Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) by Accredited Institutions

(For Affiliated/Constituent Colleges)

(Revised as per Revised Accreditation Framework in November, 2017)

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;

- To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;

- To encourage self-evaluation, accountability, autonomy and innovations in higher education;

- To undertake quality-related research studies, consultancy and training programmes, and

- To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.

Value Framework

To promote the following core values among the HEIs of the country:

- ➢ Contributing to National Development
- ➢ Fostering Global Competencies among Students
- ➢ Inculcating a Value System among Students
- ➢ Promoting the Use of Technology
- ➢ Quest for Excellence

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Printed at:

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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;

d) Dissemination of information on various quality parameters to all stakeholders;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Periodical conduct of Academic and Administrative Audit and its follow-up

j) 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;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) 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:

1. Chairperson: Head of the Institution

2. Teachers to represent all level (Three to eight)

3. One member from the Management

4. Few Senior administrative officers

5. One nominee each from local society, Students and Alumni

6. One nominee each from Employers /Industrialists/Stakeholders

7. 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 need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. 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. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.

The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.

Mandatory Submission of AQAR by IQAC

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

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd 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 IQAC
(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, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution
(data may be captured from IIQA)

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   :   -

- Address   : Jayaram Nagar, Chellankuppam

- City/Town   : Cuddalore

- State/UT   : Tamilnadu

- Pin Code   : 607003

2. Institutional status:

- Affiliated / Constituent   : Affiliated

- Type of Institution: Co-education/Men/Women : Co-education

- Location : Rural/Semi-urban/Urban   : Urban

- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing : Self financing

- Name of the Affiliating University   : Tamilnadu Teachers Education University
- Name of the IQAC Co-ordinator   : Mrs. S. Ramya Radhi Prada
- Phone no.   : 04142-227885
- Alternate phone no.   : -
- Mobile   : 8428611241
- IQAC e-mail address   : ckcedcud@gmail.com
- Alternate Email address   : dsivakumar2011@yahoo.com

3. Website address: www.ckcoe.org

Web-link of the AQAR: (Previous Academic Year): http://www.ckcoe.org/AQAR 2017-18.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
1st	B+	2.59	2017	from:2017 to: 2022
2nd	-	-	-	-
3rd	-	-	-	-
4th	-	-	-	-
5th	-	-	-	-

6. Date of Establishment of IQAC: DD/MM/YYYY: 12/10/2015

7**.** 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	17.07.2018	16/148
To encourage faculty for paper publications in various National and International seminars.	-	16
Conducting Annual Audit	05.09.2018	4
To invite eminent persons during cultural events	28.01.2019 & 29.01.2019	20

To encourage faculty to deliver lectures using LCD/PPT's	-	16/148
Enhancing Computer skill among non – teaching faculty	19.12.2018	7
Timely submission of AQAR to NAAC	28.03.2019	-

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
-	-	-	-	-

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

10. 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 19th JUNE 2018

Table of Persons attended:

S.No.	Name	Designation	Position
1	Dr.D.Sivakumar	Principal	Chairperson
2	Mrs. K.Thangaeswari	A.O	Senior administrative Officer
3	Mrs. S.Perundevi	Asst. Prof. in Psychology	Member
5	Mr. A.Purushothaman	Asst.Prof. in Mathematics	Member
6	Ms. P.Sheela	Asst.Prof. in Computer Science	Member
7	Mrs. S.Vanitha	Asst.Prof. in History	Member
8	Mrs. V.Sundari	Asst.Prof. in Phy.Science.	Member

9	Mrs. S.Lada	Asst.Prof. in Tamil	Member
10	Mrs. S. Senthamarai	Asst. Prof. in Biological Science	Member
11	Mrs. S.V. Janani	Asst. Prof. in English	Member
12	Mr. CK.Ashok Kumar	Trustee Sri Jayaram Educational Trust	Member from the Management
13	Mr. D.Chandrasekaran	Director, CK Group Of Institutions.	Member from the Management
14	Mr. P.Sellamuthu, Principal, (Rtd.)	J.S.J.V. Teacher Training Institute, Cuddalore.	Nominee from the Local Society
15	Mrs.S.Ramya Radhi Prada	Asst. Prof.in English	Co-ordinator

At the outset Asst. Prof. S. Ramya Radhi Prada, Coordinator (IQAC) welcomed Dr. D. Sivakumar, Principal of CK College of Education and Chairman (IQAC), and Honorable members of the Internal Quality Assurance Cell (IQAC) to the first meeting of the IQAC for the year 2018. Mrs. K. Thangaeswari Senior Administrative member has welcomed the members of IQAC and encouraged members to support and strengthen the IQAC. Thereafter, the agenda items were taken up for discussions with the permission of the Chair.

Agenda : 1.

To conduct periodic meetings with the Director, 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 25th SEPTEMBER 2018

Table of Persons attended

S.No.	Name	Designation	Position
1	Dr.D.Sivakumar	Principal	Chairperson
2	Mrs. K.Thangaeswari	A.O	Senior administrative Officer
3	Mrs. S.Perundevi	Asst. Prof. in Psychology	Member
5	Mr. A.Purushothaman	Asst.Prof. in Mathematics	Member
6	Ms. P.Sheela	Asst.Prof. in Computer Science	Member
7	Mrs. S.Vanitha	Asst.Prof. in History	Member
8	Mrs. V.Sundari	Asst.Prof. in Phy.Science.	Member
9	Mrs. S.Lada	Asst.Prof. in Tamil	Member
10	Mrs. S. Senthamarai	Asst. Prof. in Biological Science	Member
11	Mrs. S.V. Janani	Asst. Prof. in English	Member
12	Mr. CK.Ashok Kumar	Trustee Sri Jayaram Educational Trust	Member from the Management
13	Mr. D.Chandrasekaran	Director, CK Group Of Institutions.	Member from the Management
14	Mr. P.Sellamuthu, Principal, (Rtd.)	J.S.J.V. Teacher Training Institute, Cuddalore.	Nominee from the Local Society
15	Mrs.S.Ramya Radhi Prada	Asst. Prof.in English	Co-ordinator

The chairman welcomed all the members of the IQAC.

Agenda : 1

Departments to keep records of all academic, co curricular and extra curricular activities as per the criteria of NAAC.

Agenda : 2

Encouraging faculty to present papers and research publications.

THIRD IQAC MEETING HELD ON 4th JANUARY 2019

Table of Persons attended

S.No.	Name	Designation	Position
1	Dr.D.Sivakumar	Principal	Chairperson
2	Mrs. K.Thangaeswari	A.O	Senior administrative Officer
3	Mrs. S.Perundevi	Asst. Prof. in Psychology	Member
5	Mr. A.Purushothaman	Asst.Prof. in Mathematics	Member
6	Ms. P.Sheela	Asst.Prof. in Computer Science	Member
7	Mrs. S.Vanitha	Asst.Prof. in History	Member
8	Mrs. V.Sundari	Asst.Prof. in Phy.Science.	Member
9	Mrs. S.Lada	Asst.Prof. in Tamil	Member
10	Mrs. S. Senthamarai	Asst. Prof. in Biological Science	Member
11	Mrs. S.V. Janani	Asst. Prof. in English	Member
12	Mr. CK.Ashok Kumar	Trustee Sri Jayaram Educational Trust	Member from the Management

13	Mr. D.Chandrasekaran	Director, CK Group Of Institutions.	Member from the Management
14	Mr. P.Sellamuthu, Principal, (Rtd.)	J.S.J.V. Teacher Training Institute, Cuddalore.	Nominee from the Local Society
15	Mrs.S.Ramya Radhi Prada	Asst. Prof.in English	Co-ordinator

The Director of IQAC welcomed all the members with greeting for New Year.

Agenda : 1

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

Agenda : 2

    Conferences, Seminars, Workshops organized and attended.

FOURTH IQAC MEETING HELD ON 22nd MARCH 2019

Table of Persons attended

S.No.	Name	Designation	Position
1	Dr.D.Sivakumar	Principal	Chairperson
2	Mrs. K.Thangaeswari	A.O	Senior administrative Officer
3	Mrs. S.Perundevi	Asst. Prof. in Psychology	Member
5	Mr. A.Purushothaman	Asst.Prof. in Mathematics	Member
6	Ms. P.Sheela	Asst.Prof. in Computer Science	Member
7	Mrs. S.Vanitha	Asst.Prof. in History	Member
8	Mrs. V.Sundari	Asst.Prof. in Phy.Science.	Member

9	Mrs. S.Lada	Asst.Prof. in Tamil	Member
10	Mrs. S. Senthamarai	Asst. Prof. in Biological Science	Member
11	Mrs. S.V. Janani	Asst. Prof. in English	Member
12	Mr. CK.Ashok Kumar	Trustee Sri Jayaram Educational Trust	Member from the Management
13	Mr. D.Chandrasekaran	Director, CK Group Of Institutions.	Member from the Management
14	Mr. P.Sellamuthu, Principal, (Rtd.)	J.S.J.V. Teacher Training Institute, Cuddalore.	Nominee from the Local Society
15	Mrs.S.Ramya Radhi Prada	Asst. Prof.in English	Co-ordinator

The meeting commenced with the opening remarks by our Director D. Chandrasekaran, Member from the management of IQAC. He emphasized the important of achieving higher standards of quality in all academic and admission process.

Agenda : 1

Conducting academic Audit.

Agenda : 2

Remedial classes for weaker section of the students.

Agenda : 3

Students Feedback.

In compliance to decisions taken by IQAC in the meetings held during the academic year 2017-2018, the following actions have been taken.

1. **Result Analysis and measures of Improvement.**

A result analysis was conducted for the May – June 2018 examination and the pass percentage was recorded for all subjects and comparative performance with the previous years. The subject teacher analysed the factors responsible for the poor performance in some subjects and submitted a report on corrective measures in teaching – Learning.

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 form students who graduated in the year 2017. Similarly employer satisfaction survey was conducted. Responses were received from 25 employers.

4. Status of Additional classes for remedial purposes.

Departments have made efforts to motivate week students to attend additional classes for performance improvement. List of backlog students were prepared and also outstanding students list was prepared and given special training to face the examination with determination.

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

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

   * Maintaining quality standards in teaching, learning and evaluation.

   * Workshops and seminar was conducted.

   * Special coaching for SET /NET for post graduate students.

   * Organizing social science activities.

   * Model interviews and campus interview was organized to create job placements for our students and trained to be professionally skilled.

13. 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 encourage teachers to undertake minor and major research projects, to register for M.Phil and Ph.D and to participate in seminars, workshops and conferences.	10 Teachers from various departments attended and presented their research work at 15 different conferences seminars, workshops. 2 faculty pursuing Ph.D and M.Phil.,
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.

14. Whether the AQAR was placed before statutory body?   Yes /No: Yes

Name of the Statutory body: Management   Date of meeting(s): **28.03.2017**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

   Yes/No: Yes   Date: 21st and 22nd February 2017

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

Year: 2019   Date of Submission: January 2nd

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

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. Reports pertaining to the records can be easily generated. Some of the activities covered in Smart Campus are Student Management, Academic Activities, Management Activities, and Communication etc., Modules for the same are as follows:

Modules

1. Admission

Learning is 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-totalling 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 encyclopaedia. 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 Tamilnadu Teachers Education University. Depending on our resource potentiality, institutional goals and concerns towards the students, we impart quality education. The institution has developed a structured and effective implementation of the curriculum. Following are the various means though which it executes the curriculum.

Principal Meeting :

　　　　Principal Meeting are 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.

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.

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	-	01.08.2018 to 08.05.2019	Self-employability	Drawing

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
-	-	-	-

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	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
-	-	-	-	-	-

Already adopted (mention the year)

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

No of Students	Certificate	Diploma Courses
148	Art & Craft	-

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Date of introduction	Number of students enrolled
English for competitive exams	04.09.2018	80
Basic Computer skill	11.10.2018	148
Art and Craft	06.06.2018	148
Personality Development	07.01.2019	148
Physical Education	01.02.2018	20

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	42
Participate in sports activities in University level.	20

1.4 Feedback System

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)

The development of any organization, especially a college heavily depends upon a well functioning feedback system. It requires a thorough preparation to initiate, launch and implement the feedback system. This college has been practising feedback systems accommodating all the stakeholders including staffs, students, alumni and parents for many years to help the individuals and organization as a whole to improve the performance and effectiveness of the institution.

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 due significance.

Students :
- Student's feedback on staff 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	76	68

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
2018-19	68	-	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 *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
16	10	5	2	1	-

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

Mentoring programme is conducted to help the students to strengthen their varied capabilities and to build an interpersonal relationship between the teachers and students. Mentoring of students is an essential feature to render equitable service to all our students having varied background.

Student – mentorship has the following aims :
a) To enhance – teacher – student contact hours.
b) To enhance student's academic performance and attendance.
c) To increase the enrolment ratio
d) To identify and understand the status of slow learners and encourage advance learners.
e) To render equitable service to students.

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 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)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. D. Sivakumar	Principal	Perasiriyar Rathna Virudu 2018 given by kaviyarasu tamil sangam, Namakkal
2019	Dr. D. Sivakumar	Principal	Outstanding Faculty given by Arunai research foundation, Thiruvannamalai.

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	Date of declaration of results of semester-end/ year- end examination

			examination	
B.Ed.,	-	Year	09.06.2018	22.09.2018

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

Centralized Continuous Internal Evaluation System:
      Assessment of Performance is an integral part of teaching and learning process. The Institution adopts CIE system to assess all aspects of a student's development on a continuous basis throughout the year.

Orientation on Evaluation process :
      Teaching plan contains evaluation procedures, Academic calendar with CIA exam dates.

Result Analysis and Review meeting:
      Result Analysis is done by class tutors after every CIA test. Pass percentage of each course is calculated by dividing the total number of students appeared and passed in each course. The performance of students is monitored by the principal and necessary feedback is given to the concerned faculty member.

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

Reappearing / Recounting / Revaluation :
      The students are informed of the reappearing / Recounting / Revaluation scheme available to them. Re totalling is permitted for students who have secured at least 50% of the minimum pass mark within the stipulated time on payment of prescribed fee.

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.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes
for all programs offered by the institution are stated and displayed in website of the institution
(to provide the weblink)

-

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., 1st Year	79	78	98.73
-	B.Ed., 2nd Year	76	74	98.66

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects *(other than compulsory by the College)*	-	-	-	-
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)
Essential soft skills required for teacher educators	Education	05.01.2019
One day sensitization programme on inter generational bonding	Education	05.03.2019

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	27.07.17	-
Clean India and Green India	Appreciation	Dr. A.P.J.Abdulkalam	15.08.18	-
Declamation contest	Appreciation	Nehru Yuva Kendra	03.11.18	First and Second place

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	29.04.2018

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
-	3	-

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

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	4	-
International	-	-	-

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	11
Tamil	2
English	4
Mathematics	13
Physical Science	4
Biological Science	4
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	-	3	-	-
Presented papers	2	14	-	-
Resource Persons	-	2	2	5

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
Planting Sapling	CK College of Education	2	148
Blood Donation	CK College of Education	2	20

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
-	-	-	-

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, Toilet Awareness	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

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	210	Management	2 days
Work shop	140	Management	1 day
Sports and cultural events	200	Management	2 days

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
Research	Research guidance	Dr. D. Sivakumar, Principal, CK College of Education	2015 to Till date	6

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
-	-

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	0.82 acres	-
Class rooms	4	-
Laboratories	8	-
Seminar Halls	1	-
Classrooms with LCD facilities	1	-
Classrooms with Wi-Fi/ LAN	-	-
Seminar halls with ICT facilities	1	-
Video Centre	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	>1 lakh	-
Value of the equipment purchased during the year (Rs. in Lakhs)	44163	-
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
Webzedu	Fully	-	2019

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3562	-	142	16118	3704	-
Reference Books	1244	-	2	700	1246	-
e-Books	-	-	-	-	-	-
Journals	9	9300	2	3200	11	12500
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	85	-	10	2300	95	-
Library automation	-	-	-	-	-	-
Weeding (Hard & Soft)	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	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

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

12 MBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
-	-

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	Blended Learning in Social System	Research guidance in Ph.D	March 2019

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2 lakhs	173675	50000	49977

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. *(maximum 500 words)* (information to be available in institutional Website, provide link)

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	17	1,42,000
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
Personality Development	01.11.2018	68	District Coordinator
Bridge Course	14.08.2018 to 20.08.2018	68	CK College of Education
Yoga & Meditation	19.03.2019 to 20.03.2019	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
2018	TET	46	32	-	-

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
6	4	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	46	18	Kamatchi Shanmugam Matric.Hr Sec.School	12	4
Saraswathi Vidhyalaya & Matric Hr.Sec.School	13	8	Aristo Public School	17	6
Akshara Vidhyalaya Public School	15	5	Lakshmi Matric.School	6	2
			ARLM Matric.Hr. Sec.School	15	7

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017	33	B.Ed	Education	Annamalai University St. Josephs Arts And Science College Periyar Arts College	Post graduation

5.2.3Students 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	Inter College level	14

Cultural	District level	9
Meet	Zonal level	5

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 members of the association are elected through democratic process of election in which student cast their vote to candidates of their choice. The constitution of the student association comprises chairman, Director, trustee, secretary and student council members. The association is monitored by senior faculty members who are responsible for the smooth conduct of the association meetings and events.

　　　　The student association plays a dominant role in many activities related to fine arts, sports and other co-curricular activities of the department. Various co-curricular activities organized by the association include special lecturer by experts, seminars, workshop, Inter – collegiate meet to develop the personality and skills of the student's ability.

　　　　Student members of the associations also observe important days like National festivals, Birth / Death Anniversary of important leaders, International women's day, International yoga Day, sports Day, Teachers Day, etc.,

　　　　They also organize cultural festivals, like Pongal, Saraswathi pooja, etc. Students from each department participate in class committee meeting and faculty feedback will be given.

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.

5.3 Alumni Engagement

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

　　　　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. It's 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: 76

-

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

-

5.3.4 Meetings/activities organized by Alumni Association **:** 02.10.18

-

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)

Decentralization :

Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralization governance system.

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 fulfil 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 incharge 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	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 redressel committee	Attending and redressel 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, counselling, 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 counselling are provided for slow learners

❖	**Research and Development**

Research has been considered as an important integral part of the academic endeavours in our college. Seminars and workshops are organized by the college to provide expert information on research methodology. The college promotes faculty participation in research by granting them leave, helping them in participation of faculty improvement programmes and arranging for books required by them. The management of the institution has a policy of felicitating the faculty members acquiring Ph.D degree with an cash award.

❖	**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	Name of the professional body for which membership fee is provided	Amount of support

2018 to 2019	Dr. D. Sivakumar S.Perundevi R.Prabhavathi V.Sundari A.Purushothaman S.Lada	Role of ICT in Teacher Education Application of Science Technology for Rural Areas Sankalp Siddhi Yep for New India	CK College of Education	4000

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
-	-	-	-	-	-

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)
Orientation Programme	2	17.09.2018

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
01		-	

6.3.5 Welfare schemes for

Teaching and Non teaching	The management contributes an amount equal to the employee share for EPF with Pension scheme and ESI. ➢ Various allowances like conveyance allowance, professional development allowance. ➢ Medical Leave Provision is given to the faculty and staff members based on the request. ➢ Faculty members are allowed to avail Winter and Summer vacation ➢ On duty leave is provided to faculty members for attending various conferences, workshops, seminars and examination duties. ➢ The management encourages the faculty members for pursuing Ph.D. program by providing adequate number of on duty leave. ➢ 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. ➢ The management provides daily refreshments for faculty and staff members at free of cost
Students	➢ Medical assistance to students: health centre, health insurance etc. ➢ Skill development (Spoken English, Computer Literacy, etc.,) ➢ Practical Knowledge Training

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

(with in 100 words each)
The institute has a mechanism for external audit. The external audit is done to verify and certify the entire Income and expenditure and the capital expenditure of the institute each year. Qualified external resources have been permanently appointed and a team of staff under them do a thorough check and verification of al vouchers of the transactions that are carried out in each financial year. Likewise an external audit is also carried out on an elaborate way on quarterly basis. So far there have been no major findings / objections. Minor errors of omissions and commissions when pointed out by the audit team are immediately corrected / rectified and precautionary steps are taken to avoid recurrence of such errors in feature. The institute regularly follows external financial audit system.

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   58364958

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.

- o PTO's encourage parent, teacher and community involvement by providing programs that facilitates activities which include dray awardees, energy consultation, health awareness, pedestrian safety etc.
- o Teachers may become involved by helping to plan events that encourage the education of the students. These may include workshop, tutoring or special coaching.
- o 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
2018	Seminar community based activity	15.08.2018	1 Day	148
2019	Eye donation programme	22.01.2019	1 Day	148

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period **(from-to)**	Participants	
		Female	Male
Celebrating women's day	08.03.2019 to 09.03.2019	139	9

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

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	Number of	Date and	Name of the	Issues	Number of

	initiatives to address locational advantages and disadvantages	initiatives taken to engage with and contribute to local community	duration of the initiative	initiative	addressed	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)
-	-	-

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
-	-	-

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

1. Take notes electronically

Thankfully the world in now digitally focussed and your studies can be too. You'll save money and shop 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 By 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 you 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.

<div align="center">

Best Practice : 1

</div>

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

<center>**Best Practice : 2**</center>

Title : Improving teaching – learning process

Goal: To ensure the completion of syllabus according to the academic planner. To enhance the number of ranks bagged by the college at the university level examinations.

The Context: The syllabus coverage in some cases in being hurried and towards the end of the semester where information are being crammed at ones. This sluggish coverage initially and hurried coverage later should be avoided giving enough time to student in comprehending the topics and assimilating the facts.

Practice: Academic planner along with the calendar of events is uploaded on the website for information to students.

- Frequent assignments, test and evaluation are conducted to improve the performance at the university level.

- Classes with ICT provide enrichment in the course.

- Computer science department staff train the teachers in the use of power point presentations, browsing the internet for useful resources, uploading context on the college website, use of Google for information sharing etc.,

Guidance of success :

- ✓ Some teachers adopt modern pedagogic styles and ICT in classroom.

- ✓ Appropriately paced and timely completion of syllabus.

- ✓ Improvement in results.

Problems encountered and resources required: The demand for ICT resources is increasing and paucity of trends has been the biggest impediment which may develop the spirit of technology adoption by teachers.

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 weblink 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)**

Continuing with the tradition of striving for excellence, the Academic Calendar would be prepared, as per the Academic calendar of the Affiliation University with additional activity. This year, we plan to make the Academic calendar more 'action-oriented', especially as per the needs of various Departments. More extension lectures, making interaction sessions which will be scheduled, so as to bridge the gap between classroom teaching and extension activities. Also, keeping in mind the high level of stress among youth, new activities would be planned for the mental well-being of the youth. More activities of social outreach would be organised like organ donation camps, blood donations, plantation drives, environment awareness events etc. Apart from increasing the activities in these regular areas, we at CK plan to do the following additional things in the next academic session.

1. **Start NSS in the institution:** National service scheme (NSS), is the Governments ambitious scheme to inculcate the sense of service, nationalism and humanity among youth. Through this scheme we would sensitize the students to share their 'blessings' with the not-so-blessed people of the society.

2. **Pre – Placement Activities:** We are planning to conduct a large number of pre-placement activities for the final year students, so as to help them optimally utilise the benefits of placement opportunities. This is being initiated on basis of feedback received from various stakeholders.

3 **Talk- series:** The biggest issue today is stress among youngsters. It is visible in ever increasing rates of suicide, drug abuse, depression etc among the college students. In order to help them understand life, healthy competition and beauty of 'everydayness' without stress, we plan to start a talk series.

4 **Alumni Registration:** In this academic session, we also plan to expedite the process of registration for the alumni. The alumni are in touch with the institution, contributing towards making the institute a centre of excellence.

5 **Course management:** To implement the curriculum in a more effective manner, it is planned to follow new formats for lesson plan and evaluation. Also progression of each students will be tracked to cater to individual differences.

6 **Recycle - Reuse – Reduce:** Keeping in mind the environment being harmed and necessarily because of use of paper for reporting and record keeping, we at CK would like to initiate the triple **R** solution for various processes. The aim is to move towards paperless office, for which we would identify various processes which can be made completely paperless in the first stage. Adding more processes to have a seamless system with minimum use of paper and hence contribute towards protecting trees and saving the earth.

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)
P. O. Box. No. 1075, Nagarbhavi
Bengaluru - 560 072
Phone: +91-80-2321 0261/62/63/64/65
Fax: +91-80-2321 0268, 2321 0270
E-mail: director.naac@gmail.com
Website: www.naac.gov.in

CK COLLEGE OF EDUCATION

(Accredited with 'B+' Grade by NAAC)

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

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.

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

2018-19

Jayaram Nagar, Chellankuppam, Cuddalore – 607 003.

Tel. No.:04142 – 217885

Fax: 04142-227455

E-mail: ckcedcud@gmail.com

Visit us at: 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)

FOUNDERS OF CK ACADEMY

Shri. R. Chinnikrishnan

Dr. C K. Hemalatha

MANAGEMENT BOARD
WITH THE BLESSING OF OUR FOUNDER
Shri R.Chinnikrishnan & Dr. Mrs. Hema Chinnikrishnan

Mr. C. K. RANGANATHAN
Chairman

Mr. D. CHANDRASEKARAN
Director

Dr. D. SIVAKUMAR
Principal

OUR MOTTO

Observes, engage, communicates, relates and provides 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

நீராருங் 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!
              –'மனோன்மணீயம்' 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 நிற்றல் 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 மூத்தோர் /
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 – 217885

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 educated.

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 from05.08.2008. The college has completed 8 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 O.T – 607003.** 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 calm serene pleasant, healthy and stimulating in every sense. Comfortable classrooms, well established laboratories are equipped with modern instruments, rich 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

ECONOMICS

TEACHING STAFF

1	Dr. D. SIVAKUMAR	Principal
2	S.V. JANANI	Asst. Prof. in Education
3	V. MUTHUKANI	Asst. Prof. in Sociology
4	S. PERUNDEVI	Asst. Prof. in Psychology
5	S. VANITHA	Asst. Prof. in History
6	S. LADA	Asst. Prof. in Tamil
7	S. RAMYA RADHI PRADA	Asst. Prof. in English
8	A. PURUSHOTHAMAN	Asst. Prof. in Mathematics
9	R. KAVITHA	Asst. Prof. in Mathematics
10	V. SUNDARI	Asst. Prof. in Physical Science
11	S. SENTHAMARAI	Asst. Prof. in Biological Science
12	P. SHEELA	Asst. Prof. in Computer Science
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	Mrs .K. Akila	Office Asst. cum Comp.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

COMMITTEE

ANTI – RAGGING COMMITTEE

Co-ordinator:

Mrs. S. Lada, Assistant Professor

Mobile No:8015620328

MEMBERS :

AISHWARIYA K

ANGAIYARKANNI G

ASWINI T

BAVITHRA A

STUDENT GRIEVANCE CELL

Co-ordinator:

Mrs. V. Sundari, Assistant Professor

Mobile No:9486422277

MEMBERS:

SARANYA P

ESTHAR A

MALATHI V

KARTHIGA S

INTERNAL COMPLAINTS COMMITTEE

Co-ordinator:

Mrs. S. Perundevi, Assistant Professor

Mobile No:9626684928

MEMBERS:

SHALINI PRIYA A

SIVA SUBATHRA S

SWEDHA G

VARALAKSHMI B

PLACEMENT CELL

Co-ordinator:

Mrs. S. Vanitha, Assistant Professor

Mobile No:9488805405

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 PEFECTION

The College Timings:

1. All the students should be within the College campus in complete prescribed uniform before 9.30 a.m

2. The classes end at 4.00 p.m. Buses depart from the college premises by 4.15p.m.

3. Students will not be permitted to go outside the campus before 4.30 p.m.

Late Coming:

1. Late comers will not be admitted without the admission note from the principal.

2. The students can enter the classroom only after entry in the late coming record having in 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 Friday and Saturday.

➢ 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.

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. Otherwise, the next day student(s) should come with their parents.
- The leave application must be sent 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 sent to the Principal.
- 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 - 2018

Date	Day	Particulars	B.Ed. II Year	B.Ed. I Year
1	Sun			
2	MON	College Re-open for second year		-
3	TUE			
4	WED			
5	THU			
6	FRI			
7	SAT			
8	Sun		HOLIDAY	
9	MON		1	
10	TUE		2	
11	WED		3	
12	THU		4	
13	FRI		5	
14	SAT	II - Saturday	HOLIDAY	
15	Sun		HOLIDAY	
16	MON		6	
17	TUE		7	
18	WED		8	
19	THU		9	
20	FRI		10	
21	SAT		11	
22	Sun		HOLIDAY	
23	MON	Monthly Test begins Second Year	12	
24	TUE		13	
25	WED		14	
26	THU		15	
27	FRI	Monthly Test End	16	
28	SAT		17	
29	Sun		HOLIDAY	
30	MON		18	
31	TUE		19	
		Total No.of Working Days	19	
		No. of working days in this month = 19		

August - 2018

Date	Day	Particulars	B.Ed. II Year	B.Ed. I Year
1	WED	Commencement of school Internship - For II - Year commencement of Class I - Year	20	1
2	THU		21	2
3	FRI		22	3
4	SAT		23	4
5	Sun		HOLIDAY	
6	MON		24	5
7	TUE		25	6
8	WED		26	7
9	THU		27	8
10	FRI		28	9
11	SAT	II - Saturday	HOLIDAY	
12	Sun		HOLIDAY	
13	MON		29	10
14	TUE		30	11
15	WED	Independence day	HOLIDAY	
16	THU		31	12
17	FRI		32	13
18	SAT		33	14
19	Sun		HOLIDAY	
20	MON		34	15
21	TUE		35	16
22	WED	Bakrith	HOLIDAY	
23	THU	Monthly Test begins for First Year	36	17
24	FRI		37	18
25	SAT		38	19
26	Sun		HOLIDAY	
27	MON		39	20
28	TUE		40	21
29	WED		41	22
30	THU		42	23
31	FRI	Monthly Test End	43	24
		Total No.of Working Days	19+24=43	24
		No. of working days in this month = 24		

SEPTEMBER - 2018

Date	Day	Particulars	B.Ed.. II Year	B.Ed.. I Year
1	SAT		44	25
2	Sun	Krishna Jayanthi	Holiday	
3	MON		45	26
4	TUE		46	27
5	WED	Teachers day Celebration	47	28
6	THU		48	29
7	FRI		49	30
8	SAT	II - Saturday	HOLIDAY	
9	Sun		HOLIDAY	
10	MON		50	31
11	TUE		51	32
12	WED		52	33
13	THU	Vinayagar Chadhurthi	HOLIDAY	
14	FRI		53	34
15	SAT		54	35
16	Sun		HOLIDAY	
17	MON		55	36
18	TUE		56	37
19	WED		57	38
20	THU		58	39
21	FRI	Moharam	HOLIDAY	
22	SAT		HOLIDAY	
23	Sun		HOLIDAY	
24	MON	Monthly Test begins	59	40
25	TUE		60	41
26	WED		61	42
27	THU		62	43
28	FRI		63	44
29	SAT		64	45
30	Sun		HOLIDAY	
		Total No.of Working Days	43+21=64	24+21=45
		No. of working days in this month = 21		

OCTOBER - 2018

Date	Day	Particulars	B.Ed.. II Year	B.Ed.. I Year
1	MON		65	46
2	TUE	Gandhi Jayanthi	HOLIDAY	
3	WED		66	47
4	THU	Monthly Test End	67	48
5	FRI		68	49
6	SAT		69	50
7	Sun		HOLIDAY	
8	MON		70	51
9	TUE		71	52
10	WED		72	53
11	THU		73	54
12	FRI		74	55
13	SAT	II - Saturday	HOLIDAY	
14	Sun		HOLIDAY	
15	MON		75	56
16	TUE		76	57
17	WED		77	58
18	THU	Saraswathi Pooja	HOLIDAY	
19	FRI	Vijaya Dasami	HOLIDAY	
20	SAT		HOLIDAY	
21	Sun		HOLIDAY	
22	MON		78	59
23	TUE		79	60
24	WED		80	61
25	THU		81	62
26	FRI		82	63
27	SAT		83	64
28	Sun		HOLIDAY	
29	MON		84	65
30	TUE		85	66
31	WED		86	67
Total No.of Working Days			64+22=86	45+22=67
No. of working days in this month = 22				

NOVEMBER - 2018

Date	Day	Particulars	B.Ed.. II Year	B.Ed.. I Year
1	THU		87	68
2	FRI		88	69
3	SAT		89	70
4	Sun		HOLIDAY	
5	MON		HOLIDAY	
6	TUE	Diwali	HOLIDAY	
7	WED		90	71
8	THU		91	72
9	FRI		92	73
10	SAT	II - Saturday	HOLIDAY	
11	Sun		HOLIDAY	
12	MON		93	74
13	TUE		94	75
14	WED	Children's Day	95	76
15	THU		96	77
16	FRI		97	78
17	SAT		98	79
18	Sun		HOLIDAY	
19	MON	Monthly Test Begins	99	80
20	TUE		100	81
21	WED	Milad un Nabi	HOLIDAY	
22	THU		101	82
23	FRI		102	83
24	SAT		103	84
25	Sun		HOLIDAY	
26	MON		104	85
27	TUE	Monthly Test End	105	86
28	WED		106	87
29	THU		107	88
30	FRI		108	89
		Total No.of Working Days	86+22=108	67+22=89
		No. of working days in this month = 22		

DECEMBER - 2018

Date	Day	Particulars	B.Ed.. II Year	B.Ed.. I Year
1	SAT		109	90
2	Sun		HOLIDAY	
3	MON		110	91
4	TUE		111	92
5	WED		112	93
6	THU		113	94
7	FRI		114	95
8	SAT	II - Saturday	HOLIDAY	
9	Sun		HOLIDAY	
10	MON	Closing of School Internship for II - Year	115	96
11	TUE		116	97
12	WED		117	98
13	THU	Half Year Examination begines for First Year	118	99
14	FRI		119	100
15	SAT		120	101
16	Sun		HOLIDAY	
17	MON		121	102
18	TUE		122	103
19	WED		123	104
20	THU		124	105
21	FRI	Half Year Examination End for First Year	125	106
22	SAT		126	107
23	Sun	Shot Vacation	HOLIDAY	
24	MON			
25	TUE			
26	WED			
27	THU			
28	FRI			
29	SAT			
30	Sun			
31	MON		127	108
		Total No.of Working Days	108+19=127	89+19=108
		No. of working days in this month = 19		

JANUARY - 2019

Date	Day	Particulars	B.Ed.. II Year	B.Ed.. I Year
1	TUE	New Year	HOLIDAY	
2	WED		128	109
3	THU		129	110
4	FRI		130	111
5	SAT		131	112
6	Sun		HOLIDAY	
7	MON		132	113
8	TUE		133	114
9	WED		134	115
10	THU		135	116
11	FRI		136	117
12	SAT	II - Saturday	HOLIDAY	
13	Sun		HOLIDAY	
14	MON	Bogi Festival	HOLIDAY	
15	TUE	Pongal Festival	HOLIDAY	
16	WED	Uzhavar Thirunal	HOLIDAY	
17	THU	Thiruvalluvar Day	HOLIDAY	
18	FRI		137	118
19	SAT		138	119
20	Sun		HOLIDAY	
21	MON	Monthly Test begins for First Year	139	120
22	TUE		140	121
23	WED	Monthly Test begins for Second Year	141	122
24	THU		142	123
25	FRI		143	124
26	SAT	Republic Day	HOLIDAY	
27	Sun		HOLIDAY	
28	MON		144	125
29	TUE	Monthly Test End	145	126
30	WED		146	127
31	THU		147	128
		Total No.of Working Days	127+20=147	108+20=128
		No. of working days in this month = 20		

FEBRUARY - 2019

Date	Day	Particulars	B.Ed.. II Year	B.Ed.. I Year
1	FRI	Commencement of 4 week- Practical Components internship	148	129
2	SAT		149	130
3	Sun		HOLIDAY	
4	MON		150	131
5	TUE		151	132
6	WED		152	133
7	THU		153	134
8	FRI		154	135
9	SAT	II-Saturday	HOLIDAY	
10	Sun		HOLIDAY	
11	MON	Half Yearly Examination begins for Second Year	155	136
12	TUE		156	137
13	WED		157	138
14	THU		158	139
15	FRI	Half Yearly Examination End	159	140
16	SAT		160	141
17	Sun		HOLIDAY	
18	MON		161	142
19	TUE		162	143
20	WED		163	144
21	THU		164	145
22	FRI		165	146
23	SAT		166	147
24	Sun		HOLIDAY	
25	MON		167	148
26	TUE		168	149
27	WED		169	150
28	THU	Internship training Ends with First Year	170	151
		Total No.of Working Days	147+23=170	128+23=151
		No. of working days in this month = 23		

MARCH - 2019

Date	Day	Particulars	B.Ed.. II Year	B.Ed.. I Year
1				

APRIL - 2019

Date	Day	Particulars	B.Ed. II Year	B.Ed. I Year