintenance through dedicated budget allocations. Promoting Athletics: The college fosters a strong athletic culture through its physical education, sports science. These departments actively encourage student participation in national, state and intercollegiate tournaments. Self-Assessment: The college conducts a comprehensive self -assessment process, evaluating various aspects like curriculum, teaching practices, student performance, infrastructure, faculty development, and governance, using criteria set by the National Assessment and Accreditation Council (NAAC). Data collection: Relevant data pertaining to the aforementioned area is gathered from various sources, including official records, surveys, and feedback from students, faculty and alumni. Report Preparation: A designated committee often within the Internal Quality Assurance Cell (IQAC) prepares the AQAR based on the self-assessment and collected data. The report follows the prescribed format and structure outlined by NAAC Internal Review and Approval: The draft AQAR undergoes a thorough review and approval process by the college's IQAC to ensure accuracy and adherence to NAAC guidelines. Submission: The final AQAR is submitted electronically by authorized college official through the NAAC online portal, adhering to the stipulated deadlines.

<https://www.marchrysostom.edu.in/PROCEDURES%20AND%20POLICIE.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	Management Scholarship (Poor	28	145000

	Fund, Malankara fee concession)		
Financial Support from Other Sources			
a) National	Nil	Nill	Nill
b) International	Nil	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
Bridge Courses	16/08/2017	91	Our Faculty Members and Resource Person
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nill	Nil	0	0	0	Nill
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	4

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
3	30	18	2	10	6
View File					

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
2018	15	B.Ed.	Education	Refer Excel	Refer Excel
View File					

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

Items	Number of students selected/ qualifying
Nil	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports Day	College Level	91
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council is active and plays a proactive role in the institutional functioning. Our institution has an organized and democratically elected Office bearers. The elected office bearers comprise of the President, Vice President, Monitors, General Secretary, Arts Secretary, Sports Secretary, Student Representative and Department Representative. Student Council constitution is framed on the following lines. Student Council will be headed by the Vice Principal and Bursar who will convene the meetings. Student Council members included office bearers of both the years along with department representatives. Grievance of students is redressed. Academic Problems will be addressed by the vice principal. Infrastructure related queries will be attended by the bursar. The minutes of the meeting will be recorded along with the signatures of the members. The Grievances will be redressed and will be presented in the next meeting. Other committees include the food, library, chapel, Games, and Departmental Representatives of the various departments. Apart from this we have the students divided into four houses and a captain of the house heads them. The four houses are C.V Raman House, Rabindranath Tagore House, Benjamin S Bloom House, Sigmund Freud House. . The following Programmes were organized and conducted by the students:- 1. Onam Celebration on 1st September 2017. Tamil Optional students. 2. Independence day on 12/08/2017 by English Optional Students. 3. Teachers Day on 01/09/2017, Diwali was celebrated on 17th October. The Student Committees are guided by the Staff advisors and the principal of the college. The various committees provide a platform for participation of students in Intra College as well as inter college events. Various committees that have student representatives include Grievance Cell, Disciplinary Committee, Anti-Ragging Committee, Women's Protection Cell, Eco club, Counseling Cell. Therefore, the college prepares the students with leadership qualities and makes themselves fit for life.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

40

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association organizes the alumni awards day and they also award the B.Ed topper of the academic year. Organized a one day In service Programme Cultural Events in association with IQAC on 17th March 2018.

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 Institutions always believe in the practices of decentralisation and participative management. Practice of Decentralization is having own significance in the management. It reflects the policy decision making, planning and administration, and office management. Management and Administration is responsible for quality initiative to promote education to all sections. The Institutions enhance the quality at various levels - Management, College Development Committee, Governing Council, Principal, IQAC Committee, NAAC Committee, Various Committees, Academic Staff Welfare, Administrative and Non teaching Staff, all the stakeholders involve in the decentralization and participative management all are working together for efficient functioning of the Institutions. Counseling Career Guidance: The objectives of the cell include improvement of teacher student relationship, counselling students for solving their personal problems and provide confidence to improve their quality of life. Anti Ragging: The committee ensures that the campus is free from ragging. The Teacher Educators of the committee visits the various locations of the college campus to ensure that the campus is ragging free.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Admission of Students The admission processes of the students are followed as per the rules and regulations of Higher Education Department of Madhya Pradesh. Proper guidance is given to students for their admission documents are verified by the admission committee. College administration ensures free and fair admission process and also take care of students facilities regarding admission Planning and Development MCCE execute curriculum of Tamil Nadu Education University,

Chennai and give suggestions Board of Studies for curriculum development IQAC insures planned educational development. Management actively collects feedbacks from students and takes necessary actions on feedbacks. Teaching and Learning Regular classes are conducted in college and students are motivated for better academic performance. Under the guidance of IQAC, is promoting quality enhancement activities in academics through seminars. Practical are done as per guidelines of Tamil Nadu Education University, Chennai . Examination and evaluation MCCE has its systematic procedure for conducting examination as per the University guidelines, Examination Committee of the College conducts meeting prior to the Internal, Model examinations for fair examination. Examination Committee takes necessary steps to reduce malpractices. Library, ICT and Physical Infrastructure / Instrumentation College has rich library where reference books, journals, newspapers, are available in plenty. The College library has computer with internet connection which helps teachers and students to enhance their knowledge and they can add more feathers in the cap of their research works and specific knowledge about various subjects. Records of Library are maintained systematically.

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

E-governance area	Details
Planning and Development	<p>Administration Planning and Development: To use ICT in the process of planning college-events and activities, institute uses personal e-mails .Important notices and reports are also circulated via e-mails. ICT has been introduced in the Administrative work College staff uses smartphone with inbuilt social app like Gmail to communicate. WhatsApp Group helps to provide the brief notices of any event to be happened on college. WhatsApp Groups are also used for awareness and of smooth functioning of the same. Student admission and support: This module will cover admissions to all the programs offered by the Institution. Institution needs to maintain student personal</p>

information, parent details and academic record. Finance and accounts: The Institution has to use Tally ERP 9 software to monitor financial activities. This module includes tuition fee and transport fee etc. Library Info library Management System 0.5 version Examination Filling of examination forms, obtaining hall tickets, uploading of marks, examination fee and issue of certificates etc. Examination in charge needs to supervise the entire process of examination under the guidance of university

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	10 Teachers	Faculty Development Programme	MCCE Management	2000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Programme	10	21/07/2017	21/07/2018	6
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

0	0	0	0
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6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D. program. Medical leave Subsidized on campus medical facilities Identity cards Workspace Maternity benefits as per norms Teaching and Non-Teaching Staff organizes tour, and sports activities for the staff Faculty members are provided with Individual cabin and system to facilitate good ambience. As Institution has a multicultural environment in the campus, the management ensures the celebration of all the festivals together. Shuttle services are available in the campus helps faster and comfortable commutation. Provision of OD for Participation of Seminars, workshops, conferences, and paper evaluation</p>	<p>Medical leave Subsidized on campus medical facilities Identity cards Maternity benefits as per norms Teaching and Non-Teaching Staff organizes tour, and sports activities for the staff As Institution has a multicultural environment in the campus, the management ensures the celebration of all the festivals together. Shuttle services are available in the campus helps faster and comfortable commutation. Provision of OD for Participation of Seminars, workshops, conferences, and paper evaluation</p>	<p>The management also extends financial assistance to the needy students for pursuing higher education in our institution as per the requirement. Medical leave Subsidized on campus medical facilities</p>

6.4 – Financial Management and Resource Mobilization

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

<p>MCCE regularly conducts internal and external financial audits. It has a full-time Treasurer and Accounts Department since inception to ensure maintenance of annual accounts and audits. 1. The following agencies conduct regular financial audit in the Institute: 2. External Audit: External Audit is conducted by the following: (a) CAG through Louis Sudharson F.C.A, Chartered Accountant of the Institute, (b) Internal Audit: Internal Audit is conducted by an Internal Auditor. Louis Co conducts statutory audit covering all financial and accounting activities of the Institute. This includes scrutiny of the following: (a) all receipts from fee, donations, grants, contributions, and interest earned and returns on investments (b) all payments to staff, vendors, contractors, students and other service providers.</p>
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	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	Jhon Mores Co.	Yes	Geomanagerial Service
Administrative	Yes	Jhon Mores Co.	Yes	Geomanagerial Service

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

1. Regular parent -teacher meet to discuss about the educational progress of the students 2. Suggestions regarding academic and administrative reforms are heartily welcomed and implemented 3. Parents are always extent their supportive hands

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

Nil

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

- Teachers may be encouraged to acquire higher qualification through research
- Complete Automation of Library and digital and virtual library may be provided
- Increased use of ICT-assisted teaching-learning methods

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Community Based Engagement Activities	16/09/2017	27/11/2017	30/11/2017	91

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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

Femella Azionare	16/03/2018	16/03/2018	180	0
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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
Minimum use of power, minimum wastage of paper. The classrooms are well ventilated with good air circulation and natural light flowing in. The college campus is environmentally friendly with huge trees spread out across the college building. Environmental related awareness Class on 29/08/2017 Topic is Love The Nature.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nill	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	3	26/09/2017	3	enhancing cleanliness	Eco Consciousness	91
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Academic Calendar 2017-2018	14/09/2017	The Academic calendar not only gives the schedule of academic activities through the year but also serves to comprehend the code of conduct to be followed by the student-teachers inside the campus.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Morning Assembly	01/06/2017	31/03/2018	91
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Rainwater Harvesting Clean and Green Campus Plastic Free Campus Green Landscaping with Trees Herbal Garden
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7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

To provide financial assistance to the needy students who are financially weak to save them from discontinuation of their studies. To motivate the students by providing financial assistance in form of cash prizes to the scholar students, students belong to poor class and other needy students.

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

<http://www.marchrysostom.edu.in>

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 performance of the institution in one area is distinctive to its vision, priority and thrust with its Mission statement and objectives of the institution. So, in the Mission statement the College has planned to develop the teachers' quality introducing new technology in the class room teaching through LCD projectors and allow the students a positive platform to present their views through seminars and symposiums. This is the key objectives to produce good human resources with skill and ability to serve the Nation. The Vision, Mission and Objectives are communicated through College website, hoardings and posters and disseminated in all the important place of the college. Our Mission is Transformation of Society through Human Resources. With this very vision and mission statement, we continuously work on this path. We try to inculcate our age-old traditions and culture among our students and try to offer them value based education in tune with the modern and competitive era. The output of our efforts is the placements got to our students in various schools. During the year 2016-17 we opened a new avenue for the placement in Government Job, CBSC Schools, and Matriculation schools for our students. In this way, we are trying to empower the students to make them strong and independent individuals. To make the Vision statement distinctive the Institution introduces and promote participative management at the strategic level, functional level and operational level simultaneously. Non teaching staff are the part of this management. To make the system more active and distinctive the teachers and non-teaching staffs plays pivotal role through the decentralize system under the leadership of the Principal. The principal, governing body and members of the IQAC are involved in defining policies and procedures for framing guidelines and rules and regulations pertaining to admission, examination, code of conduct for discipline etc. Faculty members share their knowledge as a mentor and dedicatedly take the entire student in to their confident with the students. Under the leadership of the Principal most of the faculty members engaged themselves and involved in different social related research activities with the support of Governing Body. College has a practice of good decentralization and participative management system. There are several committees, cell in function. Students are members mostly in all these committee. Students union is formed by the open election among the students and the winner are the member automatically in different committee cell.

Provide the weblink of the institution

<http://www.marchrysostom.edu.in>

8.Future Plans of Actions for Next Academic Year

In order to create a supportive and nurturing environment for our students, our institution has developed a future plan that focuses on providing personalized guidance, support, and resources for their overall well-being. Here are the key points of the plan: 1. Mentorship Program: This program will pair students with

experienced faculty members or senior students who will serve as mentors. Mentors will provide academic advice, assist with goal-setting, offer personal and career development guidance, and help students navigate any challenges they may face. 2. Physical Wellness Centre: Develop a wellness centre to address the mental, physical, and emotional health of students. This center will provide a safe and confidential space for students to seek counseling services, address personal issues, manage stress, and develop coping strategies. 3. Academic Support Services: Enhance academic support services to cater to the diverse needs of students. Offer tutoring programs, study groups, and academic workshops to help students improve their study skills, time management, and overall academic performance. 4. The placement services in the college to be enhanced. Alumni association of the college to be made more active. By implementing this future plan for student support, our institution aims to create a nurturing and inclusive environment where students feel supported in their academic, personal, and career development.