



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

Part A	
Data of the Institution	
1.Name of the Institution	MAR CHRYSOSTOM COLLEGE OF EDUCATION, KIRATHOOR
• Name of the Head of the institution	Dr. ANGEL FELIX J.S
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04651241242
• Mobile No:	9442028464
• Registered e-mail	mccbedcollege@gmail.com
• Alternate e-mail	jsangelfelic@gmail.com
• Address	MALANKARA AVENUE, KIRATHOOR POST. KANYAKUMARI DIST.
• City/Town	KOLLENCODE
• State/UT	TAMILNADU
• Pin Code	629160
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Self-financing				
• Name of the Affiliating University	Tamil Nadu Teacher Education University				
• Name of the IQAC Coordinator	Dr. S. T. Rose Pesiya				
• Phone No.	04651241242				
• Alternate phone No.	9486680498				
• Mobile	9486680498				
• IQAC e-mail address	mcceict@gmail.com				
• Alternate e-mail address	rosepesiya@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.marchrysostom.edu.in/IQAC-Committee.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.marchrysostom.edu.in/AOAR%202019%20-%202020.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.27	2014	21/02/2014	20/02/2019
6.Date of Establishment of IQAC			08/09/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	5	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
<p>of Action ? organising National level Webinar headed on "Google Apps in Education: Hands on Experience" ? Organising of Online Demonstration Classfor macro teaching ? Organising National Level Webinar on NPE 2020 ? Organising Faculty Induction Programme ? Organising Mock Parliament by Student Teachers</p>	<p>? Student teachers get best solutions for messaging, collaboration, interactive learning and online classroom by Google. ? Student teachers acquired Knowledge and understanding about how to teach to the school students effectively through online during COVID 19 Pandemic period. ? Student teachers acquired Knowledge and understanding about teachers play the most important role in nation-building by creating high quality of human resource in their classrooms. ? Faculty Members acquired Knowledge and understanding about NAAC and its Criteria and new format of the seven criteria, its key indicators and matrices. ? Developing students an insight into the working of parliament as well as to make students consider public issues and form their opinion on them, mock parliament session was organized.</p>
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>Nil</p>
<ul style="list-style-type: none"> Name of the statutory body 	
<p>Name</p>	<p>Date of meeting(s)</p>
<p>Nil</p>	<p>Nil</p>
<p>14. Whether institutional data submitted to AISHE</p>	

Year	Date of Submission
2021	11/12/2021

15. Multidisciplinary / interdisciplinary

Mar chrysostom College of Education offers and follows curricula offered by the Tlnadu Teachers Education Chennai. 17Members are crrently involved in developing the revised UGC as perNEP 2020. MCCE College offers 7 optional subjects such as Tamil,English, Marthematics, Computer Science, Physical Science,Biological Science and History Education.

16. Academic bank of credits (ABC):

Academic Bank of Credits (ABC) is a virtual / digital storehouse that contains the information of the credits earned by individual students throughout their learning journey. It will enable students to open their accounts and give multiple options for entering andleaving colleges or universities. There will be "multiple exits" & "multiple entries" points during the higher education tenure & credits will be transferred through the ABC seamlessly.

17. Skill development:

Soft skills are non-technical skills that are relevant to your way of working. The Institution offers exclusive training to upgrade the Soft skills of students to excel during the recruitment process. Students are given training to hone and develop skills such as Problem solving, Teamwork and Communication. An additional nontechnical skill includes Emotional intelligence, Positive attitude and Inter and Intrapersonal Skills. During the course, Qualities of soft skills like time management, networking, conflict resolution and teamwork are taught. These individualities Enhances the personality of students which can illustrated through the interview process. Courses are available for a variety of soft skills, including:

- Personality Development
- Interview Techniques
- Body Language
- Self Confidence
- Emotional Intelligence

LIFE SKILLS Life Skills Training is designed to make the students physically and mentally fit to lead their day-to-day life more effectively and efficiently and to train themselves in the competitive and stressful environment. It enable students to understand the significance of a healthy mind and body to lead a fruitful and successful life. Major trainings include:

Yoga

Physical fitness

Physical Health

Mental Health

Hygiene

Healthy diet

Awareness of trends in Technology

The capacity development activity is intended to impart knowledge of the technological advancements in the real world and to equip the students to utilize the novel technologies for the career advancement. Seminars, Workshops, Hand-on trainings, Symposiums are conducted to inculcate awareness of recent trends in technology.

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

Indian Values and Knowledge System has been integral to teaching learning at MCCE. The college promotes plurality of Perspectives, constitutional values, and indigenous language and cultures. The college has been offering variegated Optional Subjects such as Tamil Education, English Education, Mathematics Education, Physical Science Education , Biological Science Education and Computer Education. Classroom teaching is bilingual; however, teachers walk an extra mile to help students from various linguistic backgrounds during tutorials and mentor- mentees sessions.

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

The student induction programme includes an orientation to the concept of outcome-based education as well as an explanation of the programme outcomes for the students. Program Outcomes (PO), Program Specific Outcomes (PSO), and Course Outcomes (CO) are clearly stated in the curriculum, and teaching-learning pedagogy adopted at the

institute ensures OBE is implemented to help the youth become responsible citizens. The college website contains an explanation of the results. Before the start of each academic year, each Teacher Educator describes the course objectives. A notable initiative was the creation of a question bank based on Bloom's taxonomy, which was introduced together with the integration of OBE in Question Bank in 2020. It allows for the evaluation of students' memory, comprehension, application, analysis, evaluation, and creative abilities.

20.Distance education/online education:

Nil

Extended Profile

1.Programme

1.1	7
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	100
Number of students during the year	

File Description	Documents
Data Template	No File Uploaded

2.2	60
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3	95
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	13
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	15
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	11
4.2 Total expenditure excluding salary during the year (INR in lakhs)	3514817.33
4.3 Total number of computers on campus for academic purposes	42
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The institution ensures effective curriculum delivery of Tamilnadu Teacher Education University, Chennai through a well-planned and documented process by preparing year plan from the commencement of</p>	

the Academic year. As part of it, we formed a curriculum review committee headed by the principal. The academic calendar was prepared which comprising the whole year's work plan, including assignments, tasks, practical, webinars, unit tests, internal exams, and model exams. Teachers prepare the unit plan based on the innovative and needed recommendation of the committee.

Following the committee's recommendations, a comprehensive year plan was meticulously devised. The academic year of 2020-21 commenced on 2nd November 2020, on virtual mode with classes meticulously scheduled in alignment with the university circular. Recognizing the pivotal role of a well-structured syllabus in enhancing student learning outcomes, the institution prioritizes a systematic approach to curriculum delivery from the outset of each academic year. To ensure the efficacy of curriculum delivery, an eight-member curriculum review committee comprised of individuals with diverse expertise and resources. This committee plays a pivotal role in crafting an academic calendar that delineates the entire year's instructional activities, encompassing assignments, practical tasks, webinars, unit tests, internal examinations, and model exams. Through ongoing curriculum planning, review, and refinement, the committee proposes innovative adjustments to meet evolving educational needs. Through collaborative efforts and a steadfast commitment to educational innovation, the institution remains at the forefront of delivering quality education in its coastal locale.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar incorporates Continuous Internal Evaluation (CIE). The Examination Committee oversees all examination-related activities under the guidance of the Principal. Students and faculty were informed of the examination schedule via the College Calendar and official online notices. Due to online connectivity issues experienced by students, alerts were sent through WhatsApp. The institution has expanded its facilities and trained students to facilitate online examinations and paper collection. Assignments are

evaluated using the Kami app.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

Nil

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

100

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

100

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Though 2020-2021 was a pandemic year the curriculum was meticulously planned and discharged to give the student teachers maximum experiential learning via online mode. The Student teachers were equipped for the same via training in skills for using online available tools. Opportunities were made available for online mode of peer tutoring , webinars, workshops on preparation of teaching aids, self assessment tools, projects ,surveys , online interview with experts, conduct of online quizzes, club activities commemoration of important days, value education classes, participation in the International web conference and present papers in the same. Students were given opportunity for having Micro Teaching Sessions, link Practices, demonstration classes, organizing

Talents day, community living non residential camp, Arts and Sports event. The students were trained in Yoga, Theatre arts, in reflective practices, creating and publishing articles in Blog, Reviewing Journal, preparing portfolio, conducting action research, child study, survey based on a social issue and Communicative English. The school internship was in the online mode and they had opportunity for preparation of video lessons, online teaching, engaging in school activities. They were given add on course and value added course and were also encouraged to enrol in self study courses.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

100

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

100

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	No File Uploaded

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Programmes for advanced learners and slow learners

To address the needs of students, MCCE provided them with a variety of learning opportunities for effective learning, such as using diversified resources, and making use of a spectrum of intelligences and multi-sensory experiences to tap the different potential of students.

Strategies adopted for slow learners

- Remedial Classes are conducted with an aim to improve the academic performance of the slow learners, absentees and students who participate in sports and other activities. This practice helps the struggling learners to improve subject knowledge and helps them catch up into their peers.
- Group Study System is also encouraged with the help of the advanced learners.
- Academic and personal counselling is given to the slow learners by the tutor, mentor and the counselling cell.
- Bilingual explanation and discussions are imparted to the slow learners after the class hours for better understanding.
- Provision of simple and standard lecture notes/course

materials**Strategies for the advanced learners**

- Coaching is also given in Skill Development Programme like Communicative English, Aptitude and Placement.
- Advanced learners are encouraged to enroll in Courses like Swayam
- Provision of additional learning and reference material.
- Assignment and Student Seminars on contemporary topics to enable them for placement.
- Participation by the students in the in-house competitions such as Debate, Group Discussion, Problem Solving - Decision Making Exercises and Quiz Programmes are also encouraged.
- Talented students are motivated to participate in extra-curricular activities, exhibitions and cultural competitions.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
8	13

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

ICT enabled teaching includes Wi-Fi enabled class rooms with LCD, Language Lab, etc. The institution adopts modern pedagogy to enhance teaching-learning process. The institution has the essential equipments to support the faculty members and students.

Experiential learning: Experimental/Laboratory method is used in science subjects to acquaint the students with the facts through direct experience individually.

Student Online Seminars: The Student seminars are organized where in the papers are presented by students on contemporary topics to enrich their learning experience

Problem-solving methods: Department encourages students to acquire and develop problem solving skills. For this, MCCE organizes expert lectures on different topics, participate in different technical tests and other competitions. •Regular assignments based on problems • Regular Quizzes • Case studies discussion • Class presentations • Debates within B.Ed. department event.

Regular Quizzes: Student teachers gained a broad or specialized understanding of subjects of B.Ed. courses. This is appreciated by both student teachers and Assistant professors as fun and a novel way to reconnect with curricular material

Panel Discussion : MCCE designed panel discussion to the teacher trainees to improve skills of research, logical organization of ideas as well as the ability to present these thoughts clearly and effectively. Student teachers selected the topics based on their levels and interests.

Experiential Learning

1.1. Our college is giving opportunities to the students to Participated in competition at various level such as cultural competitions, Quiz competitions, Field Visits etc. For Real time exposure students are encouraged to participated at National and International

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Mar Chrysostom College of Education prioritizes the integration of ICT-enabled tools to optimize the teaching-learning process. Faculty members utilize a diverse range of resources to enhance educational experiences.

ICT Tools

Google Classroom serves as a central hub for course materials, assignments, and discussions, promoting collaboration and organization.

Google Sites empower educators to create interactive and accessible online resources for students to explore. PowerPoint presentations facilitate dynamic and visually engaging lessons, catering to various learning preferences.

E-content development enables customization of learning materials to align with curriculum objectives and student needs.

OpenAI technology enhances instruction through intelligent tutoring systems and personalized feedback mechanisms. Additionally, blogs offer platforms for reflection, discussion, and sharing of resources, fostering a sense of community and collaboration.

Photo and word documentaries provide immersive and multimedia-rich learning experiences, promoting critical thinking and creativity.

Browsing website resources and utilizing Google Meet facilitate access to supplementary materials and enable synchronous communication and virtual interactions, further enriching the learning environment.

PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by digital library, online search engines and websites to prepare effective presentations

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

13

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

13

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

05

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

13

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

MCCE is affiliated Teacher Education University, Chennai and follows the Examination pattern of the university. There are three Internal tests conducted. The schedules of internal assessments are communicated to students and faculty in the beginning of the semester through institute academic calendar which is prepared based on the university academic calendar. As per the guidelines, the following reforms have been carried out effectively conducting CIE: Scheduling of Internal Examination, Seating arrangements, hall invigilators listed for every examination. Preparing the question paper for the internal examination in the prescribed pattern based on Knowledge level using revised Bloom's taxonomy. Scrutiny of the prepared question paper is carried out Teacher Educators of concerned subjects. Internal Assessment has to be carried out within the stipulated time. After completion of the internal examination, the faculty evaluates the answer scripts and distribute to the students for doubt clarifications or re-correction. Result review meetings are conducted with result analysis and the remedial actions for further improvements are arrived after discussion with faculty

and Principal. The accessed marks of student teachers are subsequently communicated to parents.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The MCCE has devised an efficient mechanism to deal with examination related grievances which transparent in the pattern and conduction of CIE and rectification of grievances is time bound. The college follows strictly the guidelines and rules issued by the Tamil Nadu Teacher Education University while conducting internals and semester-end examinations. An examination committee is constituted to handle the issues regarding evaluation process. The teacher educator distributes evaluated answer scripts to students, and any clarifications or grievances are addressed by the teacher educators. The internal marks are displayed on the notice board. If any discrepancy in mark allocation, correction is noticed by the students, the concerned teacher educator will resolve the discrepancy, and the necessary corrections will be made. Parents are informed about their ward's performance through PTA Meeting organize by MCCE. Students are counseled by the faculty mentor, and remedial classes are conducted for students who have failed in the examinations. Retest for the Internal Assessment are conducted for Students who remain absent for internal exams due to genuine reason.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

MCCE has clearly stated learning outcomes of the B. Ed. Programme and all the Courses offered by the department. The following mechanism is followed by the department to communicate the learning

outcomes to the teachers and students. Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students . Soft Copy of Curriculum and Learning Outcomes of Programme and at the beginning of a course along with the syllabus, students are made aware of the outcome of the course by the respective course teachers.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Some of the key indicators of measuring attainment are

1. End Semester University Examination: Being a constituent college of Teacher Education University, the students of Mar Chrysostom College of Education are required to take examinations as per the semester and annual pattern set by the university, through which the institution measures programme outcomes based on the course attainment level fixed by the programme.

2. Internal Assessment: The Internal Assessment constitutes 30% weightage of the total marks (100) in each subject. The students are given assignments which are designed in alignment with Programme Outcomes of the respective subject. Additionally, internal/class tests, quiz, viva etc. are conducted repeatedly in a semester to judge the performance of students on a regular basis.

3. Practical Assessment/ External Assessment: It is evaluated by inviting external experts appointed by the university to evaluate each student by conducting Teaching Competence examinations, and taking Viva-Voce and evaluating the practical files.

4. Result Analysis: At the end of each semester, result analysis of each course is carried out using bar charts indicating the percentage of students falling in different categories of CGPA obtained.

5. Internships and Placements: Students are encouraged to take up internships, projects, fieldwork, etc. The Placement Cell of the

college helps and polishes the students according to teaching standards and provides ample opportunities for students to get placed in esteemed schools.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

100

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

02

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The diverse outreach programs organized in our college serve as catalyst influencing and sensitizing our students to pressing social issues while actively contributing to community development. These initiatives insistence of responsibility and empathy among students, fostering a deeper understanding of the challenges faced by various segments of society. Engagement in activities such as the Food Distribution Drive, Environment Restoration, and Sustainable Energy Outreach not only provides hands-on experience but also cultivates a heightened awareness of societal needs participating in Awareness Campaigns against drugs and promoting good students become advocates for positive behavioural change, impacting both peers and the wider community. The emphasis on education, through donations, class libraries, and tutoring programmes, demonstrates our commitment to empowering future generations. Through these programmes, students actively contribute to addressing issues such as hunger, polio and

health, Covid Vaccination showcasing the transformative potential of community engage These experiences not only enrich academic learning but also nurture so responsible individuals poised to contribute meaningfully to society. I essence, our college's outreach endeavours serve as invaluable tools for holistic education, fostering a generation of socially conscious and community-oriented leaders.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

05

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

100

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

01

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College comprises 12 fully equipped classrooms and 5 laboratories. Additionally, it houses dedicated offices for the IQAC, Placement, and Counselling Cells, each designed to cater to the specific needs of the students. Various functions take place in designated areas such as a seminar hall with a seating capacity of 200, a Recreational Hall accommodating 200 individuals, an outdoor stage accommodating 500, and a Conference Room along with a Committee Room. Moreover, the institution features a well-equipped Media Centre and Studio that offers excellent facilities. The Computer courses include state-of-the-art laboratories for conducting practical sessions as prescribed by the University. Both laboratories and the Seminar Hall are equipped with LCD projectors. Furthermore, ten classrooms are equipped with Smart Boards, providing Wi-Fi connectivity that is freely accessible to both faculty and students through three broadband connections. The College has ample computer systems, including standalone systems with the latest operating systems, as well as networked computers utilizing Windows Server 2008. This comprehensive setup ensures a conducive learning environment and efficient administration.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Mar Chrysostom College of Education is committed to providing a comprehensive education that encompasses sports, games and cultural activities. The college features both outdoor and indoor sports facilities, including an 80-square-meter indoor stadium equipped for badminton, indoor basketball, chess, carom, and tennikoit. Additionally, there are grounds available for practicing throwball, shuttlecock, handball, volleyball, basketball, kabaddi, kho-kho. The supervision of sports activities falls under the purview of the Principal, and the organization is handled by the Director of Sports in collaboration with faculty and student representatives. The college's sports grounds are open to the public for morning and evening walks, as well as utilized by local communities for sports events, tournaments and related activities. Furthermore, Mar Chrysostom College of Education hosts a variety of cultural activities in venues of varying dimensions, featuring seating capacities ranging from 20 to 1000. These venues include a seminar hall measuring 2300 square feet, a Recreational Hall, and Conference and Committee Rooms. These spaces are utilized by different departments, clubs, and associations as needed.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

12

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

120525

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Infolib Version 5.0 Library Management System

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

45

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Concerning IT infrastructure, the institution consistently upgrades and maintains its systems. A total of 4 Wi-Fi access points are in place to guarantee robust and extensive network coverage across the campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

25

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

969963

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The esteemed institution, known for its reputable standing, upholds the regular maintenance of its infrastructure and equipment through a well-established procedure. Each department conducts periodic inventories of its equipment and consumables, streamlining the process for repair, maintenance, or replacement as needed. When procuring significant investments in equipment, departments collaborate with the Principal's office to solicit quotations from at least three potential suppliers. The received quotations undergo thorough scrutiny by a constituted Scrutiny Committee, leading to the selection of the most suitable supplier. In adherence to standard operating procedures, the college office maintains dedicated registers for the registration of repair requests and complaints. These registers are closely monitored on a daily basis, ensuring prompt response to requests. The Annual Quality Assurance Report of Mar Chrysostom College of Education encompasses the comprehensive maintenance of equipment. Under the supervision of the Administrator of the Diocesan Assets, regular maintenance of the institution's assets and infrastructure is conducted. Annual maintenance contracts have been established with various providers to ensure the service and maintenance of equipment and software, including photocopiers, fire extinguishers, power generators, Internet facilities, etc

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

11

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

51

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

A. All of the above

File Description	Documents
Link to institutional website	https://www.marchrysostom.edu.in
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

100 students were benefitted by guidance for competitive examinations and career counseling offered by MCCE.

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

100

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year**

5.2.1.1 - Number of outgoing students placed during the year**21**

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education****21**

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year****Nil**

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at**

university/state/ national / international level (award for a team event should be counted as one) during the year.

Nil

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Student Council is the apex student body of the college. The Council comprises of members both elected as well as nominated. Every year, the college conducts a college wide election for the posts of President, Vice President, General Secretary, Treasurer and Joint Secretary. The post of Vice President is reserved for women candidates. The election protocol followed is a democratic one. The process is transparent and due election protocols are followed. The posts of cultural secretaries and sports secretary are nominated posts. Each application to these posts are scrutinised and a panel of staff members interviews each candidate. The Student Council is supported and guided by a team of staff members headed by the Student Governor. The main aim of the Student Council is to promote student welfare on campus. The Student Council acts as a liaison between the student body and the Management. They bring student concerns and common grievances to the notice of the Management and also act as information disseminators of college policies. The Council also acts as a link between the various college associations and the student body to ensure that students join associations which they are interested in. The activities of the Council are funded by the Institution. Additional funds, if necessary, are mobilized through sponsorships. In addition to representation to students council/Cells/Clubs/Associations, students are also appointed as members of :

1. Red Ribbon Club Advisory Committee (RRC)

2. Sports Committee**3. College Students Grievance Redressal Committee (CSGRC)**

File Description	Documents
Paste link for additional information	https://www.marchrysostom.edu.in
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

12

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institution has an nonregistered alumni that contributes to the betterment of the institution and support the students. The Alumni has constituted an award -cash award for each of the optional toppers. They also share their expertise in taking up classes and in modeling by taking up demonstration classes and also Teaching Aid Classes. They also participate in the college extension service . This year 5 of the alumni volunteered to teach in Children's Kollencode, chinnathurai area as part of their institution's extension service HOPE(Health Opportunity for People Everywhere). The alumni also contribute their suggestions for bettering the institution. They share their resources with the student community.

The alumni employed in the teaching Practice schools serve as mentors to our students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

VISION

Transformation of Society through human resources MISSION

Excellence in value based education and research for the development of human resources.

GOALS

1. To impart quality education through an innovative learning environment.
2. To develop individual Potential through participatory learning strategies
3. To stimulate an interest towards Research and technology developments and their application in education.
4. To establish a network between related fields of education and society.

The college is dedicated to "SEAT OF WISDOM"

Motto : AMARE ET SERVIRE (Love to Serve)

File Description	Documents
Paste link for additional information	https://marchrysostom.edu.in
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Institution has a decentralized and participative system of management: The Governing Body of the Diocesan Society of Education is the overseeing Body. The Governing Body of the Diocesan Society of Education allows operational and academic freedom to the Local Managing Committee, the Principal and Vice Principals to evolve and implement appropriate mechanisms and procedures to look after the functioning of the College. Guidelines and regulations pertaining to admissions, timetables, attendance, conduct of examinations, discipline, training, library services, counseling, grievance redressal etc. are all, formulated at the Institutional level. MCCE conduct the day to-day functioning of their workload, examination, study tours, on-job training, etc. Meetings of faculty and non-teaching staff are conducted regularly, and opinions are considered in deciding upon academic, non-academic, and other related matters. The IQAC monitors the overall functioning of the Institution and continually suggests measures to enhance standards. The Parent-Teacher Association consistently assists the College in activities and establishment of infrastructure. Students are offered opportunities to develop and hone their leadership skills through participation in activities like the Students' Council.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Mar Chrysostom College of Education has shown an all-round development and growth since the day it was established 17 years back. The college could achieve the growth with the systematic planning and deployment by various wings of the college day in and out. The strategic plans so formulated are made to realize the academic and administrative development of the institution. Besides all the available resources are utilized so that the ends can be met efficiently..

Strategic Plan for Academic and Administrative Development:

- Onset of new short term certificate courses for the students.
- Expansion of infrastructure facilities.
- Expansion of ICT facilities.
- Organizing Intercollegiate Cultural and Sports Competitions on a current issue of relevance.
- Signing functional MoUs with different external organisations of relevance for social growth and development in different areas.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The governance structure of the institution ensures that the leading educationists participate in sustaining the institutional ideas, tradition and maintain viability. The action plan of the institute in alignment with its vision and mission is ensured via definite organization framework, prospective planning, dynamic leadership and decentralized administration.

Governing Body: The Governing body is responsible for the operation of all aspects of the institution including its finance, human resource, educational and research functions and infrastructure arrangements.

Academic Council: The core objective of academic council is to maintain the standards of education, approval of syllabi, approval

of new programme, admission process, teaching learning and evaluation methodologies, research initiatives and student support facilities.

Internal Quality Assurance Cell (IQAC): The Internal Quality Assurance Cell (IQAC) was constituted under the chairmanship of the head of the institution in December, 2014, for monitoring the quality parameters of the institution. IQAC acts as a link between the institution and head of the institution/ Governing body, responsible for implementation of quality pharmaceutical education, research, through effective assessment of students. IQAC recommends the principal/ faculty staff to purchase quality / standard books, equipment, glassware etc

File Description	Documents
Paste link for additional information	<p><u>The governance structure of the institution ensures that the leading educationists participate in sustaining the institutional ideas, tradition and maintain viability. The action plan of the institute in alignment with its vision and mission is ensured via definite organization framework, prospective planning, dynamic leadership and decentralized administration. Governing Body: The Governing body is responsible for the operation of all aspects of the institution including its finance, human resource, educational and research functions and infrastructure arrangements. Academic Council: The core objective of academic council is to maintain the standards of education, approval of syllabi, approval of new programme, admission process, teaching learning and evaluation methodologies, research initiatives and student support facilities. Internal Quality Assurance Cell (IQAC): The Internal Quality Assurance Cell (IQAC) was constituted under the chairmanship of the head of the institution in December, 2014, for monitoring the quality parameters of the institution. IQAC acts as a link between the institution and head of the institution/ Governing body, responsible for implementation of quality pharmaceutical education, research, through effective assessment of students. IQAC recommends the principal/ faculty staff to purchase quality / standard books, equipment, glassware etc</u></p>
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support

A. All of the above

Examination	
File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution effectively implements the welfare schemes for the teaching and Nonteaching faculties. The College makes arrangements for availing all the government schemes such as EPF, ESI, Permission to attend Orientation programmes and Refresher courses, short term courses, etc. for the career development and progression of the teaching as well as non-teaching staff. Besides the above, the following benefits are given to the teaching and non-teaching staff.

Financial Support

For celebrating festivals, festival advance provided to the Teaching, non-teaching staff . The staff of the institution also receives Provident Fund, permission to attend Faculty Development Programme, Maternity and paternity leave with salary.

Material Benefits

Office rooms for Staff Associations (Teaching and Non-teaching) on the campus

Wi-Fi facility to the staff inside the college campus

Cater to Emotional Needs

Financial assistance to the conduct of staff exposure programme and tour (Both teaching & Non-teaching)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

Nil

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

13

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

A good performance management system works towards the improvement of the overall organisational performance of teams and individuals for ensuring the achievements of the overall organisational mission and vision.

The teacher's performance is assessed for:

- Teaching, Learning, and Evaluation Related Activities
- Professional Development, Co-curricular and Extension activities
- Research and Academic Contributions.

Evaluation by students - The College collects feedback from students on teacher's performance at the end of every academic year for further improvement and implementation.

Performance Appraisal System for teaching staff

Performance Appraisal System for non-teaching staff

Confidential reports - The overall performance of the non-teaching

staff within the campus is evaluated by the Correspondent and Principal and the confidential report is submitted to the Principal for the final evaluation.

Students Suggestion Box:- is another mechanism to collect information about the satisfaction students get from the services provided by the college and staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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:
 1. CAG through Louis Sudharson F.C.A, Chartered Accountant of the Institute,
 2. 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)****Nil**

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution always monitors the effective and efficient use of available financial resources for the infrastructure development to support teaching learning process. MCC E is a self-financed private institution, tuition fee is the main source of income. This fund is utilized for all recurring and non-recurring expenditure. The institution has a well-defined mechanism to monitor effective utilization of available financial resources for the development of the infrastructure to augment academic needs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System**6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes**

MCCE carries out a number of academic and administrative activities throughout the year. The IQAC plays an important role in the planning, execution and evaluation of all these activities. The IQAC was constituted on 8th September, 2014. Since then, it has been

performing the following tasks on a regular basis:

Preparation of Academic Calendar:

Supervising the Teaching-Learning Process:

Supervising the Teaching-Learning Process:

Supervising the evaluation process

Monitoring the co-curricular, extra-curricular, extension and sports activities Encouraging holding inter-college Competitions or events

Alumni & PTA engagement

Implementation of Student Development Programmes:

Implementation of Green practices in the campus:

Implementation of Online mode of Learning

Use and enrichment of ICT infrastructure

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed. Based on Academic calendar the IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process.

IQAC planned , prepared and executed Value added courses such as Communication Training Classes, Computer Education, Yoga & physical Education. Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the semester commences. The teaching-learning processes are reviewed, and improvements

implemented, based on the IQAC recommendations. The major initiatives taken are

- Introduction of Home Assignments
- Automation of Admission Processes
- Provision for online fee payment
- Automation of Examination Processes
- Student Development Programmes
- Green initiatives in Campus
- Tree plantation, e-vehicles etc.
- MoUs with prestigious Institutes

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college aims at providing an inclusive environment for its women students and staff. In the academic year 2020-21, five programmes were conducted which were specifically targeted towards gender sensitization and promotion of equity. 100 students (both boys and girls) were sensitized through this process. For safety and security, the college is 24/7 under the surveillance of strategically placed CCTVs and it also has women security guards. Common rooms/ Rest rooms are adequate and available on each floor of almost all the buildings. Counseling facilities are available for all students and women counselors are available on request. A female Welfare Officer is appointed in each Deanery to offer support and guidance to students. Anti-sexual harassment cell, Gender sensitization cell and Women's cell are in place and functional. A female staff mandatorily accompanies students on outdoor day/ overnight trips. File Description Documents

File Description	Documents
Annual gender sensitization action plan	Sl.No. Title of the Programme Period From Period To Number of Participants Female Male 1 Celebrating International Women's Day 08/03/2021 08/03/2021 95 5
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

management Biomedical waste management E-waste management Waste recycling system
Hazardous chemicals and radioactive waste management

Mar Chrysostom College of Education has instituted comprehensive measures to effectively manage and safely dispose of waste produced on campus. Given the diverse nature of waste, including solid, liquid, and e-waste, tailored strategies are deployed for responsible handling and disposal. Prior to disposal, meticulous efforts are made to segregate the waste. Additionally, dry waste is repurposed whenever feasible. Strategically positioned dustbins are stationed across the campus for convenient disposal, with the housekeeping team collaborating with the local Municipality to ensure proper emptying and disposal of waste from these bins.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**

B. Any 3 of the above

4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The MCCE celebrates cultural and regional festivals like Christmas Day, Pongal, Onam celebrations, etc. to teach tolerance and harmony to the students. The Gender Equality Policy focuses on equal access, opportunities, and rights for women and men. Policy for the Differently abled ensures that every single member of the MCCE is aware of the care to be shown to the differently abled people. By providing a barrier-free environment, needed facilities, and human assistance, the MCCE takes continuous efforts to make the differently-abled feel included in every part of the activity of the college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution sensitizes the staff and students of the college to the constitutional obligations, values, rights, duties and responsibilities both through the curriculum and through extracurricular activities. Every program in the college ends with a national anthem. The college hoists the National flag on Independence day and on the republic Day. Furthermore, the cultural week in the form of Harmony teaches the constitutional values of rights, cultural identities, values of religious and cultural

freedom and secularism, among others. The college also celebrates the constitution Day every year.

A number of activities are planned and executed to inculcate the constitutional values amongst its students. 100 students would have participated in the events organized by the college. The Indian Constitution is a foundation course offered to all undergraduate students as a course completion requirement for all students once during their study. Discourse on various concerns of the nation is often held to promote awareness amongst students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

About 100 students have participated in various days of national and

international significance. The purpose of conducting these events is to highlight their importance and relevance in today's context and to help further the cause of these important festivals. Twenty two such events were conducted either offline, online or in hybrid mode conducting academic year 2020-2021. Some of the days commemorated were as follows: Yoga Day, International Youth Day, Independence Day, National Education Day, Teachers Day, Arts Day, National Constitutional Day, Gandhi Jayanti, National Youth Day, Red Ribbon Club, Reunion Day, Republic Day, World Diabetic Day, Health Club, Aids Awareness Day, World Environment Day, Exhibition, Festival of Innovation:. The college also celebrated its 15th Year since its establishment. There were several events celebrated by various departments like lecture series, invited talks, Skill practices ,Quiz, Camp, Annual Sports Meet, Bakrid Celebration, Seminar, Red Cross Society Christmas Day Celebration, Educational Tour, Staff Tour, Deepavali Celebration, Onam Celebration, Pongal, Inter Collegiate Cultural Competitions-" Femella Azionare"Women's day celebration

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. TEACHING - LEARNING PROCESS

- Academic calendar is planned by the Principal under the instructions of Tamil Nadu Teacher Education University and it is uploaded on the website for information to students, teachers and others.
- On the basis of that, every faculty prepares the Unit Plan of their concerned subjects which is audited by the Principal.
- The Principal monitor the pace of coverage of the syllabus.
- Timely Feedback is obtained from students regarding the content delivery by different teachers.
- Timeline of Assignments, syllabus coverage, Internal Tests, Model Examinations is monitored by Coordinators at regular

intervals

- The main (Core Paper) class rooms are ICT ready class room teaching with the help of ICT.

2. MENTORING SYSTEM FOR STUDENTS

- Each Teacher Educator is assigned around 10 - 15 students for the complete duration of their study and they encourage the students to participate in co-curricular and extracurricular activities and sports.
- Their academic performance and other activities are all recorded.
- The mentors also counsel the students in need of emotional problems.
- Mentors take special care of weak students, who are given advice on how to study, prepare a time table for study and clarify the doubts and also given notes to study.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The uniqueness of our Institution is best encapsulated by its Latin motto, 'Amare Et Servire.' Our college is dedicated to preparing students for excellence in all facets of life, embracing diversity and providing equal educational opportunities to all. Through various initiatives such as Cells, Clubs, and Associations, we foster a spirit of empathy and social responsibility among our students. We prioritize equipping them with essential soft skills to bolster their overall development and personality. Our vibrant campus ambiance is enriched by a plethora of extracurricular and co-curricular activities. Since its inception, the hallmark of our Institution has been the Value Education sessions, tailored to be age-appropriate and socially relevant. We have further enhanced our efforts with a robust mentor-mentee program.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- 1) Encourage faculty to peruse doctoral research
- 2) Encourage faculty to take Up Minor/Major research projects
- 3) Encourage faculty to publish papers in indexed and listed journals
- 4) Installing additional smart boards in undergraduate classrooms
- 5) Implementation of NEP directives
- 6) Installation of lifts in the library block and science blocks.
- 7) New Sports Ground
- 8) Green Audit
- 9) Training our students to eat right and healthy
- 10) Faculty to Publish Books with ISBN No.

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