

# ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2019-2020

Submitted to



**NATIONAL ASSESSMENT AND ACCREDITATION  
COUNCIL (NAAC)**

**Bangalore, India.**



## **CK COLLEGE OF EDUCATION**

(Accredited with 'B+' Grade by NAAC)

(Recognized by NCTE & Affiliated to Tamil Nadu Teachers Education University)  
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***Guidelines for the Creation of the  
Internal Quality Assurance Cell (IQAC)  
and Submission of Annual Quality Assurance Report (AQAR) in  
Accredited Institutions***

**Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.

Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

***IQAC – Vision***

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

## **Objective**

### ***The primary aim of IQAC is***

- ❖ To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
  
- ❖ To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## **Strategies**

### ***IQAC shall evolve mechanisms and procedures for***

- a. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b. Relevant and quality academic/ research programmes
- c. Equitable access to and affordability of academic programmes for various sections of society
- d. Optimization and integration of modern methods of teaching and learning
- e. The credibility of assessment and evaluation process
- f. Ensuring the adequacy, maintenance and proper allocation of support structure and services
- g. Sharing of research findings and networking with other institutions in India and abroad.

## **Functions**

### ***Some of the functions expected of the IQAC are:***

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- e) Dissemination of information on various quality parameters to all stakeholders;
- f) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

- g) Documentation of the various programmes/activities leading to quality improvement;
- h) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- i) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- j) Periodical conduct of Academic and Administrative Audit and its follow-up
- k) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

### **Benefits**

#### ***IQAC will facilitate / contribute to***

- a. Ensure clarity and focus in institutional functioning towards quality enhancement
- b. Ensure internalization of the quality culture
- c. Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices
- d. Provide a sound basis for decision-making to improve institutional functioning;
- e. Act as a dynamic system for quality changes in HEIs;
- f. Build an organised methodology of documentation and internal communication.

### **Composition of the IQAC**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

- a. Chairperson: Head of the Institution
- b. Teachers to represent all level (Three to eight)
- c. One member from the Management
- d. Few Senior administrative officers
- e. One nominee each from local society, Students and Alumni
- f. One nominee each from Employers /Industrialists/Stakeholders
- g. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here

are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ❖ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ❖ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
- ❖ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ❖ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

### **The role of the Coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

### **Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to



improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The Institutions are requested to submit the AQAR after one year from date of Accreditation every year. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

*The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.*

#### **Revised Accreditation Framework**

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI’s for upcoming cycles of Accreditation. Data collected/ prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response.

***The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.Mandatory Submission of AQAR by IQ AC***

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2<sup>nd</sup> and subsequent cycles of accreditation with effect from 16<sup>th</sup> September 2016:**

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2<sup>nd</sup> and subsequent cycles of A& A:

- ❖ Having a functional IQAC.
- ❖ The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- ❖ Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- ❖ Upload the AQAR's on institutional website for access to all stakeholders.

***Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.***



## **The Annual Quality Assurance Report (AQAR) of the IOAC**

*(For Affiliated/Constituent Colleges)*

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, June 1, 2017 to May 31, 2018)*

### **Part – A**

#### **Data of the Institution**

*(data may be captured from IQA)*

1. Name of the Institution : CK COLLEGE OF EDUCATION

- ❖ Name of the Head of the institution : Dr. D. Sivakumar
- ❖ Designation : Principal
- ❖ Does the institution function from own campus: Yes
- ❖ Phone no./Alternate phone no.: 04142-227885
- ❖ Mobile no. : 9524308011
- ❖ Registered e-mail : ckcedcud@gmail.com
- ❖ Alternate e-mail : amsasiva2020@gmail.com
- ❖ Address : Jayaram Nagar, Chellankuppam.
- ❖ City/Town : Cuddalore
- ❖ State/UT : Tamilnadu
- ❖ Pin Code : 607003

2. Institutional status:

- a. Affiliated / Constituent: Affiliated
- b. Type of Institution: Co-education/Men/Women: Co-education
- c. Location : Rural/Semi-urban/Urban: Urban
- d. Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing:

Self-Financing

(please specify)

- e. Name of the Affiliating University: Tamilnadu Teachers Education University
- f. Name of the IQAC Co-ordinator : Mrs. S.Perundevi
- g. Phone no. : 04142 - 227885
- h. Alternate phone no. : -
- i. Mobile : 9626684928
- j. IQAC e-mail address : ckcedcud@gmail.com
- k. Alternate Email address : dsivakumar2011@yahoo.com

3. Website address: ckcoe.unaux.com

Web-link of the AQAR: (Previous Academic Year ):

<http://ckcoe.unaux.com/AQAR2018-19.doc>

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes

Weblink:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period	
1 <sup>st</sup>	B <sup>+</sup>	2.59	2017	from:2017	to: 2022
2 <sup>nd</sup>				from:	to:
3 <sup>rd</sup>				from:	to:
4 <sup>th</sup>				from:	to:
5 <sup>th</sup>				from:	to:

4. Date of Establishment of IQAC:

DD/MM/YYYY: 12/10/2015

5. Internal Quality Assurance System

7.1 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
It is proposed to prepare strategic plan for the whole academic year	10.07.2019	16/148
Orientation to First Year Students of 2019 – 20 batch	August 21 to 23	8/79

To encourage faculty for paper publications in various National and International seminars.	-	16
Placement Training	February	68/15
National seminars	March	160 Academician and Prospective Teachers
Timely submission of AQAR to NAAC	September	-

**Note: Some Quality Assurance initiatives of the institution are:**

*(Indicative list)*

- ❖ Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements Academic Administrative Audit (AAA) conducted and its follow up action
- ❖ Participation in NIRF
- ❖ ISO Certification
- ❖ NBA etc.
- ❖ Any other Quality Audit

6. 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
-	-	-	-	-

7. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

\*upload latest notification of formation of IQAC

8. No. of IQAC meetings held during the year: 4

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website..... Yes/No: Yes

(Please upload, minutes of meetings and action taken report)

## FIRST IQAC MEETING HELD ON 17<sup>th</sup> JUNE 2019

Table of persons attended

S.No.	Name	Designation	Position
1.	Dr. D.Sivakumar	Principal	Chairperson
2.	Mrs. K. Thangaeswari	AO	Administrative Officer
3.	Mr. A. Purushothaman	Asst. Prof. In Mathematics	Member
4.	Mrs. P. Sheela	Asst. Prof. In Computer Science	Member
5.	Mrs. V. Sundari	Asst. Prof. In Physical Science	Member
6.	Mrs. S. Lada	Asst. Prof. In Tamil	Member
7.	Mrs. S. Senthamarai	Asst. Prof. In Biological Science	Member
8.	Mr. R. Narayanan	Asst. Prof. In History	Member
9.	Mr. CK. Ashokkumar	Trustee Sri Jayaram Educational Trust	Member from the Management
10.	Ms. R. Amudhavalli Ranganathan	Vice-Chairman	Member from the Management
12.	Mrs. S. Perundevi	Asst. Prof. In Psychology	Co-ordinator

At the outset Asst. Prof.S. Perundevi, Coordinator (IQAC) welcomed Dr. D. Sivakumar, Principal of CK College of Education and chairperson (IQAC) and honorable members of the Internal Quality Assurance Cell (IQAC) to the first meeting of the IQAC for the year 2019. Mrs. K. Thangaeswari administrative member has welcomed the members of IQAC and encourages members to support and strengthen the IQAC. Thereafter, the agenda items were taken up for discussions with the permission of the chairperson.

### **Agenda : 1**

To conduct periodic meetings with Chairman and heads of the units to ensure timely review of the meetings.

### **Agenda : 2**

To make progress in the teaching learning activities.

### **Agenda : 3**

Mentorship and bridge course for the new academic session.

## SECOND IQAC MEETING HELD ON 5<sup>th</sup> OCTOBER 2019

Table of persons attended

S.No.	Name	Designation	Position
1.	Dr. D.Sivakumar	Principal	Chairperson
2.	Mrs. K. Thangaeswari	AO	Administrative Officer
3.	Mr. A. Purushothaman	Asst. Prof. In Mathematics	Member
4.	Mrs. P. Sheela	Asst. Prof. In Computer Science	Member
5.	Mrs. V. Sundari	Asst. Prof. In Physical Science	Member
6.	Mrs. S. Lada	Asst. Prof. In Tamil	Member
7.	Mrs. S. Senthamarai	Asst. Prof. In Biological Science	Member
8.	Mr. R. Narayanan	Asst. Prof. In History	Member
9.	Mr. CK. Ashokkumar	Trustee Sri Jayaram Educational Trust	Member from the Management
10.	Ms. R. Amudhavalli Ranganathan	Vice-Chairman	Member from the Management
12.	Mrs. S. Perundevi	Asst. Prof. In Psychology	Co-ordinator

The chairperson welcomed all the members of the IQAC.

### Agenda : 1

All the IQAC members were assigned with the responsibility of preparing the AQAR

### Agenda:2

Encouraging faculty to present papers and research publications.

## THIRD IQAC MEETING HELD ON 4<sup>th</sup> JANUARY 2020

Table of persons attended

S.No.	Name	Designation	Position
1.	Dr. D.Sivakumar	Principal	Chairperson
2.	Mrs. K. Thangaeswari	AO	Administrative Officer
3.	Mr. A. Purushothaman	Asst. Prof. In Mathematics	Member
4.	Mrs. P. Sheela	Asst. Prof. In Computer Science	Member
5.	Mrs. V. Sundari	Asst. Prof. In Physical Science	Member

6.	Mrs. S. Lada	Asst. Prof. In Tamil	Member
7.	Mrs. S. Senthamarai	Asst. Prof. In Biological Science	Member
8.	Mr. R. Narayanan	Asst. Prof. In History	Member
9.	Mr. CK. Ashokkumar	Trustee Sri Jayaram Educational Trust	Member from the Management
10.	Ms. R. Amudhavalli Ranganathan	Vice-Chairman	Member from the Management
12.	Mrs. S. Perundevi	Asst. Prof. In Psychology	Co-ordinator

The chairperson welcomed all the members of the IQAC.

**Agenda : 1**

Conducting academic Audit

**Agenda : 2**

Remedial classes for weaker section of the students

**FOURTH IQAC MEETING HELD ON 5<sup>th</sup> MARCH 2020**

Table of persons attended

S.No.	Name	Designation	Position
1.	Dr. D.Sivakumar	Principal	Chairperson
2.	Mrs. K. Thangaeswari	AO	Administrative Officer
3.	Mr. A. Purushothaman	Asst. Prof. In Mathematics	Member
4.	Mrs. P. Sheela	Asst. Prof. In Computer Science	Member
5.	Mrs. V. Sundari	Asst. Prof. In Physical Science	Member
6.	Mrs. S. Lada	Asst. Prof. In Tamil	Member
7.	Mrs. S. Senthamarai	Asst. Prof. In Biological Science	Member
8.	Mr. R. Narayanan	Asst. Prof. In History	Member
9.	Mr. CK. Ashokkumar	Trustee Sri Jayaram Educational Trust	Member from the Management
10.	Ms. R. Amudhavalli Ranganathan	Vice-Chairman	Member from the Management
12.	Mrs. S. Perundevi	Asst. Prof. In Psychology	Co-ordinator



**Agenda 1:**

Encourage all departments to organize symposiums, seminars, workshops etc.

**Agenda 2:**

Recommend to increase numbers of journals, newspapers magazines in college library

**Agenda 3:**

Recommendation to encourage topper students by giving them award by the college Administration.

**Agenda 4:**

Students feedback

In compliance to decisions taken by IQAC in the meetings held during the academic Year 2019-20, the following actions have been taken.

**1. Result Analysis**

A result analysis was conducted for the May –June 2019 examination and the pass percentage were recorded for all subjects. We have achieved District First Rank for the past 6 consecutive years and this academic year 2018-19 we have recorded State Second at the same time District First Rank.

**2. Conduction of spoken English course for the fresher's.**

The spoken English course paced way as a start up session for the fresher's to begin the academic year. Students were enrolled and participated in the session regardless.

**3. Alumni and Employed satisfaction survey**

Alumni feedback was collected from students who graduated in the year 2019. Similarly employer satisfaction survey was conducted.

**4. Status of Additional Classes**

Professors have made efforts to motivate weak students to attend additional classes to improve the performance. List of backlog students and outstanding students were prepared and given special training to face the examination with determination.

9. Whether IQAC received funding from any of the funding agency to support its activities during the year? No

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

- ❖ Maintaining quality standards in teaching, learning and evaluation.
- ❖ Feedback from Heads & Mentor teachers of teaching internship schools.
- ❖ Workshop on Power Point Skills was conducted.
- ❖ Performance Based Appraisal of Teaching Staff.

- ❖ National Seminar was conducted based on skills and personality development.
  - ❖ Special coaching for TET.
  - ❖ Model interviews and campus interview was organized to create job placements for the students.
  - ❖ Organizing social activities.
11. 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
To Prepare an academic calendar at the beginning of academic year and execute it seriously.	The academic calendar was prepared by IQAC at the beginning of the year as per the TNTEU schedule. Academic calendar is strictly followed in the least possible manner.
To conduct frequent meeting by the IQAC to generate ideas.	The IQAC conducted several meetings with various committees and meetings with all the teaching and non-teaching staff.
To encourage teachers to undertake minor and major research projects, to register for Ph.D and to participate in seminars, workshops and conferences.	8 Teachers from various departments attended and presented their research work at 13 different conferences seminars, workshops. 2 faculty pursuing Ph.D
To improve academic excellence in university examination	Continuous evaluation of students is made by conducting unit test, model exams to improve academic excellence in university examination
Extension activities to be undertaken.	Creating rapport with the society and students. Learn community based experience
Proposal on workshop and seminar related to research findings	Enhancing research aptitude of students & Identify the innovation in educational area
The College website was proposed to change its features to a user friendly.	It was upgraded to a new platform with more user friendly for easy access of the staff and students.

12. Whether the AQAR was placed before statutory body? Yes /No: Yes  
 Name of the statutory body: Management Date of meeting(s):28.03.2017
13. Whether NAAC/or any other accredited body(s) visited IQAC  
 or interacted with it to assess the functioning?  
**Yes/No: Yes** Date: 21<sup>st</sup> and 22<sup>nd</sup> February 2017

14. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2017

Date of Submission: January 2<sup>nd</sup>

17. Does the Institution have Management Information System? Yes

If yes, give a brief description and a list of modules

currently operational. (Maximum 500 words)

MIS (Management Information Systems) supports computer supported collaborative environments in the sense that any meaningful collaborative systems must have involve/engage management of Information in a computer environment. Any collaborative environ that uses computer systems must have information that has to be stored, processed, shared, exchanged and disseminated.

Smart campus is a real time Window-based fully integrated software works using LAN technology in our College. One can access the information anytime and most importantly, this information can be easily shared with authorized users and records can be easily searched. Some of the activities covered in Smart Campus are Student Management, Academic Activities, and Management Activities etc., Modules for the same are as follows:

## **Modules**

### **1. Admission**

Learning is a gathering of knowledge. Here in the civilized world, we acquire knowledge through the degrees. The maiden step for achieving a degree is admission, which follows many phases, test and process. During that period the institute meets with many difficulties and hassles. Thus, the old and traditional methods have been replaced by new conceptual and digital process for smooth, accurate, qualitative and easy admission process.

### **2. Academics**

Some education courses have a modular structure. This means that you can build a personalised course by choosing modules or units of study from different subject areas. Here students are given choices to choose their own elective, depending on the meets of the society. The course papers interlinks with each core subjects.

### **3. Fees / Dues**

Financial Management is a term which has been in wide use in business and commercial circles for many years but has been applied to education more recently. Financial management has changed significantly in recent years and has become progressively more important and more complex. With regard to the use of the term financial management in education it deals with the proper allocation of funds (fee) and its proper utilisation on students learning. Whether you are highly experienced or if you have very good knowledge

of accounts or if you can easily make changes to fees structure, create fee heads, receive payments and generate fee dues, etc., you still end up in errors. To manage the loop holes and overcome the limitations, there was the need for a fee management software that help you to manage the fee process and financial department avoiding hassles.

#### **4. Examination**

The system able to handle large volumes of data with proper backup. It permits multiple users. The university prepares the Examination schedule for the various courses. The examination management makes arrangements like time table, hall tickets, allotments and attendance sheets in an organised and effective manner. Announcement of results, reappearing, revaluation, re-totaling all the process is done under the examination module.

#### **5. Library**

Introduces students to the general structure of books, focuses on general reference services and basic reference sources such as encyclopedia. Introduces students to develop a search strategy, how to search for and access books by doing different types of searches in the online catalog and how to read and interpret call numbers and retrieve books from the shelves. Provides an update on the library system, information services and new resources.

#### **6. Notifications (Email / SMS)**

Notification such as from the university regarding syllabus, calendar, examination time table, courses available, conduction of seminars, workshops, conferences are notified through website and mail.

## **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

We adopt the curriculum overview provided by Tamil Nadu Teachers Education University. While revision and up gradation of the syllabi is done at the University level, the college has a mechanism for effective, documented curriculum delivery. At the commencement of each academic year, every faculty member provides the students with individual time plans and reading lists for each course which are displayed in the classrooms. These time plans are adhered to, so that the student is able to gauge with a degree of clarity, what portion of the curriculum will be delivered within the stipulated time frame. These time plans are also preserved each year as documentation. Besides traditional lectures and seminars, infrastructure for the use of ICT in classrooms, like power point presentations, smart boards and audio-visual support are all available to make the delivery of the curriculum enabling and interesting for the students. In some departments, bridge courses or supplementary courses are held in order to make the curriculum delivery more holistic and effective. Tutorials are held with mentoring and participative learning encouraged. Internal assessment is done transparently with examined scripts shown to students. Inter-personal skills are enhanced through Value Education.

#### **Principal Meeting :**

Principal Meeting is held once in a month. Heads of the department discuss their action plans to arrive an optional and effective way.

#### **Academic calendar :**

Academic Calendar is prepared as per the TNTEU schedule and the requirements at the department level as per the action plans formed.

#### **Lesson Plan :**

A Lesson plan includes course outcomes. Course objectives, content topics, reference books and the expected outcomes from the students received by learning though the topics prepared by respective faculty members at the beginning of the year and produce course work at end of every month. It gives an insight how the lecture class will be handled throughout the year.

#### **Vision:**

Educating all and ensuring that student-teachers have the necessary knowledge and skills to carry out their work and take responsibility for seeing, that they reach high levels of learning and act accordingly.

<b>Mission:</b>					
Understanding the way of learning, the possible ways of creating conducive conditions for learning, differences among students in respect of the kind, pace and styles of learning, provides knowledge, to take responsibility towards society and work to build a better world.					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
Art & craft	-	01.08.2019 to 22.03.2020	Self-employment	Drawing	
Beautician course	Certificate course	January 2020 to March 2020 (3 Months)	Self-employment	Beauty specialist	
<b>1.2 Academic Flexibility</b>					
1.2.1 New programmes/courses introduced during the Academic year					
<b>Programme with Code</b>	<b>Date of Introduction</b>		<b>Course with Code</b>	<b>Date of Introduction</b>	
POSHAN Abhiyaan (National Nutrition Mission)	04.09.2019 & 05.09.2019		-	-	
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	<b>UG</b>	<b>PG</b>	Date of implementation of CBCS / Elective Course System	<b>UG</b>	<b>PG</b>
-	-	-	2016 Elective (Environmental Education)	✓	-
Already adopted (mention the year) : From 2016					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
No of Students	Certificate	Diploma Courses			
148	Art & Craft	-			
35	Beautician	-			



<b>1.3 Curriculum Enrichment</b>				
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		
Art & Craft	08.07.2019	148		
English for competitive exam	04.09.2019	148		
Basic Computer skill	21.10.2019	79		
Leadership Skill	10.12.2019	148		
Public Service Programme	20.12.2019	148		
Personality Development	06.01.2020	148		
1.3.2 Field Projects / Internships under taken during the year				
Project/Programme Title		No. of students enrolled for Field Projects / Internships		
Rally on creating awareness on environmental issues.		148		
Various Clubs conduct Debates.		25		
Students participate in Cultural activities		32		
Participate in sports activities in University level.		20		
<b>1.4 Feedback System</b>				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	Yes	Yes	Yes
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)				
<p>The management and the IQAC coordinate and collect feedback periodically from students through the process of responding to a questionnaire. They are also informed and given the liberty to submit their suggestions, grievances and problems anytime during the period through the complaint box placed by the Grievance Redressal Committee. The students also give their feedback on the curriculum through their mentors and the students' feedbacks are given due consideration. The feedback from the faculty is obtained through discussions in the departmental level, through self appraisal and in faculty meeting. In every area where improvements are required, discussions are held in respective committees/departments. Feedback from the alumni is solicited through consultation during alumni association meetings. Feedback from the parents is conveyed in the Parent Teacher meeting. Suggestions and comments given by the guardians are also taken into account for future development. The feedback from various stakeholders is collected and thoroughly discussed and analysed in the appropriate forum.</p>				

Accordingly, matters that can be handled independently and personally are forwarded to the concerned individuals or departments to address the problem by adopting corrective measures. Matters which involve the College as a whole are dealt by the Principal in coordination with the concerned faculty or concerned committee. The proposals given by the different committees and departments are discussed with the Governing Body of the College for necessary action. Strengths of the College are also taken into consideration for further up gradation.

**Faculty :**

- Feedback is obtained from the faculty members in our college.
- The feedbacks are properly analyzed and revised to update the syllabus.

**Parents :**

- Parents are important stake holders of this system.
- Parents meeting is periodically conducted in this college and their suggestions are regularly obtained and analysed

**Employers :**

- The feedbacks are offered from the employers about the programs are given in due significance.

**Students :**

- Student’s feedback on staff is received every year.
- Student’s feedback on the various resources is utilized and fulfilled.

**Alumni :**

- This college enjoys a strong and healthy association with the Alumni club.
- As the alumni is found to be the brand ambassadors of our institute, the feedback of the alumni is given due considerations.

**Actions taken :**

- 1.Student’s progression ensured
- 2.ICT and WIFI enabled campus created
- 3.Placement strengthened
4. Books, journals, e -resource enhanced.
5. Structured feedback incorporated.

**CRITERION II -TEACHING -LEARNING AND EVALUATION**

**2.1 Student Enrolment and Profile**

**2.1. 1 Demand Ratio during the year**

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.Ed.,	100	93	79

## 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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019-20	79	-	16	-	-

## 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 ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
16	10	5	2	1	E-content E- Books E-Journal Online Course

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

At the beginning of the academic year the B.Ed first year and second year students are divided into groups and one mentor teacher was assigned the responsibility of mentoring one group at the ratio of 1:15. There will be one mentoring class in each week as per the regular time table. The mentor teachers spend quality time with the mentees by having informal interactions with regard to their personal and academic problems both individually and collectively. The mentees were given proper guidance and counselling by the mentors. If a mentor teacher feels professionals' guidance and counselling, then they were referred to such professionals. Further if the mentors have the freedom to invite the parents of the mentees and have discussions for the wellbeing of the mentees. The mentoring mechanism and the measures taken for promoting the welfare of the mentees had been recorded in the mentoring books maintained by the mentors.

#### **Design and Implementation :**

The IQAC has taken the initiative of implementing the mentoring of students. Students are categorised based on the streams of studies and also according to their core subjects. Each group is assigned a teacher mentor who could perform mentoring duties.

**Guidelines for Mentoring :**

a) Mentors maintain and update mentoring format, containing particulars & performance of students.(class test, monthly attendance, etc).

b) After collecting all information mentors are expected to offer guidance and counselling when required.

c) If a student is identified as having weakness in a particular subject, it is the duty of the mentors to appraise the concerned subject teacher.

**Targets achieved :**

The remedial classes have been institutionalised after the implementation of the mentoring system.

a) Enhanced contact hours between mentors with their respective students.

b) Improvement in student's attendance records.

c) Identification of slow learners for conducting remedial classes.

d) Advanced learners identified and encouraged.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
148	16	1:15

**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	-	1	1

**2.4.2 Honours and recognitions received by teachers**

*(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )*

<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>
2019	Dr. D. Sivakumar	Principal	Kalvimamani Tamizkavingar Illakiya sangam

**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
B.Ed.,	-	Year	10.06.2019	26.09.2019

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

### **Centralized Continuous Internal Evaluation System**

Continuous evaluation is carried out throughout the year through regular tests, assignments, student paper presentations, seminars etc. Routine tests are given and open book tests are conducted and much appreciated by students as critical thinking and creativity come to the fore. Some departments take regular, weekly tutorials. Remedial instruction is given to slow learners and challenged students.

#### **Evaluation Process**

- Teaching plan contains evaluation procedures, Academic calendar with CIA exam dates.
- Mid-term tests and Selection examinations help to prepare the students for University Examinations.
- Corrected answer scripts are shown to the students for scrutiny.
- The teachers explain about as to how scoring by the students can be better in forthcoming examinations by expressing themselves more appropriately in response to questions.
- Peer evaluation is also employed by teachers to empower and enable students to help each other particularly in areas where creative and original thinking will benefit them.
- Group assessment is conducted by teachers when students are assigned group presentations on curricular and co-curricular, academic topics.

#### **Remedial Classes**

Classes are conducted for slow learners and absentees. This practice helps struggling learners to update their subjects knowledge and helps them to catch up with their peers.

#### **Retotalling/Revaluation/Answer scripts Xerox copy**

- The students are informed of the Retotalling/Revaluation/Answer scripts Xerox copy scheme available to them.
- Re totaling is permitted for students who have secured at least 50% of the minimum pass mark within the stipulated time on payment of prescribed fee.
- The University enables students to apply for re-evaluation of University answer scripts.

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

The academic calendar is prepared by institute for the undergraduate course before commencement of every academic year and consists of commencement of various activities as per the TNTEU schedule. It is displayed on the notice board. Academic calendar is the back bone of various teaching learning plans prepared before start of every year. The institute refers the academic calendar to adhere the planned curriculum and other activities. The schedule of all examinations is given in academic calendar and evaluation process follows in a transparent manner. Academic activities are always given priority and all other activities are performed without disturbing the classes.

An IQAC Calendar is also prepared; this enumerates academic programmes and activities for quality enhancement to be held in the college. When new programmes to enable quality enhancement are offered during the course of the year, these are availed for the benefit of the staff and students. The IQAC evaluates such activities during their meetings.

## **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 web link)

<http://ckcoe.unaux.com>

Our college students Shalini Priya A department of mathematics secured state second and district first rank and got Gold Medal in TNTEU. All the students of our college passed cent percent with distinction. Our faculties of Tamil, English, Mathematics, Physical Science, History and Computer Science department performed cent percent results.

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
-	B.Ed., 1 <sup>st</sup> Year	68	68	100
-	B.Ed., 2 <sup>nd</sup> Year	79	78	98.73

## **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 web link)

<http://ckcoe.unaux.com>

## **CRITERION III – RESEARCH, I NNOVATIONS AND EXTENSION**

### **3.1 Resource Mobilization for Research**

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



Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects <i>(other than compulsory by the College)</i>	-	-	-	-
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

### 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(s)
Women's Protection	Education	12.02.2020
Skill and Personality Development	Education	09.03.2020

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Social Service on Hygiene	Appreciation	Namma Cuddalore	29.07.2019	-
Clean India and Green India	Appreciation	Namma Cuddalore	15.08.2019	
Declamation Contest	Appreciation	Nehru Yuva Kendra	23.11.2019	-

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

Incubation Centre	Name	Sponsored by	
CK Vetiver Center of Excellence	S.Velmurugan(Co-ordinator) A.Purushothaman(Co-ordinator)	CK Group of Educational Institutions, Jayaram Educational Trust	
Name of the Start-up	Nature of Start-up	Date of commencement	
Vetiver Center of Excellence	Farming –Handcraft Cultivation	29.01.2019	
<b>3.3 Research Publications and Awards</b>			
3.3.1 Incentive to the teachers who receive recognition/awards			
State	National	International	
2	3		
3.3.2 Ph. Ds awarded during the year ( <i>applicable for PG College, Research Center</i> )			
Name of the Department		No. of Ph.Ds Awarded	
-		-	
3.3.3 Research Publications in the Journals notified on UGC website during the year			
	Department	No. of Publication	Average Impact Factor, if any
National	Education	5	-
Inter national	Education	2	-
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National /International Conference Proceedings per Teacher during the year			
Department		No. of publication	
Education		12	
Tamil		2	
English		2	
Maths		3	
Physical Science		2	
Biological Science		1	
History		2	
Computer Science		2	

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
-	-	-	-	-	-	-

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
-	-	-	-	-	-	-

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	4	-	4	-
Presented papers		8		
Resource Persons	2	4		

**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 co-ordinated such activities	Number of students participated in such activities
Temple Cleaning	CK College of Education	2	148
Plant Sapling	CK College of Education	2	148
Eye Camp	CK College of Education	3	148
Blood Donation	CK College of Education	2	20
International Yoga day	CK College of Education	4	148

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	No. of Students Benefited
Clean India	Govt. of India	District Collector	148

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 coordinated such activities	Number of students participated in such activities
Govt. of India	District Collector	Clean & Green India	2	148
Govt. of India	District Youth Coordinator	Women Empowerment	2	148
State Govt.	District Coordinator	AIDS Awareness	2	148
State Govt.	CK College of Education	Helmet Awareness Rally	2	148
State Govt.	CK College of Education	Women's Protection	2	148

### 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
Seminar	148	Management	1
Workshop	148	Management	1
Sports and cultural events	20	Management	2

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-To)	participant
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Research	Research Guidance	Dr. D. Sivakumar, Principal, CK College of Education	2015 to Till date	6
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3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
-	-	-	-

#### **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
70 lakhs	62 lakhs

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	1.19 acres	-
Class rooms	4	-
Laboratories	8	-
Seminar Halls	1	-
Classrooms with LCD facilities	1	-
Classrooms with Wi-Fi/ LAN	2	-
Seminar halls with ICT facilities	1	-
Video Centre	-	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	>1 lakh	-
Value of the equipment purchased during the year (Rs. in Lakhs)	265970	-
Others		-

##### **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

-	-	-	-						
<b>4.2.1 Library Services:</b>									
	Existing		Newly added	Total					
	No.	Value	No.	Value					
Text Books	3704	-	184	21118					
Reference Books	1246	-	13	-					
e-Books	-	-	2	-					
Journals	11	12500	1	800					
e-Journals	-	-	-	-					
Digital Database	-	-	-	-					
CD & Video	95	-	10	2300					
Library automation	-	-	-	-					
Weeding (Hard & Soft)	-	-	-	-					
Others (specify)	-	-	-	-					
<b>4.3 IT Infrastructure</b>									
<b>4.3.1 Technology Up gradation (overall)</b>									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	25	1	12 Mbps	5	-	3	8	-	25
Added	-	-	-	-	-	-	-	-	-
Total	25	1	12 Mbps	5	-	3	8	-	25
<b>4.3.2 Bandwidth available of internet connection in the Institution (Leased line)</b>									
12 MBPS									
<b>4.3.3 Facility for e-content</b>									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
-					-				

4.3.4 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
Dr. D.Sivakumar	Assessment for Learning	Research guidance in Ph.D	April 2020
<b>4.4 Maintenance of Campus Infrastructure</b>			
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
1 lakh	92316	75000	58625
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. ( <i>maximum 500 words</i> ) (information to be available in institutional Website, provide link)			
<p>The college has well-established systems and procedures for maintaining and utilizing physical, academic and support facilities. The Maintenance officer takes care of all the assets of the college. He is the overall in-charge of all facilities and coordinates the same through Head of the institution. There are security personnel on duty round the clock in the campus who ensure the safety and security of all estate and infrastructure and the roads, entry points etc. are under CCTV surveillance for safeguarding the assets. They monitor the entry and exit of vehicles and regulate the parking inside the college. The maintenance manager is in charge of maintaining all electrical and electronic equipment. The classrooms/seminar halls are cleaned by support staff. Any furniture repairs needed are attended to immediately by the carpenter available on campus. The proper and optimal use of electric lights/fans/projectors etc. is ensured. The routine activities of the library are managed by the Librarian with the help of library assistants. The college has playgrounds which are utilised by staff and students to the maximum. The playgrounds and sports infrastructure are under the custody and monitoring of the faculty and coaches of the Physical Education Department and they strictly ensure that the same are properly maintained by students/staff. The staff and the lab assistant of the Computer Centre are in-charge of maintaining the IT facilities. The computer lab is available to staff and students and they are fully occupied. Repair/ up gradation/ purchase of hardware/software are also taken care of by the system administration team. The internet / intranet /LAN facilities are also fully functional and are properly maintained and monitored by the staff of the server room. In case of any requirement, the in charge staff could place an order /request through principal and the</p>			

requirements are procured promptly. It may include stationery items like sheets, chalk box, printers and books.

## 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	Concession of fees	33	222000
Financial support from other sources			
a) National	-	-	-
b) International	-	-	-

#### 5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Mentoring	01.07. 2019 (Second Year)	68	CK College of Education
	06.10. 2019 (First Year)	81	
Personal Counselling	03.09.2019	5	CK College of Education
Bridge Course	28.09.2019	81	CK College of Education
Remedial Coaching	02.01 2020	148	CK College of Education
Yoga and Meditation	25.01.2020	81	CK College of Education
Skill and Personality development	09.03.2020	148	CK College of Education

#### 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 by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2019	TET	68	33	-	22



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	No. of grievances redressed	Average number of days for Grievance redressal
5	5	1 Week

## 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
CK School of Practical Knowledge	18	8	Equitass Matic. Hr. Sec.School	14	5
Aristo Public school	14	7	Saraswathi Vidhyalaya & Matric Hr. Sec.School	17	04
Lakshmi Matric. School	18	10	Jeeva velu International CBSE School	12	8

5.2.2 Student progression to higher education in percentage during the year: 2019-20, 38%

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2019	5	B.Ed	Education	St. Joseph Arts and Science college	Post Graduation
	7			Annamali Univesity	
	4			Periyar Govt. Arts. college	
	6			Immaculate college of arts and science for women	

	4			KNC College of arts and science for women	
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5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/ roll number for the exam
NET	-	-
SET	-	-
SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	-	-
Any Other	-	-

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

Activity	Level	Participants
Sports and Cultural Meet	Inter college level	14
Sports and Cultural Meet	District Level	9

### 5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID Number	Name of the student
-	-	-	-	-	-	-

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

The student council provides support for smooth functioning of the college by taking active participation in consultations and discussions along with the head of the institution for qualitative

improvement of academic and administrative services to the B.Ed students. Besides, the students council shares the responsibility of conducting various curricular and co-curricular activities such as celebration of festivals, functions, sports day, teachers day women's day, etc. Similarly the college students council takes active part in organising and conducting of sports and cultural activities.

**Role of students association and students council:**

1. To officially represent all the students in the college.
2. To identify and help solve problems encountered by students in the college.
3. To promote and encourage the involvement of students in organizing college activities.

**Responsibilities of students association and students council:**

1. To promote the interests of students among the college administration, staff and parents.
2. To consult students on any issue of importance.
3. To organise recreational and educational activities for students.
4. To maintain good relations, out of mutual respect with the college staffs and parents.

From the above, it is consolidated that there is effective and dynamic participation of student council among various for in all decision-making process. The representation of students at all levels is assured and well-noted. The decisions are evolved with the consent and involvement of students

**5.3 Alumni Engagement**

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): YES

This institution has registered the Alumni Association under the Tamilnadu society's registration act 1975 in Cuddalore district. We provide a common platform for the alumni of the institute to reach out to other alumni across various years, batches, branches and interests. Its aim is to focus on building a vibrant ecosystem of key stakeholders (students of alumni and other students), who seek to support the institute's mission.

Activities / objectives :

- ❖ To enthuse each and every graduating students to register their Alumni membership
- ❖ To draw out a pool of outstanding Alumni in various areas.
- ❖ Engage with faculty and principal on a regular basis and focus on activities that could benefit all the stakeholders.
- ❖ To evolve a system that would bring in transparency in all matters pertaining to finance, accounts and administration.

**Vision :**

To be dynamic partner to Alumni and society at large for all round development.

**Mission :**

Build platforms and forums to bring about a strong bound between Alumni, Alumni with Alma mater and create programmes to spread scientific thinking and promote intelligent use of technology in society. Work towards becoming one of the best Alumni by reviewing and prioritising actions periodically and to go with the urgent needs of all stakeholders.

5.3.2 No. of- enrolled Alumni:79

5.3.3 Alumni contribution during the year (in Rupees) : **31839**

5.3.4 Meetings/activities organized by Alumni Association : **02.10.2019**

**CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 Institutional Vision and Leadership**

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

The college management decentralises all academic and administrative matters by constituting various committees consisting teachers and student representatives with specific objectives to achieve the vision of the college. In decision-making process every member of the committees are given complete freedom to express their views / opinions and those views / opinion are well taken for the improvement of the college functions.

a)**Principal level:** The governing body delegate all the academic and operational decisions based on policy to the academic monitoring committee headed by the principal in order to fulfill the vision and mission of the institute. Academic monitoring committee formulates common working procedures and entrust the implementation with the faculty members.

b)**Faculty level:** Faculty member are given representation in various committees / cells and allowed to conduct various programmes to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular and extracurricular activities. They are given authority to conduct field trips and to have tie up with other institutions for campus and appointed as coordinator and convener for organizing seminars / workshops / conferences. For effective implementation and improvement of the institute the following committees are formed. Other units of the institute like sports, library etc has operational autonomy under guidance of the various committees / cells.

Committee / Cell / Coordinator G	Roles and Responsibilities
Principal	Implementation and monitoring of academic and administrative system to cater to vision and mission of the institute.
Exam Cell	Internal and University examination activities
Placement cell	Training and placement activities
Cultural and sports committee	Planning, execution and supervision of cultural and sports activities.
Students grievances redressal committee	Attending and redressal of students problems
Accountant	Management of Finance and accountant activities
Library committee	Management of learning resources

**Participative management :**

The institute promotes a culture of participative management by involving the staff and students in various activities. All decisions of the institution are governed by management of facts, information and objectives. Both students and faculties allowed to express themselves of any suggestions to improve the excellence in any aspect of the institute.

**Strategic level:** The principal, academic coordinator and staff members are involved in defining the policies and procedures, framing guidelines, rules and regulations pertaining to admission, placement, discipline, grievance, counseling, training, development and library services etc and effectively implementing the same to ensure smooth and systematic functioning of the institute.

**Functional level :**The faculty members participate in sharing the knowledge by discussing on the latest trends in technology during the faculty meeting. Faculty members also write joint research papers and share their knowledge.

**Operational level:** The principal is responsible for academic, non academic and administrative activities of the institution. The budget is earmarked for staff members and students to participate in various programmes organized by the institute. All the staff members actively participate in implementing the policies; procedures and framework designed by the management in order to maintain and achieve the quality standards.

**c) Student Level :** Students are empowered to play an active role as a coordinator of co-curricular and extra-curricular activities, social service group coordinator.

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

Yes/No/Partial: 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):

### ❖ Curriculum Development

The curriculum planning and development is done according to the pertaining rules and regulation of the TNTEU. According to the needs of the students and job aspect value added courses are conducted. The management has active and lead role for implementation of feedback as well as proper action is taken after feedback analysis.

### ❖ Teaching and Learning

Teaching plans are prepared for the academic year. These get verified and checked in accordance with syllabus and scheme of examination given by TNTEU. The teaching learning process is facilitated through qualified, trained and experienced faculty. Apart from classroom teaching, students are encouraged to use library and internet facilities. The teaching plan is drawn up month wise by each faculty and it is strictly monitored by the principal. The effectiveness of teaching –learning process is revived on regular basis.

The inputs for such review may be from :

- Students feedback
- Results of internal tests
- Quality of assignments submitted
- Final results of the year.

### ❖ Examination and Evaluation

Exam cell conducts interval exams prior to the university exam. Internal marks are allotted based on the assessment, test marks and the student's attendance percentage. Theory and practical examination consists of two components namely external evaluation for 70% of marks and internal examination for 30% marks. Remedial classes and counseling are provided for slow learners.

### ❖ Research and Development

Though the institution is having only B.Ed programme, the students were encouraged to take up small projects in their subjects. Teacher educators were encouraged to do higher level research leading to Ph.D and take up mini research projects in their basic pedagogic subjects / educational subjects. Teachers were encouraged to write quality thematic/research articles and publish them in reputed journals not only for their professional growth but also to disseminate their knowledge and experiences to other academia of teacher education.

❖ **Library, ICT and Physical Infrastructure / Instrumentation**

Library is well equipped with reference books, textbooks, journals, periodicals and news papers etc. The library housekeeping operations are automated through Webzedu software's. The library has Internet and inflibnet.

❖ **Human Resource Management**

The college appoints adequate member of qualified faculty through the procedure of open advertisement and interview by internal expert committee. Under the guidance of IQAC the institute organises programmes for teaching and non –teaching staff members for upgrading their skills in the latest technology. Medical leave provisions are given to the faculty and staff members based on the request. On duty is provided for pursuing higher studies, attending seminars / conferences / workshops and exam duties

❖ **Industry Interaction / Collaboration**

The college establishes MoU's with resulted institutions to enhance activities like guest lecture, campus placement etc for professional development of students and faculty.

❖ **Admission of Students**

Admission of students is done for eligible candidates as per the rules and regulations of TNTEU. Admission committee works under the guidance of IQAC and forms the frame work of admission process. This committee decides about admission process, fees structure, merits of students for admission, last date of admission etc

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

- ❖ Planning and Development
- ❖ Administration
- ❖ Finance and Accounts
- ❖ Student Admission and Support
- ❖ Examination

**6.3 Faculty Empowerment Strategies**

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

Year	Name of teacher	Name of conference/ workshop attended for which financial support Provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Mrs. S.Perundevi Mr.A.Purushothaman			

Mrs. P.Sheela Mrs. V.Sundari Mrs. S.Lada Mrs. S.Senthamarai Mr.R.Narayanan	Workshop	CK College of Education	5000
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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 organized for teaching staff	Title of the administrative training programme organized for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2019-20	Webinar Organized by CKCOE:	Zoho software (Create Apps in Mobile)	07.02.2020	16	6
	1.E-Mail Etiquette		23.04.2020	16	6
	2.Motivation		27.04.2020	16	6
	3. The four Disciplines of Execution		29.04.2020	16	6
	4.Time management		07.05.2020	16	6
	5.Work Place Etiquette		11.05.2020	16	6
	6. Leadership Training Programme		14.05.2020	16	6

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	Date and Duration (from – to)
Faculty development Programme through webinar(10 days)	16	27.05.2020 to 06.06.2020
Faculty development Programme through webinar (5 days)	16	12.05.2020 to 16.05.2020
Faculty development Programme through webinar (2 days)	16	18.06.2020 to 19.06.2020
Online Course through SWAYAM	16	2019-2020



6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):			
Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
1	-	-	-
6.3.5 Welfare schemes for			
Teaching & Non Teaching	<p>The management contributes an amount equal to the employee share for EPF with Pension scheme and ESI.</p> <ul style="list-style-type: none"> <li>➤ Various allowances like conveyance allowance, professional development allowance.</li> <li>➤ Medical Leave Provision is given to the faculty and staff members based on the request.</li> <li>➤ Faculty members are allowed to avail Winter and Summer vacation</li> <li>➤ On duty leave is provided to faculty members for attending various conferences, workshops, seminars and examination duties.</li> <li>➤ The management encourages the faculty members for pursuing Ph.D. program by providing adequate number of on duty leave.</li> <li>➤ The wards of the faculty and staff members are given priority for getting admitted in the School run by the management and also offers 50% fee waiver.</li> <li>➤ The management provides daily refreshments for faculty and staff members at free of cost.</li> </ul>		
Students	<ul style="list-style-type: none"> <li>➤ Medical assistance to students: health centre</li> <li>➤ Skill development (Spoken English, Computer Literacy, etc.,)</li> <li>➤ Practical Knowledge Training</li> </ul>		
<b>6.4 Financial Management and Resource Mobilization</b>			
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)			
<p>The institutional accounts are maintained on daily basis as current account. The details of income and expenditure are subject to internal auditing by a qualified Chartered Accountant. The details of income and expenditure of the college is prepared by the accountant of the college for onward transmission to the internal auditing officer through proper channel and this process is taking place once in three months. If at all any clarification or objections from the auditing officer, then the accountant will give necessary clarifications through proper channel.</p>			

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/ Grants received in Rs.	Purpose
-	-	-

6.4.2 Total corpus fund generated

### 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	-	-	-
Administrative	Yes	-	-	-

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

The institute is fortunate to have an active and supportive community of parents / guardians, teachers, administrators, and student advocates. There is a role in the PTA for anyone who wants to share their time and talents to help advance the goals of the organization.

- PTA’s encourage parent, teacher and community involvement by providing programs that facilitates activities which include dray awardees, energy conservation, health awareness, pedestrian safety etc.
- Teachers may become involved by helping to plan events that encourage the education of the students. These may include workshop, tutoring or special coaching.
- Involving students and parents in community based projects where the teacher and parents go on hand in hand with the students to motivate them

6.5.3 Development programmes for support staff (at least three)

Soft development is the process directed towards the personal and professional growth of the faculty. It refers to all training and education provided by an employee to improve the occupational and personal knowledge, skills and attitudes of vested employees.

- Soft skill training program
- Workshop
- Seminar

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

- The Management has provided on impetus to research activities of faculty members by extending

financial assistance for research projects, paper presentations at International / National conferences and book publications

- To facilitate better teaching learning process the classrooms are equipped with smart boards and LCD projectors. The campus is WIFI enabled so that teachers can use online resources for teaching. Many of faculty members show / exhibit films and other related materials in the class through this facility. Our teaching methods have become more varied and interesting with the use of these.
- Career guidance and placement cell of the college has been strengthened by forming a centralized facility with members from each faculty. It organizes career guidance and employability skill development programmes for all students.

### 6.5.5

- 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 Activity	Duration (from ---- to-----)	Number of participants
2020	Placement Training	26.02.2020	2 days	68
2020	Workshop on Power Point Skill	02.02.2020	1 Day	148
2020	Performance based appraisal of teaching staff	14.03.2020	1 Day	16

## 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 theyear)

Title of the programme	Period (from-to)	Participants	
		Female	Male
Celebrating women Protection	19.12.2019 to 20.12.2019	143	5

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

Solar energy plant is installed in our college to get electrical energy as an alternate source.

7.1.3 Differently abled (Divyangjan) friendliness						
Items Facilities			Yes/No	No. of Beneficiaries		
Physical facilities			-	-		
Provision for lift			-	-		
Ramp/ Rails			-	-		
Braille Software/facilities			-	-		
Rest Rooms			-	-		
Scribes for examination			-	-		
Special skill development for differently abled students			-	-		
Any other similar facility			-	-		
7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
-	-	-	-	-	-	-
7.1.5 Human Values and Professional Ethics						
Code of conduct (handbooks) for various stakeholders						
Title		Date of Publication		Follow up (maximum 100 words each)		
Nil		Nil		Nil		
7.1.6 Activities conducted for promotion of universal Values and Ethics						
Activity		Duration (from-----to -----)			Number of participants	
International Yoga day - “ <b>Climate Action</b> ”		20.06.2019 to 22.06.2019			150	

World Environment Day - “ <b>Time for Nature</b> ”	09.07.2019 to 11.07.2019	150
International Women’s day- “ <b>Empowerment of Women’s Education in Rural area</b> ”	09.03.2020 to 11.03.2020	150

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

1. Take notes electronically

Thankfully the world is now digitally focused and your studies can be too. You’ll save money and stop wasting paper on purchasing note books and flashcards if you begin to electronically take down what you need to remember in class.

2. Adopt Reusable Practices

Take reusable bags to the store with you to grocery shop instead of opting for paper or plastic. It’s wasteful and unnecessary –and several bags with every grocery trip can add up to a whole lot of garbage over a life time.

3. Nix Bottled water:

Reuse old water bottles or purchase water bottles that you can refill instead of tossing out a new bottle every time you need to quench your thirst. So getting a BPA free water bottle shows the earth and your wallet love.

4. Power Down :

When you’re not using appliances or you’re not in a room turn off lights and other electronics. An easy way to implement this by connecting your electronics to a surge protector and flipping the switch when you leave the room.

5. Walk or Bike More :

In addition to helping you live a healthier life style, trying to cut down on driving can help the environment and save you a lot of gas, Money as well.

**7.2 Best Practices**

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

**Best Practice**

**Title :** Admission process

**Goal :** Meet and exceed institutional goals in admission (Enrolment and Retention)

**The context:** Due to presence of many competitive institutions in the neighbourhood, attracting quality students is a challenge. The admission process must be started in time, the meritorious students

identified at the earliest and the admission list is to be notified.

**The practice:** The admission process starts by publicity in the leading newspaper and the admission application forms are issued on the day of announcement of the UG/PG results of various universities.

**Evident of success:** The reduction of drop –out rate in admissions to the science and commerce courses is another proof of evidence.

**Problems encountered and resources required:** To ease the admission process and hasten the process, dedicated computers with good printers and high speed internet are essential. A robust admission software is required to be generated and custom made due to various constraints in generating the admission register, day book entries, receipt generation etc.

#### **Reaching out: Strengthening ties with the community**

It helps to cultivate a sense of social responsibility in the students and inspire community work that would also help in bridging the theory praxis divide. This entails taking teaching beyond book and text and bringing it closer to context. Staff council of our college created social outreach and community development committee which launched project HUM with an objective to foster “Reaching Out” initiative of the college.

#### **Developing Win@Life Programme in our students:**

Every day after prayer we are conducting half an hour class about win@life. To develop values, attitudes to achieve success in students life.

- a. Keep studies as the first priority
- b. Set smart goals
- c. Time management
- d. Take part in classroom and college activities
- e. Pay attention
- f. Study in group
- g. Stay committed to studies
- h. Avoid distractions
- i. Learn from their own mistakes

### **7.3 Institutional Distinctiveness**

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

The vision of the institute focuses on the best education and takes responsibility to create best teachers for the next generation. Vision building is a challenging exercise as with the futures. It is true that without vision, cultures, communities and civilisations perish.

- Changes in the society are coming thick and fast. The changes are explicit in the Sectors Company and technology. More attention has to be given now to excellences, quality and efficiency. The future a gender for education will be to empower individuals, assure high quality of life and spike way to learning society.
- The teachers take responsibility to plan, schedule and organize and monitor the students by completing the syllabus in the prescribed time through various course materials. Conduct many internal test in the various subjects. Encourage students to participate in co-curricular and extra – curricular activities plan, delivers and evaluate spherical/ practical instruction. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance and also advise and assist the students.
- The work plan of teacher shall ensure, in the most productive manner, the utilisation of stipulated working hour per week, with regard to the roles assigned by the institution.
- The aim of a course in providing a student with a through grounding in the basics of a subject. The learning outcomes of the course for students are to acquire in depth knowledge of a specialised topic.

#### **8. Future Plans of action for next academic year (500 words)**

- 100% Placement
- Placement with Higher package
- Strengthening the ties with alumni through social media to seek placement help
- Separate faculty to develop communication skill & Spoken English
- Internal academic audit at campus level is introduced.
- Wi-Fi campus
- Permission to participate in national and Internal conferences, seminars, workshops as per institute norms
- To organize seminar conference workshops by various department
- Psychological counselling cell for inattentive students

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_ \*\*\* \_\_\_\_\_



## Annexure I

### **Abbreviations:**

CAS	- Career Advancement Scheme
CAT	- Common Admission Test
CBCS	- Choice Based Credit System
CE	- Centre for Excellence
COP	- Career Oriented Programme
CPE	- College with Potential for Excellence
DPE	- Department with Potential for Excellence
GATE	- Graduate Aptitude Test
NET	- National Eligibility Test
PEI	- Physical Education Institution
SAP	- Special Assistance Programme
SF	- Self Financing
SLET	- State Level Eligibility Test
TEI	- Teacher Education Institution

\*\*\*\*\*

For Communication with NAAC

**The Director**

**National Assessment and Accreditation Council (NAAC)**

*(An Autonomous Institution of the University Grants Commission)*

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Website: [www.naac.gov.in](http://www.naac.gov.in)



# **CK COLLEGE OF EDUCATION**

**(Accredited with 'B+' Grade by NAAC)**

**(Approved by NCTE and Affiliated to TNTEU)**

**Jayaram Nagar, Chellankuppam, Cuddalore – 607 003.**



**ACADEMIC CALENDAR  
2019 - 2020**

# **CK COLLEGE OF EDUCATION**

**(Accredited with 'B+' Grade by NAAC)**

**Approved by NCTE & Affiliated to  
TamilNadu Teachers Education University,  
Chennai.**

## **VISSION**

Educating all and ensuring that student-teachers have the necessary knowledge and skills to carry out their work and take responsibility for seeing, that they reach high levels of learning and act accordingly.

## **MISSION**

Understanding the way of learning, the possible ways of creating conducive conditions for learning, differences among students in respect of the kind, pace and styles of learning, provides knowledge, to take responsibility towards society and work to build a better world.

## **ACADEMIC CALENDAR 2019-2020**

**Jayaram Nagar, Chellankuppam, Cuddalore – 607 003.**

**Tel. No.:04142 – 227885**

**Fax: 04142-227455**

**E-mail: [ckcedcud@gmail.com](mailto:ckcedcud@gmail.com)**

**Visit us at: [www.ckcoe.org](http://www.ckcoe.org)**

**PERSONAL MEMORANDA**

1. Name :
2. Class & Roll No. :
3. Residential Address :
4. Contact Telephone No. :
5. If Hosteller, Room No. :
6. If Day scholar,  
Contact Address :
7. Driving License No. :
8. Insurance policy No. :
9. Bank Name & A/c. No. :
10. Blood Group :
11. In case of emergency, :  
Inform (Address, Phone  
No. with STD code)

## **OUR MOTTO**

Observe, engage, communicate, relate and provide opportunities for self-learning, reflection, assimilation and articulation of new ideas, developing capacities for self directed learning and the ability to think, be self-critical and to work in groups. Provide opportunities for understanding self and others (including one's beliefs, assumptions and emotions); developing the ability for self analysis, self-evaluation, adaptability, flexibility, creativity and innovation. Provide opportunities to enhance understanding, knowledge and examine disciplinary knowledge and social realities, relate subject matter with the social milieu and develop critical thinking.

## **CHAIRMAN MESSAGE**

CK College of Education began with a man's dream to create an institution where students would be educated to actualize their potentials and succeed as humans. It is an institution striving not only for academic excellence but producing seasoned human beings who shall take the reigns of nation and become valuable assets in the great progeny of teachers.

Keeping in time with the developments in the educational strategies around the globe, CK College of Education has been envisioned to develop into a strong centre for providing total quality in teacher education. Signing of with a quotation-“If you want to go fast, walk alone, if you want to go far, walk together”.

## தமிழ்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்  
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்  
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்  
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே!  
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற  
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!  
தமிழணங்கே!

உன் சீரிளமைத் திறம்வியந்து

செயல்மறந்து வாழ்த்துதுமே!

வாழ்த்துதுமே!

வாழ்த்துதுமே!

– ‘மனோன்மணியம்’ பெ.சுந்தரம்பிள்ளை

## NATIONAL ANTHEM

Jana-Gana-Mana-Adhinayaka jaya he  
Bharata-Bhagya-Vidhata  
Punjab-Sindhu-Gujarata-Maratha  
Dravida-Utkala-Banga  
Vindhya-Himachala-Yamuna-Ganga  
Uchchhala-JaladthaTaranga  
Tava Subha Name Jage, Tava Subha Ashisa Mage  
Gahe Tava Jaya Gatha.  
Jana-Gana-Mangala Dayaka, Jaya He  
Bharata-Bhagya-Vidhata,  
Jaya He, Jaya He, Jaya He,  
Jaya, Jaya, Jaya, Jaya He  
-Rabindranath Tagore

## கொடி வணக்கம்

பல்லவி

தாயின் மணிக்கொடி பாரீர் - அதைத்  
தாழ்ந்து பணிந்து புகழ்ந்திடவாரீர்

சரணம்

1. ஓங்கி வளர்ந்ததோர் கம்பம் - அதன்  
உச்சியின்மேல் "வந்தே மாதரம்" என்றே  
பாங்கின் எழுதித் திகழும் செய்ய  
பட்டொளி வீசிப் பறந்தது பாரீர் ! (தாயின்)
2. கம்பத்தின் கீழ் நின்றல் காணீர் - எங்கும்  
காணரும் வீரர் பெருந்திரள் கூட்டம்  
நம்பற்குரியர் அவ்வீரர் தங்கள்  
நல்லுயிர் ஈந்துக் கொடியினைக் காப்பர் (தாயின்)

## உறுதி மொழி

இந்தியா எனது நாடு. இந்தியர் அனைவரும் / என்னுடன் பிறந்தவர்கள்.

என் நாட்டை / நான் பெரிதும் நேசிக்கிறேன். இந்நாட்டின் /  
பழம்பெருமைக்காகவும் / பன்முக மரபுச் சிறப்பிற்காகவும் / நான் பெருமிதம்  
அடைகிறேன். இந்நாட்டின் / பெருமைக்குத் தகுந்து விளங்கிட / என்றும்  
பாடுபடுவேன்.

என்னுடைய பெற்றோர் / ஆசிரியர்கள் / எனக்கு வயதில் முத்தோர் /  
அனைவரையும் மதிப்பேன். எல்லோரிடமும் / அன்பும் மரியாதையும் காட்டுவேன்.  
என் நாட்டிற்கும் / என் மக்களுக்கும் / உழைத்திட / முனைந்து நிற்பேன்.  
அவர்கள் / நலமும் வளமும் பெறுவதிலேதான் / என்றும் மகிழ்ச்சி காண்பேன்.



## GENERAL INFORMATION

- Recognised by NCTE, Bangalore.

No.F.SRO/NCTE/APSO8652/B.Ed/TN/2014-15/63820

Date:01.05.2015.

- Annual intake 100 students. (2 Units)

- Affiliated to Tamilnadu Teacher Education University, Chennai-97

No.TNTEU/R/Affln./Syn-Feb 2016-Item.No.07/2016/118,

Dated:02.02.2016.

- Accredited with 'B+' Grade by NAAC, CGPA of 2.59, Dt:28.03.2017

- Director : Mr. D. Chandrasekaran

Mobile No: 9443210687

- Principal : Dr. D. Sivakumar

Mobile No: 9524308011

- College Contact No : 04142 – 227885

**BOARD OF TRUSTEES**

**Mr. CK.RANGANATHAN**  
**Chairman & Managing Trustee**

**Mrs. L. VIJAYALAKSHMI**  
**Trustee**

**Mr. A. RAMALINGAM**  
**Trustee**

**Ms. C. DHARANEESWARI**  
**Trustee**

## **ABOUT THE COLLEGE**

Our College of Education is Patronized by Cavin kare Private Limited, founded by the munificence of the farsighted and noble hearted philanthropist and patron of letters Mr. C.K Ranganathan in the year 2008-2009. It is affiliated to Tamilnadu Teachers Education University, having vision, "to strain on for excellences in Education and inculcate the students for becoming ideal teachers preparing competence based commitment, technology based pedagogy and to create a better progressive social order, profession of research, experimentation and development of productive efficiency educed.

Our college students have been getting excellent results every year, being District First Rank for the past six consecutive years. The college has been molding ideal teachers for further India.

J.S.J.V Colleges of Education started functioning with one undergraduate course from 05.08.2008. The college has completed 11 years of valuable educational service. The college was renamed as CK College of Education through NCTE F.No.APSO8652/B.Ed/TN/2011-12/41373 on 18.05.2012. The college aims to mould the student community hailing mostly from the marginalized and weaker sections of the society into better individuals, guide them to contribute constructively towards national goals by upholding the values of secularism, national integration and social commitment. The primary objective of the institution is to enable the students to cope with the demands of the contemporary global scenario through effective transaction of the curricular and co-curricular aspects. Academic excellence, personality development and social orientation are our guiding principles. We strive to develop a strong foundation of ethical principles in our students and make them academically excellent to acquire global competencies with the help of technology, so that they can substantially contribute to national development.

Our CK College of Education is situated in Jayaram Nagar, Chellankuppam, Cuddalore. The campus is on the state Highway to Chidambaram. It is 2 Kms from Cuddalore bus stand. Our college campus would be enthralled by the beautiful lawns. The natural atmosphere maintained in the campus is calm serene pleasant, healthy and stimulating in every sense. Comfortable classrooms, well established laboratories are equipped with modern instruments, experienced faculty members as per NCTE and Tamil Nadu Teachers Education University, Chennai.

## **COURSES OFFERED**

Tamil  
English  
Mathematics  
Physical science  
Biological science  
History  
Computer science  
Commerce and  
Economics

## **TEACHING STAFF**

1	Dr. D. SIVAKUMAR	Principal
2	C.SEENIVASAN	Asst. Prof. in Education
3	V. MUTHUKANI	Asst. Prof. in Sociology
4	S. PERUNDEVI	Asst. Prof. in Psychology
5	S. LADA	Asst. Prof. in Tamil
6	S. RAMYA RADHI PRADA	Asst. Prof. in English
7	A. PURUSHOTHAMAN	Asst. Prof. in Mathematics
8	R. KAVITHA	Asst. Prof. in Mathematics
9	V. SUNDARI	Asst. Prof. in Physical Science
10	S. SENTHAMARAI	Asst. Prof. in Biological Science
11	P. SHEELA	Asst. Prof. in Computer Science
12	R.NARAYANAN	Asst. Prof. in History
13	G. SELVI FRANCISCA	Asst. Prof. in Economics
14	M. SIVA	Director of Physical Education
15	S. VIJAYALAKSHMI	Asst. Prof. in Music
16	D. DHAMODHARAN	Asst. Prof. in Fine Arts

## **NON TEACHING STAFF**

1	Mrs. K. THANGA ESWARI	Admin & Accounts Officer
2	Mr. J. SURESHKUMAR	Lab. Assistant
3	Ms .G.MONIKA	Computer Operator
4	Mr. M. KAMALBASHA	Technician
5	Mr. T. HARIKRISHNAN	Librarian
5	Ms. D. KARTHIGA	Store Keeper
6	Mr. R. BALAMURUGAN	Helper & Driver
7	Mrs. A. LALITHA	Support Staff & Sweeper

### **ANTI – RAGGING COMMITTEE**

#### **Co-ordinator:**

Mrs. V.Sundari, Assistant Professor

Mobile No: 9486422277

#### **Members:**

1. R.Arunkumar
2. V.Johnson
3. R.Aishwarya
4. G.Anupriya

### **STUDENT GRIEVANCE CELL**

#### **Co-ordinator :**

Mrs. S. Lada, Assistant Professor

Mobile No: 8015620328

#### **Members:**

1. T. Malini
2. R. Naveena
3. G.Sugola devi
4. R.Valli

### **INTERNAL COMPLAINTS COMMITTEE**

#### **Co-ordinator :**

Mrs. S. Perundevi, Assistant Professor

Mobile No:9626684928

**Members:**

1. M.Shakina
2. P.Saranya
3. D. Sathiya
4. M.Tamil selvi

**PLACEMENT CELL****Co-ordinator :**

Mrs. S. Ramya Radhi Prada, Assistant Professor  
Mobile No:8428611241

**ENVIRONMENT CLUB****Co-ordinator :**

Mrs. S. Senthamarai, Assistant Professor  
Mobile No:9787045575

**RED RIBBON CLUB****Co-ordinator :**

Ms. P. Sheela, Assistant Professor  
Mobile No:9344418178

**YOUTH RED CROSS SOCIETY****Co-ordinator :**

Mr. A.Purushothaman, Assistant Professor  
Mobile No:7667446449

**PATHWAY TO PERFECTION****The College Timings:**

1. All the students should be within the College campus in complete prescribed uniform before 9.30 a.m. The classes end at 4.00 p.m

**Late Coming:**

1. Late comers will not be allowed without the permission of the principal.

2. The students can enter the classroom only after entry in the late attendance record maintained by the in-charge teachers.

### **Dress Code**

Students are instructed to attend the college with proper dress code.

- College provides 2 sets of uniform material for the students. Uniform is compulsory in all working days except on Friday.
- Casual wears like jeans, T-shirts, tight fit short shirts, multi- pocket shirts, multi-coloured shirts and pants are strictly prohibited.
- Girls should wear sarees neatly pinned. Cut- shoe is compulsory for girls and shoe for boys.

### **Identity Card**

- Identity Cards will be issued to all the students soon after the commencement of classes.
- Students should wear their Identity Card (ID) inside the college premises.

### **Attendance**

- A student will be permitted to appear for the TNTEU examination at the end of the academic year, only if he/she secures 85% of attendance, failing which they will not be permitted to appear for the B.Ed. degree examination.
- Attendance and Internal Assessment marks will be submitted to TNTEU, Chennai by the end of every year.
- Internal Marks will be awarded based on the academic performance of the students.

### **Availing Leave**

- As per the Institution regulation, the students should get prior permission from the Principal and Class Incharge to avail leave Otherwise, the student(s) should come with their parents the following day.

- The leave application must be produced to the Principal, forwarded by Class Incharge, with the signature of the parents. In case of sickness, leave application, along with medical certificate, should be produced.
- Students are not allowed to leave the campus during the working hours.

### **Tentative Schedule for Examinations**

- Every Month we conduct Unit Test in order to help the students to prepare well for the University Exam. Hence the students are instructed to take the External tests seriously.

### **Maintenance of Discipline**

- CK College strictly adheres to discipline, which plays a vital role in grooming the students. Hence the students are instructed to maintain punctuality and discipline.
- Rude behavior, violent attitude, ragging and teasing fellow students will lead to disciplinary action. Meeting of any kind held inside the college premises without the permission of the Principal is strictly banned.



## JULY-2019

Date	Day	Particular	B.Ed	
			II Year	I Year
1	MON			
2	TUE			
3	WED	College re-opens for 2 <sup>nd</sup> year	1	
4	THU		2	
5	FRI		3	
6	SAT		4	
7	SUN		Holiday	
8	MON		5	
9	TUE		6	
10	WED		7	
11	THU		8	
12	FRI		9	
13	SAT		Holiday	
14	SUN		Holiday	
15	MON		10	
16	TUE		11	
17	WED		12	
18	THU		13	
19	FRI		14	
20	SAT		15	
21	SUN		Holiday	
22	MON	Monthly Test begins 2 <sup>nd</sup> year	16	
23	TUE		17	
24	WED		18	
25	THU		19	
26	FRI	Monthly Test End	20	
27	SAT		Holiday	
28	SUN		Holiday	
29	MON		21	
30	TUE		22	
31	WED		23	
Total No.of Working Days			23	
No. of working days in this month = 23				

## AUGUST-2019

DATE	DAY	PARTICULARS	B.Ed	
			II Year	I Year
1	THU	Commencement of school Internship for II-year	24	
2	FRI		25	
3	SAT		26	
4	SUN		Holiday	
5	MON		27	
6	TUE		28	
7	WED		29	
8	THU		30	
9	FRI		31	
10	SAT	II-Saturday	Holiday	
11	SUN		Holiday	
12	MON	Bakrid	Holiday	
13	TUE		32	
14	WED		33	
15	THU	Independence day	Holiday	
16	FRI		34	
17	SAT		35	
18	SUN		Holiday	
19	MON	Commencement of Class I-year	36	1
20	TUE		37	2
21	WED		38	3
22	THU		39	4
23	FRI	Krishna Jayanthi	Holiday	
24	SAT		Holiday	
25	SUN		Holiday	
26	MON		40	5
27	TUE		41	6
28	WED		42	7
29	THU		43	8
30	FRI		44	9
31	SAT		45	10
Total No.of Working Days			23+22=45	10
No. of working days in this month = 22				

## SEPTEMBER-2019

DATE	DAY	PARTICULARS	B.Ed	
			II Year	I Year
1	SUN		Holiday	
2	MON	Vinayagar Charthurthi	Holiday	
3	TUE		46	11
4	WED		47	12
5	THU	Teachers Day celebration	48	13
6	FRI		49	14
7	SAT		50	15
8	SUN		Holiday	
9	MON	Moharrum	Holiday	
10	TUE		51	16
11	WED		52	17
12	THU		53	18
13	FRI		54	19
14	SAT	2 <sup>nd</sup> Saturday	Holiday	
15	SUN		Holiday	
16	MON		55	20
17	TUE		56	21
18	WED		57	22
19	THU		58	23
20	FRI		59	24
21	SAT	Language Club Activity	60	25
22	SUN		Holiday	
23	MON	Monthly Test begins for 1 <sup>st</sup> Year	61	26
24	TUE		62	27
25	WED		63	28
26	THU		64	29
27	FRI		65	30
28	SAT		66	31
29	SUN		Holiday	
30	MON	Monthly Test End	67	32
Total No.of Working Days			45+22=67	10+22=32
No. of working days in this month = 22				

## OCTOBER -2019

DATE	DAY	PARTICULARS	B.Ed	
			II Year	I Year
1	TUE		68	33
2	WED	Gandhi Jayanthi	Holiday	
3	THU		69	34
4	FRI		70	35
5	SAT		71	36
6	SUN		Holiday	
7	MON	Ayudha Pooja	Holiday	
8	TUE	Vijaya Dasami	Holiday	
9	WED		72	37
10	THU		73	38
11	FRI		74	39
12	SAT		75	40
13	SUN		Holiday	
14	MON		76	41
15	TUE		77	42
16	WED		78	43
17	THU		79	44
18	FRI		80	45
19	SAT		81	46
20	SUN		Holiday	
21	MON		82	47
22	TUE		83	48
23	WED		84	49
24	THU		85	50
25	FRI		86	51
26	SAT		Holiday	
27	SUN	Diwali	Holiday	
28	MON		87	52
29	TUE		88	53
30	WED		89	54
31	THU		90	55
Total No.of Working Days			67+23=90	32+23=55
No. of working days in this month = 23				

## NOVEMBER -2019

DATE	DAY	PARTICULARS	B.Ed	
			II Year	I Year
1	FRI		91	56
2	SAT		92	57
3	SUN		Holiday	
4	MON		93	58
5	TUE		94	59
6	WED		95	60
7	THU		96	61
8	FRI		97	62
9	SAT		Holiday	
10	SUN		Holiday	
11	MON		98	63
12	TUE		99	64
13	WED		100	65
14	THU		101	66
15	FRI		102	67
16	SAT	Maths club Activity	103	68
17	SUN		Holiday	
18	MON	Monthly Test begins for 1 <sup>st</sup> year	104	69
19	TUE		105	70
20	WED		106	71
21	THU		107	72
22	FRI		108	73
23	SAT		109	74
24	SUN		Holiday	
25	MON	Monthly Test end	110	75
26	TUE		111	76
27	WED		112	77
28	THU		113	78
29	FRI		114	79
30	SAT		115	80
Total No. of Working Days			90+25=115	55+25=80
No. of working days in this month = 25				

## DECEMBER -2019

DATE	DAY	PARTICULARS	B.Ed	
			II Year	I Year
1	SUN		Holiday	
2	MON		116	81
3	TUE		117	82
4	WED		118	83
5	THU		119	84
6	FRI		120	85
7	SAT		121	86
8	SUN		Holiday	
9	MON		122	87
10	TUE	Closing of school internship 2 <sup>nd</sup> year	123	88
11	WED		124	89
12	THU		125	90
13	FRI		126	91
14	SAT		Holiday	
15	SUN		Holiday	
16	MON	Half-Yearly examination begins for 1 <sup>st</sup> year	127	92
17	TUE		128	93
18	WED		129	94
19	THU		130	95
20	FRI		131	96
21	SAT		132	97
22	SUN		Holiday	
23	MON	Half-Yearly examination end	133	98
24	TUE		134	99
25	WED	Chirstmas	Holiday	
26	THU		135	100
27	FRI	Science Club activity	136	101
28	SAT	Short Term Vacation	Holiday	
29	SUN			
30	MON			
31	TUE			
Total No. of Working Days			115+21=136	80+21=101
No. of working days in this month = 21				

## JANUARY -2020

DATE	DAY	PARTICULARS	B.Ed	
			II Year	I Year
1	WED	New Year	Holiday	
2	THU		137	102
3	FRI		138	103
4	SAT		139	104
5	SUN		Holiday	
6	MON		140	105
7	TUE		141	106
8	WED		142	107
9	THU		143	108
10	FRI		144	109
11	SAT		145	110
12	SUN		Holiday	
13	MON		146	111
14	TUE	Bogi	147	112
15	WED	Pongal	Holiday	
16	THU	Thiruvalluvar day	Holiday	
17	FRI	Uzhavar Thirunal	Holiday	
18	SAT		Holiday	
19	SUN		Holiday	
20	MON	Monthly test begin for 1 <sup>st</sup> year	148	113
21	TUE		149	114
22	WED	Monthly test begins for 2 <sup>nd</sup> year	150	115
23	THU		151	116
24	FRI		152	117
25	SAT		153	118
26	SUN	Republic day	Holiday	
27	MON	Monthly test end	154	119
28	TUE		155	120
29	WED		156	121
30	THU		157	122
31	FRI	Art club Activity	158	123
Total No. of Working Days			136+22=158	101+22=123
No. of working days in this month = 22				

## FEBRUARY -2020

DATE	DAY	PARTICULARS	B.Ed	
			II Year	I Year
1	SAT		159	124
2	SUN		Holiday	
3	MON	Commencement of 4 week – practical components internship	160	125
4	TUE		161	126
5	WED		162	127
6	THU		163	128
7	FRI		164	129
8	SAT		Holiday	
9	SUN		Holiday	
10	MON	Half-yearly examination for 2 <sup>nd</sup> year	165	130
11	TUE		166	131
12	WED		167	132
13	THU		168	133
14	FRI	Half-Yearly examination End	169	134
15	SAT		170	135
16	SUN		Holiday	
17	MON		171	136
18	TUE		172	137
19	WED		173	138
20	THU		174	139
21	FRI		175	140
22	SAT		176	141
23	SUN		Holiday	
24	MON		177	142
25	TUE		178	143
26	WED		179	144
27	THU		180	145
28	FRI	Internship training ends with 1 <sup>st</sup> year	181	146
29	SAT		182	147
Total No. of Working Days			158+24=182	123+24=147
No. of working days in this month = 24				



## MARCH -2020

DATE	DAY	PARTICULARS	B.Ed	
			II Year	I Year
1	SUN		Holiday	
2	MON		183	148
3	TUE		184	149
4	WED		185	150
5	THU		186	151
6	FRI		187	152
7	SAT		188	153
8	SUN		Holiday	
9	MON		189	154
10	TUE		190	155
11	WED		191	156
12	THU		192	157
13	FRI		193	158
14	SAT		Holiday	
15	SUN		Holiday	
16	MON	1 <sup>st</sup> Model Examination begins	194	159
17	TUE		195	160
18	WED		196	161
19	THU		197	162
20	FRI		198	163
21	SAT		199	164
22	SUN		Holiday	
23	MON	1 <sup>st</sup> Model Examination End	200	165
24	TUE		201	166
25	WED	Telungu New year	Holiday	
26	THU		202	167
27	FRI		203	168
28	SAT		204	169
29	SUN		Holiday	
30	MON		205	170
31	TUE		206	171
Total No. of Working Days			182+24=206	147+24=171
No. of working days in this month = 24				

**APRIL -2020**

DATE	DAY	PARTICULARS	B.Ed	
			II Year	I Year
1	WED		207	172
2	THU		208	173
3	FRI	Last working day for 2 <sup>nd</sup> year	209	174
4	SAT			175
5	SUN			176
6	MON		Holiday	
7	TUE	Mahaveer Jayanthi	Holiday	
8	WED			177
9	THU			178
10	FRI	Good Friday	Holiday	
11	SAT		Holiday	
12	SUN		Holiday	
13	MON			179
14	TUE	Tamil New Year	Holiday	
15	WED			180
16	THU			181
17	FRI			182
18	SAT			183
19	SUN		Holiday	
20	MON	2 <sup>nd</sup> Model Examination Begins		184
21	TUE			185
22	WED			186
23	THU			187
24	FRI			188
25	SAT			189
26	SUN		Holiday	
27	MON	2 <sup>nd</sup> Model Examination End		190
28	TUE			191
29	WED			192
30	THU			193
Total No. of Working Days			206+3=209	171+22=193
No. of working days in this month = 22				

## MAY -2020

DATE	DAY	PARTICULARS	B.Ed	
			II Year	I Year
1	FRI	May Day	Holiday	
2	SAT		Holiday	
3	SUN		Holiday	
4	MON			194
5	TUE			195
6	WED			196
7	THU			197
8	FRI			198
9	SAT			199
10	SUN		Holiday	
11	MON	Last working day for 1 <sup>st</sup> year		200
12	TUE			
13	WED			
14	THU			
15	FRI			
16	SAT			
17	SUN		Holiday	
18	MON			
19	TUE			
20	WED			
21	THU			
22	FRI			
23	SAT			
24	SUN		Holiday	
25	MON			
26	TUE			
27	WED			
28	THU			
29	FRI			
30	SAT			
31	SUN		Holiday	
Total No. of Working Days				193+7=200
No. of working days in this month = 7				