



Yearly Status Report - 2019-2020

Part A

Data of the Institution

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.		04142227885
Mobile no.		9524308011
Registered Email		ckcedcud@gmail.com
Alternate Email		amsasiva2020@gmail.com
Address		JAYARAM NAGAR , CHELLANKUPPAM
City/Town		CUDDALORE
State/UT		Tamil Nadu
Pincode		607003
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Mrs. S. PERUNDEVI
Phone no/Alternate Phone no.	04142227885
Mobile no.	9626684928
Registered Email	ckcedcud@gmail.com
Alternate Email	perundevi061981@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.ckcoe.org/images/IOAC%20(AQAR)-2018-2019.pdf
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4. Whether Academic Calendar prepared during the year

if yes,whether it is uploaded in the institutional website: Weblink :	Yes http://www.ckcoe.org/images/AOAR-2020.pdf
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5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	2.59	2017	28-Mar-2017	27-Mar-2022

6. Date of Establishment of IQAC

12-Oct-2015

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
It is proposed to prepare strategic plan for the whole academic year	10-Jul-2019 1	148

Orientation to First Year Students of 2019	21-Aug-2019 3	79
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
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Upload latest notification of formation of IQAC	View Link
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10. Number of IQAC meetings held during the year :	4
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The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
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Upload the minutes of meeting and action taken report	View Uploaded File
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11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

? Maintaining quality standards in teaching, learning and evaluation. ? Feedback from Heads Mentor teachers of teaching internship schools. ? Workshop on Power Point Skills was conducted. ? Performance Based Appraisal of Teaching Staff. ? National Seminar was conducted based on skills and personality development. ? Special coaching for TET. ? Model interviews and campus interview was organized to create job placements for the students. ? Organizing social activities

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

Plan of Action	Achivements/Outcomes
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Proposal on workshop and seminar related to research findings	Enhancing research aptitude of students & Identify the innovation in educational area
Extension activities to be undertaken.	Creating rapport with the society and students. Learn community based experience
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
To encourage teachers to undertake minor and major research projects, to register for Ph.D and to participate in seminars, workshops and conferences.	8 Teachers from various departments attended and presented their research work at 13 different conferences seminars, workshops. 2 faculty pursuing Ph.D
To conduct frequent meeting by the IQAC to generate ideas.	The IQAC conducted several meetings with various committees and meetings with all the teaching and non-teaching staff.
To 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.
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Management</td> <td style="text-align: center;">05-Mar-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Management	05-Mar-2020
Name of Statutory Body	Meeting Date				
Management	05-Mar-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	21-Feb-2017				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	10-Mar-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	MIS (Management Information Systems)				

supports computer supported collaborative environments in the sense that any meaningful collaborative systems must have involve/engage management of Information in a computer environment. Any collaborative environment that uses computer systems must have information that has to be stored, processed, shared, exchanged and disseminated. Smart campus is a real time Windowbased fully integrated software works using LAN technology in our College. One can access the information anytime and most importantly, this information can be easily shared with authorized users and records can be easily searched. Some of the activities covered in Smart Campus are Student Management, Academic Activities, and Management Activities etc., Modules for the same are as follows: Modules 1. Admission: Learning is a gathering of knowledge. Here in the civilized world, we acquire knowledge through the degrees. The maiden step for achieving a degree is admission, which follows many phases, test and process. During that period the institute meets with many difficulties and hassles. Thus, the old and traditional methods have been replaced by new conceptual and digital process for smooth, accurate, qualitative and easy admission process. 2. Academics: Some education courses have a modular structure. This means that you can build a personalised course by choosing modules or units of study from different subject areas. Here students are given choices to choose their own elective, depending on the needs 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. 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, retotaling all the process is done under the examination module. 5. Library: Introduces students to the general structure of books, focuses on general reference services and basic reference sources such as encyclopedia to develop a search strategy, in the online catalog and how to read and interpret call numbers and retrieve books from the shelves.6.Notification(Email/SMS): Notification such as from the university regarding syllabus, calendar, examination time table, courses available, conduction of seminars, workshops, conferences are notified through website and mail.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

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

students. Inter-personal skills are enhanced through Value Education. Principal Meeting : Principal Meeting is held once in a month. Heads of the department discuss their action plans to arrive an optional and effective way. Academic calendar : Academic Calendar is prepared as per the TNTEU schedule and the requirements at the department level as per the action plans formed. Lesson Plan : A Lesson plan includes course outcomes. Course objectives, content topics, reference books and the expected outcomes from the students received by learning though the topics prepared by respective faculty members at the beginning of the year and produce course work at end of every month. It gives an insight how the lecture class will be handled throughout the year. Vision: Educating all and ensuring that student-teachers have the necessary knowledge and skills to carry out their work and take responsibility for seeing, that they reach high levels of learning and act accordingly. 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

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Art craft	-	01/08/2019	72	Self-Employment	Drawing
Beautician course	Certificate Course	02/01/2020	90	Self-Employment	Beauty Specialist

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BEd	NIL	11/12/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BEd	NIL	19/12/2019

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

	Certificate	Diploma Course
Number of Students	0	0

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 exam	04/09/2019	148
Basic computer skill	21/10/2019	79
Leadership skill	10/12/2019	148

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	NIL	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The management and the IQAC coordinate and collect feedback periodically from students through the process of responding to a questionnaire. They are also informed and given the liberty to submit their suggestions, grievances and problems anytime during the period through the complaint box placed by the Grievance Redressal Committee. The students also give their feedback on the curriculum through their mentors and the students' feedbacks are given due consideration. The feedback from the faculty is obtained through discussions in the departmental level, through self appraisal and in faculty meeting. In every area where improvements are required, discussions are held in respective committees/departments. Feedback from the alumni is solicited through consultation during alumni association meetings. Feedback from the parents is conveyed in the Parent Teacher meeting. Suggestions and comments given by the guardians are also taken into account for future development. The feedback from various stakeholders is collected and thoroughly discussed and analysed in the appropriate forum. Accordingly, matters that can be handled independently and personally are forwarded to the concerned individuals or departments to address the problem by adopting corrective measures. Matters which involve the College as a whole are dealt by the Principal in coordination with the concerned faculty or concerned committee. The proposals given by the different committees and departments are discussed with the Governing Body of the College for necessary action. Strengths of the College are also taken into consideration for further up gradation. Faculty : ? Feedback is obtained from the faculty members in our college. ? The feedbacks are properly analyzed and revised to update the syllabus. Parents : ? Parents are important stake holders of this system. ? Parents meeting is periodically conducted in this college and their suggestions are regularly obtained and analysed Employers : ? The feedbacks are offered from the employers about the programs are given in due significance. Students : ? Student's feedback on staff is received every year. ? Student's feedback on the various resources is utilized and fulfilled. Alumni : ? This college enjoys a strong and healthy association with the Alumni club. ? As the alumni is found to be the brand ambassadors of our institute, the feedback of the alumni is given due considerations. Actions taken : 1.Student's progression ensured 2.ICT and WIFI enabled campus created 3.Placement strengthened 4. Books, journals, e -resource enhanced. 5. Structured feedback incorporated.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Education	100	93	79
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	79	0	16	0	0

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	4
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

At the beginning of the academic year the B.Ed first year and second year students are divided into groups and one mentor teacher was assigned the responsibility of mentoring one group at the ratio of 1:15. There will be one mentoring class in each week as per the regular time table. The mentor teachers spend quality time with the mentees by having informal interactions with regard to their personal and academic problems both individually and collectively. The mentees were given proper guidance and counselling by the mentors. If a mentor teacher feels professionals' guidance and counselling, then they were referred to such professionals. Further if the mentors have the freedom to invite the parents of the mentees and have discussions for the wellbeing of the mentees. The mentoring mechanism and the measures taken for promoting the welfare of the mentees had been recorded in the mentoring books maintained by the mentors. Design and Implementation : The IQAC has taken the initiative of implementing the mentoring of students. Students are categorised based on the streams of studies and also according to their core subjects. Each group is assigned a teacher mentor who could perform mentoring duties. Guidelines for Mentoring : a) Mentors maintain and update mentoring format, containing particulars performance of students.(class test, monthly attendance, etc). b) After collecting all information mentors are expected to offer guidance and counselling when required. c) If a student is identified as having weakness in a particular subject, it is the duty of the mentors to appraise the concerned subject teacher. Targets achieved : The remedial classes have been institutionalised after the implementation of the mentoring system. a) Enhanced contact hours between mentors with their respective students. b) Improvement in student's attendance records. c) Identification of slow learners for conducting remedial classes. d) Advanced learners identified and encouraged.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
148	16	1:9

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
1	1	0	1	1

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Tamil Nadu	Principal	Kalvimamani Tamizkavingar Illakiya Sangam

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	NIL	YEAR	10/06/2019	26/09/2019

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

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

Evaluation Process ? Teaching plan contains evaluation procedures, Academic calendar with CIA exam dates. ? Mid-term tests and Selection examinations help to prepare the students for University Examinations. ? Corrected answer scripts are shown to the students for scrutiny. ? The teachers explain about as to how scoring by the students can be better in forthcoming examinations by expressing themselves more appropriately in response to questions. ? Peer evaluation is also employed by teachers to empower and enable students to help each other particularly in areas where creative and original thinking will benefit them. ? Group assessment is conducted by teachers when students are assigned group presentations on curricular and co-curricular, academic topics. Remedial Classes Classes are conducted for slow learners and absentees. This practice helps struggling learners to update their subjects knowledge and helps them to catch up with their peers. Retotalling/Revaluation/Answer scripts Xerox copy ? The students are informed of the Retotalling/Revaluation/Answer scripts Xerox copy scheme available to them. ? Re totaling is permitted for students who have secured at least 50 of the minimum pass mark within the stipulated time on payment of prescribed fee. ? The University enables students to apply for re-evaluation of University answer scripts.

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

The academic calendar is prepared by institute for the undergraduate course before commencement of every academic year and consists of commencement of various activities as per the TNTEU schedule. It is displayed on the notice board. Academic calendar is the back bone of various teaching learning plans prepared before start of every year. The institute refers the academic calendar to adhere the planned curriculum and other activities. The schedule of all examinations is given in academic calendar and evaluation process follows in a transparent manner. Academic activities are always given priority and all other activities are performed without disturbing the classes. An IQAC Calendar is also prepared this enumerates academic programmes and activities for quality enhancement to be held in the college. When new programmes to enable quality enhancement are offered during the course of the year, these are availed for the benefit of the staff and students. The IQAC evaluates such activities during their meetings.

2.6 – Student Performance and Learning Outcomes

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

<http://www.ckcoe.org/gallery.html>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NIL	BEd	EDUCATION	79	79	100
NIL	BEd	EDUCATION	68	67	98.73

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2.7 – Student Satisfaction Survey

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

<http://www.ckcoe.org/upload/Student%20Satisfaction%20Survey.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	NIL	0	0
Any Other (Specify)	0	NIL	0	0
International Projects	0	NIL	0	0
Students Research Projects (Other than compulsory by the University)	0	NIL	0	0

Projects sponsored by the University	0	NIL	0	0
Industry sponsored Projects	0	NIL	0	0
Interdisciplinary Projects	0	NIL	0	0
Minor Projects	0	NIL	0	0
Major Projects	0	NIL	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Women's Protection	EDUCATION	12/02/2020
Skill and Personality Development	EDUCATION	09/03/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Declamation Contest	Appreciation	Nehru Yuva Kendra	23/11/2019	NIL
Clean India and Green India	Appreciation	Namma Cuddalore	15/08/2019	NIL
Social Service on Hygiene	Appreciation	Namma Cuddalore	29/07/2019	NIL
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
CK Vetiver Center of Excellence	S.Velmurugan(Co-ordinator) A.Purushothaman(Co-ordinator)	CK Group of Educational Institutions, Jayaram Educational Trust	Vetiver Center of Excellence	Farming -Handcraft Cultivation	29/01/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
2	3	0

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

Name of the Department	Number of PhD's Awarded
NIL	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	EDUCATION	2	0
International	EDUCATION	3	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
PSYCHOLOGY	2
MATHS	1
COMPUTERSCIENCE	2
BIOLOGICALSCIENCE	3
PHYSICALSCIENCE	3
EDUCATION	8
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2020	0	0	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2020	0	0	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	0	4	0
Presented papers	0	8	0	0
Resource persons	2	4	0	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Temple Cleaning	CK College of Education	2	148
Plant Sapling	CK College of Education	2	148
Eye Camp	CK College of Education	3	148
Blood Donation	CK College of Education	2	20
International Yoga day	CK College of Education	4	148

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Clean India	Govt. of India	District Collector	148

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

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Govt. of India	DISTRICT COLLECTOR	CLEAN GREEN INDIA	2	148
Govt. of India	District Youth Coordinator	Women Empowerment	2	148
State Govt.	District Coordinator	AIDS Awareness	2	148
State Govt.	CK College of Education	Helmet Awareness Rally	2	148
State Govt.	CK College of Education	Women's Protection	2	148

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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	40	MANAGEMENT	1
Workshop	40	MANAGEMENT	1

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
RESEARCH	RESEARCH GUIDANCE	Dr.D.SIVAK UMAR, PRINCIPAL, CK COLLEGE of EDUCATION.	02/01/2019	02/01/2020	1

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	20/12/2019	NIL	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
70	62

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Newly Added

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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
WEBZEBU	Fully	2017	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	3704	359694	184	21118	3888	380812
e-Books	0	0	2	0	2	0
Journals	11	12500	1	800	12	13300
CD & Video	95	1000	10	2300	105	3300
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. D.Sivakumar	Assessment for Learning	Research guidance in Ph.D	24/04/2020
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	25	1	12	5	0	3	8	0	0
Added	0	0	0	0	0	0	0	0	0
Total	25	1	12	5	0	3	8	0	0

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

12 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities

1	92316	0.75	58625
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4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has well-established systems and procedures for maintaining and utilizing physical, academic and support facilities. The Maintenance officer takes care of all the assets of the college. He is the overall in-charge of all facilities and coordinates the same through Head of the institution. There are security personnel on duty round the clock in the campus who ensure the safety and security of all estate and infrastructure and the roads, entry points etc. are under CCTV surveillance for safeguarding the assets. They monitor the entry and exit of vehicles and regulate the parking inside the college. The maintenance manager is in charge of maintaining all electrical and electronic equipment. The classrooms/seminar halls are cleaned by support staff. Any furniture repairs needed are attended to immediately by the carpenter available on campus. The proper and optimal use of electric lights/fans/projectors etc. is ensured. The routine activities of the library are managed by the Librarian with the help of library assistants. The college has playgrounds which are utilised by staff and students to the maximum. The playgrounds and sports infrastructure are under the custody and monitoring of the faculty and coaches of the Physical Education Department and they strictly ensure that the same are properly maintained by students/staff. The staff and the lab assistant of the Computer Centre are in-charge of maintaining the IT facilities. The computer lab is available to staff and students and they are fully occupied. Repair/ up gradation/ purchase of hardware/software are also taken care of by the system administration team. The internet / intranet /LAN facilities are also fully functional and are properly maintained and monitored by the staff of the server room. In case of any requirement, the in charge staff could place an order /request through principal and the requirements are procured promptly. It may include stationery items like sheets, chalk box, printers and books.

<http://www.ckcoe.org/library.html>

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 fee	33	222000
Financial Support from Other Sources			
a) National	NIL	0	0
b) International	NIL	0	0

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mentoring	24/07/2019	68	CK College of Education
Personal Counselling	03/09/2019	5	CK College of Education

Bridge Course	28/09/2019	81	CK College of Education
Remedial Coaching	02/01/2020	148	CK College of Education
Yoga and Meditation	25/01/2020	81	CK College of Education
Skill and Personality development	09/03/2020	148	CK College of Education
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	TET	68	33	0	22
View File					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	7

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
Jeeva velu International CBSE School	13	6	Aristo Public school	9	4
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	6	B.Ed.,	EDUCATION	Immaculate college of arts and science for women	Post Graduation
2019	4	B.Ed.,	EDUCATION	Periyar Govt. Arts.	Post Graduation

				college	
2019	7	B.Ed.,	EDUCATION	Annamali University	Post Graduation
2019	5	B.Ed.,	EDUCATION	St. Joseph Arts and Science college	Post Graduation
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	0
SET	0
SLET	0
GATE	0
GMAT	0
CAT	0
GRE	0
TOFEL	0
Civil Services	0
Any Other	0
No file uploaded.	

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

Activity	Level	Number of Participants
Sports and Cultural Meet	District Level	9
Sports and Cultural Meet	Inter college level	14
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NIL	National	0	0	00	NIL
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The student council provides support for smooth functioning of the college by taking active participation in consultations and discussions along with the head of the institution for qualitative improvement of academic and administrative services to the B.Ed students. Besides, the students council shares the responsibility of conducting various curricular and co-curricular

activities such as celebration of festivals, functions, sports day, teachers day women's day, etc. Similarly the college students council takes active part in organising and conducting of sports and cultural activities. Role of students association and students council: 1. To officially represent all the students in the college. 2. To identify and help solve problems encountered by students in the college. 3. To promote and encourage the involvement of students in organizing college activities. Responsibilities of students association and students council: 1. To promote the interests of students among the college administration, staff and parents. 2. To consult students on any issue of importance. 3. To organise recreational and educational activities for students. 4. To maintain good relations, out of mutual respect with the college staffs and parents. From the above, it is consolidated that there is effective and dynamic participation of student council among various for in all decision-making process. The representation of students at all levels is assured and well-noted. The decisions are evolved with the consent and involvement of students

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

This institution has registered the Alumni Association under the Tamilnadu society's registration act 1975 in Cuddalore district. We provide a common platform for the alumni of the institute to reach out to other alumni across various years, batches, branches and interests. Its aim is to focus on building a vibrant ecosystem of key stakeholders (students of alumni and other students), who seek to support the institute's mission. Activities / objectives : ? To enthuse each and every graduating students to register their Alumni membership ? To draw out a pool of outstanding Alumni in various areas. ? Engage with faculty and principal on a regular basis and focus on activities that could benefit all the stakeholders. ? To evolve a system that would bring in transparency in all matters pertaining to finance, accounts and administration. Vision : To be dynamic partner to Alumni and society at large for all round development. Mission : Build platforms and forums to bring about a strong bound between Alumni, Alumni with Alma mater and create programmes to spread scientific thinking and promote intelligent use of technology in society. Work towards becoming one of the best Alumni by reviewing and prioritising actions periodically and to go with the urgent needs of all stakeholders.

5.4.2 – No. of enrolled Alumni:

79

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

31839

5.4.4 – Meetings/activities organized by Alumni Association :

02.10.2019

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The college management decentralises all academic and administrative matters by constituting various committees consisting teachers and student representatives with specific objectives to achieve the vision of the college. In decision-

making process every member of the committees are given complete freedom to express their views / opinions and those views / opinion are well taken for the improvement of the college functions. a)Principal level: The governing body delegate all the academic and operational decisions based on policy to the academic monitoring committee headed by the principal in order to fulfill the vision and mission of the institute. Academic monitoring committee formulates common working procedures and entrust the implementation with the faculty members. b)Faculty level: Faculty member are given representation in various committees / cells and allowed to conduct various programmes to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular and extracurricular activities. They are given authority to conduct field trips and to have tie up with other institutions for campus and appointed as coordinator and convener for organizing seminars / workshops / conferences. For effective implementation and improvement of the institute the following committees are formed. Other units of the institute like sports, library etc has operational autonomy under guidance of the various committees / cells. Committee / Cell - Roles and Responsibilities / Coordinator 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 - Planning, execution and supervision committee of cultural and sports activities. Students grievances - Attending and redressal of redressal committee 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 and allowed to express any suggestions to improve the institute. Strategic level: The principal, academic coordinator and staff members are involved in defining the policies and procedures, framing guidelines, rules and regulations pertaining to admission, placement, discipline, grievance, counseling, training , development and library services etc and effectively implementing the same to ensure smooth and systematic functioning of the institute. Functional level :The faculty members participate in sharing the knowledge by discussing on the latest trends in technology during the faculty meeting. Faculty members also write joint research papers and share their knowledge. Operational level: The principal is responsible for academic, non academic and administrative activities of the institution. The budget is earmarked for staff members and students to participate in various programmes organized by the institute. All the staff members actively participate in implementing the policies procedures and framework designed by the management in order to maintain and achieve the quality standards. c) Student Level : Students are empowered to play an active role as a coordinator of co-curricular and extra-curricular activities, social service group coordinator.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Examination and Evaluation	Exam cell conducts interval exams prior to the university exam. Internal marks are allotted based on the assessment, test marks and the student's attendance percentage. Theory and practical examination consists of

two components namely external evaluation for 70 of marks and internal examination for 30 marks. Remedial classes and counseling are provided for slow learners.

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.

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.

Research and Development

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

Library, ICT and Physical Infrastructure / Instrumentation

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

Human Resource Management

The college appoints adequate member

	<p>of qualified faculty through the procedure of open advertisement and interview by internal expert committee.</p> <p>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</p>
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:

E-governance area	Details
Finance and Accounts	<p>The accounts of the College are maintained under cash basis of accounting. Fees are collected using software which maintain records of students' receipts and profile account.</p> <p>Daily cash collection and payment reports are generated from the software and recorded in the cash book later which is posted to various ledgers. Staff salary along with their profile is maintained in the system. The college management had created a position of accountant in the college administration wing to maintain the account of income and expenditure and the details of the finance and accounts is maintained electronically and sent for periodical auditing once in three months.</p>
Student Admission and Support	<p>The Student Council liaison between the students and the staff. Academic support is provided to weak students.</p> <p>The Library welcomes students for reference and study. A Book Bank is also available</p>

Examination	<p>The e-governance was involved of continuous internal evaluation marks and transferring the CIE marks to the affiliating university for further process had been done electronically. The analysis of the performance of students in various tests/examinations had been done by the examination committee and communicated to teachers concerned for further action with a view to take more efforts to improve the performance of students in future.</p>
Planning and Development	<p>Implemented SMS system for dissemination of information including regular notice to all stakeholders. The college administration has been brought under the purview of partial e-governance. The policies and programmes with regard to academic and administrative aspects are made available in public domain. Further the planning and development proposal had been monitored periodically for the total implementation.</p>
Administration	<p>? Computerised system ? The e-governance had been implemented in the case of staff attendance, students attendance, curriculum transaction, official communications to teachers, students, alumni and other agencies such as NAAC, NCTE, UCG, TNTEU (affiliating university) apart from the procedure of giving email, Whatsapp group had been created exclusively for college teaching and non-teaching staff, B.Ed first year students, B.Ed second year students and alumni for quick communication and sharing of necessary information.</p>

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Mrs. S.Perundevi Mr. A.Purushothaman Mrs. P.Sheela Mrs.V.Sundari	E- learning for smart classromm	MANAGEMENT	2500
2019	Mrs. S.Lada Mrs. S.Senthamarai Mr.R.Narayanan	Mobile Learning in the 21st Century Benefit for the	MANAGEMENT	2500

Learners

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	E-Mail Etiquette	ZOHO APP	23/04/2020	24/04/2020	16	3
2020	2.Motivation	MCB SOFTWARE	27/04/2020	28/04/2020	16	3
2020	3. The four Disciplines of Execution	ERP SOFTWARE	29/04/2020	30/04/2020	16	3
2020	4.Time management	4.Time management	07/05/2020	08/05/2020	16	8
2020	5.Work Place Etiquette	GREYT HR	11/05/2020	12/05/2020	16	3
2020	6. Leadership Training Programme	6. Leadership Training Programme	14/05/2020	15/05/2020	16	8

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty development Programme through webinar (10 days)	16	27/05/2020	06/06/2020	10
Faculty development Programme through webinar (5 days)	16	12/05/2020	16/05/2020	5
Faculty development Programme through webinar (2 days)	16	18/06/2020	19/06/2020	5

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
16	16	8	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>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.</p>	<p>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.</p>	<p>? Medical assistance to students: health centre ? Skill development (Spoken English, Computer Literacy, etc.,) ? Practical Knowledge Training</p>

6.4 – Financial Management and Resource Mobilization

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

The institutional accounts are maintained on daily basis as current account. The details of income and expenditure are subject to internal auditing by a qualified Chartered Accountant. The details of income and expenditure of the college is prepared by the accountant of the college for onward transmission to the internal auditing officer through proper channel and this process is taking place once in three months. If at all any clarification or objections from the

auditing officer, then the accountant will give necessary clarifications through proper channel.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
MANAGEMENT	62	LAND PURCHASE
View File		

6.4.3 – Total corpus fund generated

48152241

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	NIL	No	NIL
Administrative	Yes	NIL	No	NIL

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

The institute is fortunate to have an active and supportive community of parents / guardians, teachers, administrators, and student advocates. There is a role in the PTA for anyone who wants to share their time and talents to help advance the goals of the organization. ? PTA's encourage parent, teacher and community involvement by providing programs that facilitates activities which include dray awardees, energy conservation, health awareness, pedestrian safety etc. ? Teachers may become involved by helping to plan events that encourage the education of the students. These may include workshop, tutoring or special coaching. ? Involving students and parents in community based projects where the teacher and parents go on hand in hand with the students to motivate them

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

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

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

? The Management has provided on impetus to research activities of faculty members by extending financial assistance for research projects, paper presentations at International / National conferences and book publications ? To facilitate better teaching learning process the classrooms are equipped with smart boards and LCD projectors. The campus is WIFI enabled so that teachers can use online resources for teaching. Many of faculty members show / exhibit films and other related materials in the class through this facility. Our teaching methods have become more varied and interesting with the use of these. ? Career guidance and placement cell of the college has been strengthened by forming a centralized facility with members from each faculty. It organizes career guidance and employability skill development programmes for all students.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Placement Training	04/01/2020	26/02/2020	27/02/2020	68
2020	Workshop on Power Point Skill	17/06/2019	03/02/2020	04/02/2020	148
2020	Performance based appraisal of teaching staff	05/10/2019	14/03/2020	16/03/2020	16

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Celebrating women Protection	19/12/2019	20/12/2019	143	5

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Solar energy plant is installed in our college to get electrical energy as an alternate source.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	0
Provision for lift	No	0
Ramp/Rails	No	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	No	0
Special skill development for	No	0

differently abled students		
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	2	04/09/2019	2	POSHAN Abhiyaan (National Nutrition Mission)	Awareness on Nutrition in slum area	65
2019	1	3	11/10/2019	6	Swachh Bharath	Cleanliness better environment along with educating children on the ills of dirty surroundings	75
2020	1	0	03/02/2020	2	Motivation program for 12th students from outreach intervention areas	Motivation program to face the NEET competitive exam	40

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	23/12/2019	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga day - "Climate Action"	20/06/2019	22/06/2019	150
World Environment	09/07/2019	11/07/2019	150

Day - "Time for Nature"			
International Women's day- "Empowerment of Women's Education in Rural area"	09/03/2020	11/03/2020	150
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Take notes electronically Thankfully the world in now digitally focused 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

7.2.1 – Describe at least two institutional best practices

Best Practice Title : Admission process **Goal :** Meet and exceed institutional goals in admission (Enrolment and Retention) **The context:** Due to presence of many competitive institutions in the neighbourhood, attracting quality students is a challenge. The admission process must be started in time, the meritorious students identified at the earliest and the admission list is to be notified.

The practice: The admission process starts by publicity in the leading newspaper and the admission application forms are issued on the day of announcement of the UG/PG results of various universities. **Evident of success:** The reduction of drop -out rate in admissions to the science and commerce courses is another proof of evidence. **Problems encountered and resources required:** To ease the admission process and hasten the process, dedicated computers with good printers and high speed internet are essential. A robust admission software is required to be generated and custom made due to various constraints in generating the admission register, day book entries, receipt generation etc. **Reaching out:** Strengthening ties with the community It helps to cultivate a sense of social responsibility in the students and inspire community work that would also help in bridging the theory praxis divide. This entails taking teaching beyond book and text and bringing it closer to context. Staff council of our college created social outreach and community development committee which launched project HUM with an objective to foster "Reaching Out" initiative of the college. **Developing Win@Life Programme in our students:** Every day after prayer we are conducting half an hour class about win@life. To develop values, attitudes to achieve success in students life. a. Keep studies as the first priority b. Set smart goals c. Time management d. Take part in classroom and college activities e. Pay attention f. Study in group g. Stay committed to studies h. Avoid distractions i. Learn from their own mistakes

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

<http://www.ckcoe.org/about.html#BEST%20PRACTICE>

7.3 – Institutional Distinctiveness

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

The 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.

Provide the weblink of the institution

<http://www.ckcoe.org/about.html#INSTITUTIONAL%20DISTINCTIVENESS>

8.Future Plans of Actions for Next Academic Year

? 100 Placement ? Placement with Higher package ? Strengthening the ties with alumni through social media to seek placement help ? Separate faculty to develop communication skill Spoken English ? Internal academic audit at campus level is introduced. ? Wi-Fi campus ? Permission to participate in national and Internal conferences, seminars, workshops as per institute norms ? To organize seminar conference workshops by various department ? Psychological counselling cell for inattentive students ? Online classes will be conducted to all students ? Online exam will be conducted to all students ? Admission and Application fill up through online process ? Fees collected through online facility ? Seminar, workshop and conference will be conducted through online ? E- Certificate will be issued to all participant ? Quiz and Extra- curricular activities will be conducted through online