YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	CK COLLEGE OF EDUCATION
• Name of the Head of the institution	Dr. S. SINGARAVELU
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04142227885
• Mobile No:	9629947525
• Registered e-mail	ckcedcud@gmail.com
• Alternate e-mail	principal@ckcoe.org
• Address	JAYARAM NAGAR, CHELLANKUPPAM
• City/Town	CUDDALORE
• State/UT	TAMIL NADU
• Pin Code	607003
2.Institutional status	
• Affiliated / Constitution Colleges	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Self-financing

• Name of the Affiliating University	**TAMIL NADU TEACHERS EDUCATION UNIVERSITY**
• Name of the IQAC Coordinator	**Mrs. S. PERUNDEVI**
• Phone No.	**9626684928**
• Alternate phone No.	**04142227885**
• Mobile	**9629947525**
• IQAC e-mail address	**ckcedcud@gmail.com**
• Alternate e-mail address	**principal@ckcoe.org**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.ckcoe.org/images/AQAR-2020.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.ckcoe.org/upload/ACADEMIC%20CALENDAR%202021-2022.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**2.59**	**2017**	**28/03/2017**	**27/03/2022**

6.Date of Establishment of IQAC	**12/10/2015**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**NIL**	**NIL**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	View File	

9.No. of IQAC meetings held during the year	**4**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

2020-2021	**? Due to Covid-19, offline classes could not be conducted. So for completion of course and benefit of students the IQAC recommended to initiate online classes using google classroom and to upload short notes and audio video lectures. ? In such depressing times in order to motivate and encourage the students, the IQAC suggested to conduct online competition(quiz. seminar and acivities) at frequent intervals. ? IQAC instructed the Teachers to prepare Question Bank and upload the same in google classroom. ? IQAC suggested to conduct Online Exams through Google classroom and whatsapp app. ? As per University and state Govt. guidelines on covid-19, it was resolved in IQAC meeting to resume offline classes and webinars in different departments. Under IQAC initiation parallel classes (offline and online (Live) classes) were conducted to benefit maximum students.**

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

Plan of Action	Achievements/Outcomes	
1. IQAC resolved in its meeting as per the Tamil Nadu Teachers Education University guidelines on covid-19, to conduct online classes during lockdown period.	1. Created Google classroom and Whatsapp group and students were added in their respective groups. ? Classes, webinars were conducted through Zoom cloud meeting app. ? Later on classes were also taken through google meet app. ? Short notes were shared in the whatsapp group ? Google classroom was created and audio video lectures were uploaded at frequent intervals.	
2. To encourage the students in the pandemic period IQAC suggested different committees to conduct various online competitions.	2. Cultural committee of the college organized slogan competition, painting competition, essay writing competition.	
3. As per resolution of IQAC meeting it was planned to conduct online exams.	3. Online exams of core papers and pedagogy papers were conducted through Google classroom and whatsapp.	
4. In response to the Tamil Nadu Teachers Education University and State Govt. guidelines on covid-19 it was resolved by IQAC to adopt preventive and safety measures by the Teaching, Non-teaching staff and students too.	4. Following the recommendation of IQAC masks, sanitizers were made available in the college. The campus was sanitized frequently for the safety of the teachers and students.	
5. Apart from adopting preventive and safety measure the IQAC suggested to conduct online as well as offline classes with 30% strength to ensure wide coverage of students.	5. Offline classes were started along with online (LIVE) classes at the same time in the college campus.	
6. IQAC directed the Teachers to prepare question bank	6. Question Bank was prepared subject wise and uploaded in the Google classroom.	
13.Whether the AQAR was placed before statutory body?	No	

- Name of the statutory body

Name	Date of meeting(s)	
Nil	Nil	

14.Whether institutional data submitted to AISHE

Year	Date of Submission	
2020-2021	26/02/2022	

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1   1

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **100**

Number of students during the year

File Description	Documents
Data Template	[View File](#)

2.2   **43**

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

File Description	Documents
Data Template	[View File](#)

2.3   **78**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **16**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2   **16**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	1

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	100

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	43

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	78

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	16

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**16**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**13**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**8733822**
4.3 Total number of computers on campus for academic purposes	**15**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

We adopt the curriculum overview provided by Tamil Nadu Teachers Education University. For smooth curriculum delivery mechanism during pandemic period the online classes were started. The teachers were constantly in touch with the students to overcome technological barriers or connectivity issues. Regular online meetings, discussions and feedbacks ensured quick redressal of any grievances from learners or faculty. The departments in the college adopted a learner-centric approach towards teaching. Concise notes of the course are provided to the students to help them understand the topic in a better manner. The departments have also made arrangements for remedial classes and tutorials as per the needs of the learners. There are provisions for oral presentations, monthly assessments, surprise tests, group discussion and assignments.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	Nil

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

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

Its lays out the teaching-learning hours, which enable teachers to plan for their lectures in advance, complete the syllabus on time and ensures that adequate time and resources have been allotted according to the requirement and needs of the learners. Thus the academic calendar helps to meet the desired learning outcome targets. The academic calendar is prepared in accordance with holidays and examination dates, and lists the monthly. This enables teachers to evaluate their own performance and monitor the preparedness of the learners. The college prepare a monthly lesson plan and record the progress of the completion of the course. This also helps teachers to review the effectiveness of the teaching-learning process in the classroom and make necessary adjustments as per the requirements of the class.

2. Head/Principal of the institution : Principal Meeting are held once in a month. Heads of the department discuss their action plans to arrive an optional and effective way.

File Description	Documents
Upload relevant supporting documents	[View File]()
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.   **C. Any 2 of the above**

Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**No File Uploaded**
Any additional information	<u>View File</u>

1.2 - Academic Flexibility

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

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

78

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

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

Co-curricular and Extracurricular Activities Institute integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum. Actually, the Tamil Nadu Teachers Education University decides the syllabus and college has to follow it. Some of the steps taken are below:

- Numbers of programs are conducted for women and girl students such as women's day celebration. The committee for Woman Ant harassment and internal complaint committee organizes programs on Woman Empowerment, Laws for Woman, Women's Day,. Major gender issues are focused and addressed through the activities like Save girl child campaign, Essay and poster exhibitions, wall paper presentations, etc
- Y.R.C. promotes environmental protection through tree plantation and other sustainable development programs. Every year, Y.R.C. unit undertakes a host of activities in the nearby villages.
- To create scientific approach and social awareness among the students, lectures and quiz, essay, etc. The college takes efforts for integration of ethical and human values through extra-curricular activities also. Guest lectures on value education have been organized for students. Different social activities have been initiated by the college like Health and Hygiene awareness programs, malaria, dengue fever awareness programs, Voter's awareness program, Road safety

Campaign, Blood donation camps, etc

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

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

1

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

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

1

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni   **C. Any 2 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows   **B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<u>View File</u>
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

100

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

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

43

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

Policy framework for advanced and slow learners

The institution assesses the learning level of students to achieve best results and performance. After admissions in first year the different requirements of the students are identified and addressed at the earliest by way of a strategic approach. Marks obtained in the Half yearly Examination by students help to identify them as advanced and slow learners.

Criteria for selection of advanced and slow learners

Marks obtained in Examination

Special programmes / activities for advanced learners

- **Advanced learners are encouraged to strive for higher goals. They are provided with additional inputs for better career planning and growth through special coaching offered for higher examination.**
- **They are motivated to participate in various events and online courses**
- **Students are encouraged to participate in Seminars/Conferences/Professional Events at various levels, International, National and Local.**
- **Platform is provided through MoU's with Goverrnment High school, Sankaran street.**
- **Students are motivated and inspired to get university ranks.**

Special programmes / activities for slow learners

- **Making provisions in weekly time table for extra one hour to conduct problem solving sessions /revision sessions/extra**

sessions
- **Providing Remedial coaching.**
- **Giving personal attention by respective subject teachers while teaching**
- **Making assignments and solving University question papers**
- **Providing Question banks**
- **Counselling – special hints and techniques**
- **Providing simplified notes for easy understanding**

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
178	**16**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

Courses of the University are defined highlighting course objectives, programme specific objectives and programme outcomes. This provides a comprehensive understanding to the student right at the beginning of the course as to what should be the primary focus. It also helps them in self-evaluating their performance at the conclusion of the course.The teacher facilitates learning by allowing each individual student to comprehend at their personal level.by ensuring their involvement in class activities so that they can absorb and grasp information at their own pace.

Case studies

? Case study method is adopted in teaching learning process to make the students have logical thinking and practical knowledge to develop problem solving ability

Discussion

? University follows the discussions methods in many of the subjects as it makes the students to think wide and participate in coming up with the opinions & suggestions to check their current knowledge

Student Seminars:

The Student seminars are organized where in the papers are presented by students on Envrionmental Educationy topics to enrich their learning experience.

Quizzes

? Quizzes are conducted by subject teachers

Special lectures by experts

i) WEBINAR ON"EFFECTIVE COMMUNICATION SKILLS FOR PROSPECTIVETEACHERS"RESOURCE PERSON

Dr. N.Mahalakshmi, Assistant Professor in English, Krishnasamy College of Education, Puducherry.

ii) WEBINAR ON "DEVELOPING LANGUAGE PROFICIENCY SKILLS' REOURCE PERSON

Dr. Veena ,Assistant Professor,Department of Education,Annamalai University,Chidambaram.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

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

ICT enabled tools to enhance the quality of teaching-learning like

1. Google classroom is used to manage and post course related information- learning material, quizzes, examinations and evaluations, assignments, etc.

2. Online drawing tools like concept maps, mind maps, are used to perform student centric activities.

3. The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching- learning process.

4. The online learning environments are designed to train students in open problem-solving activity. 5. Media lab facility is used to create video lectures and upload in appropriate platforms for students to use as extra learning resources.

6. Online quizzes and polls are regularly conducted to record the feedback of the students.

7. To teach subjects in online mode, teachers have used various online tools like- whiteboard in Microsoft teams, Jamboard in Google meet, etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

2.3.3.1 - Number of mentors

16

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	*View File*
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

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

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

5

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

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

2.4.3.1 - Total experience of full-time teachers

93

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	*View File*

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

- **The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time.**
- **The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process.**
- **Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission and Seminars Presentation.**
- **Unit tests are conducted regularly as per the schedule given in academic calendar.**
- **Personal guidance is given to the poor performing the students after their assessment.**
- **Complete taking the attendance and other formalities in the first half an hour of starting of the examination. Please do not pass on the signature sheets among the students. Invigilator has to go to each student and verify the details entered in the signature sheet.**
- **Practical Examination:Evaluation is done with transparency based on different parameters like Teachers Assessment, Practical Records, Performance and Viva-Voce.**
- **Assignments questions are discussed with students. The students submit two assignments .**
- **For transparent and robust for internal assessment, the following mechanisms are conducted**
  - **Internal Examination Committee.**
  - **Question Paper Setting.**
  - **Conduct of Examination**

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

The college adopted the following procedure which reflect transperncy and efficiency in redressal of examination grievance. Thus, the grievance redressal mechanism is an integral part of any governance system. Today, with increased awareness levels, the aspirations of individuals have increased as they have their demand for prompt and effective resolution of their grievances.

The traditional Grievance Redressal System is mechanical reactive and formal.

If a students feel dissatisfied with the evaluation of his/her answer script in a particular paper, he/she may apply for re-evaluation to the controller of examination in prescribed application form. The students shall be awarded best of the two scores obtained by him/her after re-evaluation and original evaluation. But last time online examination was conducted due to covid pandemic. So the answer script was not applicable for re-evaluation.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

Programme learning outcomes:

Program Learning Outcomes are narrower statements that describe what students are expected to know and be able to do by the time of graduation. These relate to the skills, knowledge, and behaviours that students acquire in their teaching field through the program.

Course learning out comes:

Course learning outcomes are the "big ideas," skills, or competencies students should be able to articulate, put into action, or utilize (theoretically or pragmatically and pracitcally) after their course experience.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

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

As per schedule given in the academic calendar the units test would be conducted every month. The feedback will be given to the students by their respective faculty. therefore students will be motivated to implement the feedback given in theri upcoming exams and subsequently their academic performance ascent to next phase.

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

2.6.3 - Pass percentage of Students during the year

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

78

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

https://acrobat.adobe.com/id/urn:aaid:sc:AP:e413918a-1fdc-4f34-8c03-b74a64526d97

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

3.1.1.1 - Total Grants from Government and non-governmental agencies for research

projects / endowments in the institution during the year (INR in Lakhs)

0

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

1

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

0

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

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

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

9

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

3.3 - Extension Activities

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

During the covid-19 pandemic period

- **Rice**

- **Essential kit bag**
- **Stanitizer kit**

were contributed from the management to the poor people.

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

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

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

1

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

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

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

1

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

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

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

98

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

3.4 - Collaboration

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

1

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college 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. 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 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. The internet / intranet /LAN facilities are also fully functional and are properly maintained and monitored by the staff of the server room.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor) . The college runs its sports competition in its own competition. Culturalfacilities are also available in the college. We give its detail below:

(A) SPORTS FACILITIES

College encourages sports activities. A number of players has played district, university and even statelevel games. It provides indoor games as well as outdoor games. Some of the outdoor games are:

Kho-Kho

Handball

Badminton

Some of the indoor games available in college are:

Carrom board & Chess

(B) Cultural PROGRAMS

To conduct cultural activities in the college, there is a cultural committee. This committee organizes many cultural programs including literacy events. Some interesting programs by the committee are debate, rangoli, painting, mehandi, quiz, model and poster making, essay writing, slogan writing, poet writting and drama preparation etc.

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

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4 & 1

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

2,28,530

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

4.2 - Library as a Learning Resource

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

The collection includes more than 7000 books, 19 journals, 20 CD's, 211 back volumes of the periodicals. During the last years 50 books were bought. The collection of books include documents covering a wide range of subjects from English literature, pure sciences, arts, history and social sciences, languages etc. The library is automated, and has a spacious reading hall and reference section with five air conditioners. The reading area can accommodate 50 users at any point of time. The library is automated with integrated library management software WEBSUBU. The various housekeeping activities of the library such as data entry,

issue and return and renewal of books, member logins etc are done through the software. The books are being bar coded and the users are given unique barcode ID. Apart from the printed books the library is having access to e resources of n list which is a part ofWEBSUBU, where the users are given awareness and made to access browse and download e books, e journals, databases etc. The Internet room is provided with 2 systems with 3 Mbps. The Library is provided with Wi-fi facility.

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

4.2.2 - The institution has subscription for the D. Any 1 of the above **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

315156

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

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

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

33

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

4.3 - IT Infrastructure

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

The library holdings in terms of books, journals and other learning materials and technology-aided learning mechanisms which enable students to acquire information, knowledge and skills required for their study programmes. A recent development in the field due to availability of digital means, the functioning of the library has undergone a drastic change. Automation of library using the ILMS, use of e-journals and books, providing remote access to eresources in the library have become a matter of necessity. Providing for these and such other developments as well as utilizing them well are important indicators of the quality of an academic institution.

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

4.3.2 - Number of Computers

15

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

4.3.3 - Bandwidth of internet connection in the Institution   **B. 30 - 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

2,50,000

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

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

Utilisation

The College ensures optimal utilization of the available infrastructure to provide conducive atmosphere for teaching learning activities. The college works from 9.30 a.m. to 5 p.m. in the offered courses. A master time table is prepared keeping in mind the requirements of all the sections.

For computer laboratories students are divided into batches for practical sessions. Students can access computers with the practical hours.

Maintenance

Maintenance department looks after regular maintenance and repair work. All section heads bring the repair work / problem to the

notice of the maintenance department verbally or through a diary system. A service of carpenter and plumber is available for repair work as and when required. The service of electrician is available to attend day to day requirements. A class wise schedule of duties of support staff for cleanliness is in place. Respective in-charge persons supervise the cleanliness work. In budget adequate provision for maintenance of physical, academic, and support facilities is made.

Safety and Security

The laboratories and library have proper ventilation, sunlight to prevent suffocation.

Fire

Extinguishers are kept on all floors, in laboratories and library. Laboratory attendants and library attendants are given training to operate the fire extinguishers.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

73

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

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

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

31

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

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

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

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

`100`

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

`100`

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

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

`C. Any 2 of the above`

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

18

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

08

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

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

1

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

5.3 - Student Participation and Activities

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

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

1

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

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

Student councilis a president and vice president of students elected by peers. Any student is generally welcome to attend the council meetings. Student councils exist at college level. Involvement at the lower levels has proven to be beneficial in that when students reach the higher grades, they have already experienced how meetings run and decisions are made.

Generally, councils participate in the planning of events such as programme organize. They also assist administration with events for the local community such as blood drives or donation collections. Student council members bring ideas, requests, and feedback to the meetings and a democratic process is used to give students a voice and make decisions in creating a year-long calendar. Students who participate in student councils, under the supervision of a teacher or administrator, learn about the democratic process, civic responsibility, leadership, problem solving, and teamwork.

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

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

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

We have conducted the alumni meet through online due to the covid-19 pandemic. The principal greeted the alumni for the making evening memorable. He also congratulated them on achieving reputable position in the school. Welcome speech was given by student council president. In this interactive session the alumni recollected their unforgettable memories and experience with their teacher educator and friends. Everyone was grateful and felt indebted to their teachers for shaping their career. Finally the session came to an end when alumni the principal and teacher educators for organizing this wonderful session . A vote of thanks was finally delivered by Mr. A. Purushothaman, Assistant professor in mathematics.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

OUR 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.

OUR MISSION

Understanding the ways of learning, 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.

File Description	Documents
Paste link for additional information	https://www.ckcoe.org/about.html
Upload any additional information	**No File Uploaded**

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

Institution practices Decentralization and Participative Management. The success of an institution is the result of the combined efforts of all who work towards attaining the vision of the institution. Right from the Management Committee to the staff and students, all the stakeholders have a role to play in building of the college. Their involvement and cooperation in devising and implementing decision making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the college.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- **To recruit and retain well qualified and competent faculty for the different programmes being offered.**
- **To support professional development of faculty and incentive innovative pedagogy**
- **and ICT usage.**
- **To ensure faculty achieves 80% target of attaining Ph.D/ NET qualification**
- **To provide mentorship to faculty to help them demonstrate their leadership and life skills to influence future generation of teacher educator.**
- **To develop programmes that help students obtain career readiness, competencies and interpersonal skills valued by employers.**
- **To improve the quality of students seeking in teaching field in different school.**
- **To ensure continuous improvement in academic programmes based on students and faculty feedback**
- **To provide avenues for multiple assessment of students based on learning outcomes**
- **To ensure continual faculty and students training and requisite and skill development using ICT resources in all spheres of education**
- **To develop networking with Alumni across the globe to create a network of professionals who can provide mentorship, help in placements and inspire students with their success stories.**

To improve the image of the institution by bringing digitally led customer expend ices based on systemic feedback receive from stakeholder

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

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

The overall planning and development of the institution is done by the Board of Management under the Pricipal and HR. The day-to-day administrative affairs of the College are managed by the the Principal and the Campus Treasurer are members, and assisted by the Administrative Committee consisting of experienced members of the faculty. The Principal is the head of the institution shouldering the responsibilities of administration, appointments and infrastructure. The Principal is the academic head, ensuring the proper conduct of all the academic and co curricular activities. The Campus Treasurer is responsible for all financial matters. The Statutory Bodies are constituted and meetings are conducted as per the UGC, MHRD, State Government and University guidelines. The Non-statutory Bodies are constituted by the Board of Management to complement the functions of the Statutory Bodies. The Board of Management nominates other academicians and experts in to these Bodies to strengthen the functioning of the College. The programmes, courses and activities are periodically evaluated by the College and reported in the appropriate Bodies for proper implementation.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance   A. All of the above

and Accounts Student Admission and
Support Examination

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

6.3 - Faculty Empowerment Strategies

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

The Institute authorities bear in mind that the well being of teaching and non-teaching staff is important for effective functioning of the Institute. In line with this, many welfare measures have been implemented.

- **The institution encourages and motivates staff to attend national, international level seminar and workshops.**
- **The institute sponsors National / International conferences for paper presentations and workshops.**
- **The children of the staff are provided education with consecution of fee.**
- **For celebrating festivals, festival advance to the non-teaching faculty**
- **The faculty of the institution also receive Provident Fund, ESI**
- **Faculty Development Programme, Maternity and paternity leave with salary.**
- **Two sets of uniforms to the staff every year**
- **Wi-Fi facility to the staff inside the college campus**
- **Lunch is provided for all the staff frequently**
- **Full fledged canteen and small kiosks are available in the campus to provide food and snacks at reasonable price to the staff and students.**

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

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

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

0

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

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

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

5

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

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

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

2

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

CK group achieves its strategic objectives by valuing excellence in its academic and administrative programs. The institute strives to create and maintain an environment that emphasizes the importance of relating work performance to its mission. The

performance assessment and management system support that commitment. It is means to establish and maintain individual accountability . Till now performance assessment was done on basis of the self-assessment forms. Institute has introduced new well-designed performance appraisal system from year 2021. The institute has come up with detailed Performance Appraisal formats which when completed, would represent a culmination of past year's staff's performance. It is implemented with the help of Performance Appraisal Reports (PAR). The Individual's performance appraisal formats are basically on content development, Mentoring, Portfolios Handled-Yearlong, Periodic and Developmental. The marking system for the above points is cadre wise. Performance is self-assessed and duly filled in PAR by faculty and non teaching staff. The performance of all regular full-time and part-time staff would be assessed annually, generally from June to 31st May every year. PARs are then evaluated by the Principal and HR. PAR system inspires faculty which boosts professional knowledge and growth which helps in self-evaluation and development.

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

6.4 - Financial Management and Resource Mobilization

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

Response:

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted half yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through principal. External audit is conducted once in every year by an external agency.

Process of the internal audit:

All vouchers are audited by an internal financial committee on half yearly basis. If any discrepancy is found, the same is brought to the notice of the principal. The same process is being followed every years.

Process of the external audit:

The accounts of the college are audited by chartered accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objection during the preceding years.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

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

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

The Institution is on self-financing basis. The institution receives fees from every enrolled student which is fixed by fee

fixation committee. The institute is empowered to make its own budget on the basis of student strength. Based on previous year's actual receipts, expenditure and as per requirements estimated budget is prepared before financial year begins by Administrative Officer along with the principal / Committee. Budget is signed and checked by head of the institution and the same is approved by governing body of the institute in its meeting. The Principal and Administrative officer discuss the requirements before allotting funds for various purposes and its optimal utilization. The Institute ensures effective and optimal utilization of fund. All the above things are reflected in the Annual General Report. Both the authority meets for time to time in order to discuss & monitor optimum utilization of funds.

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

6.5 - Internal Quality Assurance System

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

CKCOE reviews its teaching learning process structure methodologies of operations and learning outcomes at regular intervals through faculty. The faculty reviews all processes structures and methodologies from the view point of quality. IQAC also reviews the teaching learning and other processes and take any initiative for improving the curriculum and its enrichment. The main practices followed in this regards are :

1) The strategies are framed by the institution keeping in view the quality changes required for the development of the institution. The norms are strictly followed at the time of student admission and the revision of curriculum .The department have the provision for accessing student knowledge and skill for the particular program soon after a student is admitted to course of study.

2) Though the Curriculum of the university is revised every 5 years. The faculty members are advised to go beyond the content of syllabus in the class keeping syllabus the broad framework.

   ○ The initiatives under taken are Formation of IQAC cell

- **Syllabus revision**
- **Initiating NAAC Preparation Work**
- **Periodic review of performance of teaching and non teaching staff**

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

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

The changing face of various online devices: In teaching and learning the IQAC initiated the use of computer proficiency skill, mobile other medias for the teaching purpose, The NPTEL courses also used in the above learning. Each department conducted the seminars and conferences as well as online meeting managed to solve the online teaching problems. Use of internet and its services and its related services helped to improve the online teaching and learning process which was initiated by IQAC.

1. WhatsApp was also used in sending the massages on the group of students.

2. Online teaching reform: Google classroom used for the class teaching and online examination purpose. It also helped in keeping the various online students teaching and learning records along with the notes and lectures. The various online applications such as zoom, google meet, Teams etc. was used in the college during the pandemic period. Online books and reading material also changed the entire scene and also kept the learning paperless. Various MOOC, NPTEL, courses were also suggested for the students and many student took the advantage of this. Future progress is off course depends on the online reforms and have the ability to change the superiority race.

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

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

C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Counseling:

As it is said "as is our confidence, so is our capacity" the institution's relentless effort is to build confidence among the students to bring out the innate talents hidden in them. The institution identified that counseling can make a profound impact on the psyche of the students and helps them to navigate difficult life situations. To pursue this avowed objective, the college adopted 'Mentor – Mentee' system as the first step towards confidence building among the students. Each faculty is assigned with specific number of students to cater to their psychological

and emotional needs.

Counseling provides not only an opportunity to the teachers to fathom student's attitudes, weakness and challenges, but also to provide the tools and insights to manage depression and distress. Besides providing personal counseling to the students, the Counseling Cell organizes Personality Development classes to all the students in general.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The College will adopt the principles of the 'best practicable environmental option' in the delivery of its waste management services. The college will apply a 'waste hierarchical approach', to reduce, reuse, recycle and recover waste products in preference to the disposal of waste to landfill. The college recognizes the importance of meeting these legal requirements and to manage its waste responsibly, reduce the volume of waste sent to landfill and

maximize reuse and recycling where possible.

Policy for waste management.

To ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.

To minimize waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes in a cost effective manner.

To provide clearly defined roles and responsibilities to identify and co-ordinate each activity of the waste management.

To promote environmental awareness in order to increase and encourage waste minimization, reuse and recycling.

To provide appropriate training for teacher, resident, staff, students and other stakeholders on waste management issues.

To promote holistic approach of waste management in the campus.

Setting Environmental Performance Indicators for waste management.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	**No File Uploaded**

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **C. Any 2 of the above**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

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

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment   **C. Any 2 of the above**

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

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

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

CK COE is undertaking various initiatives in the form of celebration of days of Eminent personalities National Festivals, YRC and other such activities to provide for an inclusive environment by bringing students and teachers with diverse background on single platform for creating inclusive environment ,These functions help in developing tolerance harmony towards culture ,region and linguistics and also communal social economics and other diversities. Convocation ceremony is conducted every year, where the convocation address is delivered to inspire and motivate the students for future journey. Two important national festivals, Republic Day and Independent Day are celebrated every year.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Institution takes pride in launching the Plantation Programme wherein the focus does not stop with the sound academic foundation of the student community but it moves a step forward to develop them as better citizens of the country. The Green Initiative aims the competitiveness in the environmental space to allow the ability to go neutral on Greenhouse Gas emissions.. The College ensures that the students participate very enthusiastically in all such activities. The College celebrates the Independence Day & Republic Day vigorouslyand students have participated in Elocution and essay contest with all insights which in turn contributed to the ideal Constitutional values and the Fundamental Duties and Rights of Indian Citizens. The Faculty members of all departments, have organized various academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of the Indian citizens.

Constitutional Obligations: Institution has organized student centric activities like paper, poster & essay competition which have always received huge participation from the students and promoted their awareness about various aspects of Indian citizenship. The institution takes the pride of serving the opportunity for the first year students in conducting the online Internship program during this pandemic endeavour.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts   **D. Any 1 of the above**

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

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

Our college is committed to promote ethics and values amongst students and faculty to encourage the same, University organizes National festivals as well as Anniversaries for the great Indian Personalities this include.

1. Teachers day (5th Sept)

2. International Women's day (8thMarch)

3. International Yoga day (21stJune) 4. Independence day(15thAugust)

5.Mahatma Gandhi day 6. Republic day(26thJan) 7. World environment day(5th June)

1. Republic Day - Republic Day is celebrated every year on January 26 to commemorate the adoption of our constitution. Various formal events including flaghoisting and march-past are organized on this day, which are followed by "constitution awareness program" in which students and staff members are made aware of their duties towards our nation and rights given to them by our constitution.

2. Independence Day - It is celebrated every year on August 15, and is a grand event marked with the flag hosting by the Chief Guest and well-practiced march-past by many teams of our college. Cultural activities related to independence movement are exhibited.

3. Dr. Sarvpalli Radha Krishnan Birth Anniversary- On 5th September, we celebrate Dr. Radhakrishnan's birthday as Teacher's Day with great fervor. The students organize a program for the teachers.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Best practise I : IIY (Invest In Yourself)

Investing in yourself willboost of confidence in own abilities and have a positive impact on self-esteem. As well as equipping with new knowledge and skills, focusing on personal development will help you get to know yourself better.

Objectives of the Practice The practice is being followed to improve the effectiveness of the instructional process by empowering the faculty and students with ICT tools and enable them to teach and learn in an environment enriched by latest technology and interactive modes of delivery. The goals are:

* To empower the faculty and teacher trainees in the use of ICT tools * Use of digital content to enrich classroom teaching * To develop innovative evaluation techniques

* Video recording of teaching practice sessions is done for providing effective feedback to teach trainees.

* Students are exposed to the e-learning resources through the online course and ICT classes. They are encouraged to use these facilities. There is also a provision for accessing online educational resources through SWAYAM service.

Best practise II : Win@Life

Impact of win@life in Personal Behaviour of students

How to behave as a disciplined person

Time management

Social awareness

Social responsibility

Self Monitoring

Positive Programming

(First Introduction then points)

Values are certain characteristics that affect the behaviour of an individual. They provide the criteria by which we decide whether something is good or bad, right or wrong. These values are taught in our institution by win@life classes.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

The students have conducted donation drives for flood affected people.

To spread awareness about COVID 19.

Keeping in mind the concerns regarding mental health during the lockdown,

Sanitizer distrubutestudents during the lockdown.

The institute has been following a reduced paper drive since the last five years. All communications are only done using G Suite.

The students also contribute to this initiative, and all our event registrations are paper free and done only through web portal. We also strictly prohibit use of thermocol for any creative activities and most of the creative work are done by recycling of old material.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

We adopt the curriculum overview provided by Tamil Nadu Teachers Education University. For smooth curriculum delivery mechanism during pandemic period the online classes were started. The teachers were constantly in touch with the students to overcome technological barriers or connectivity issues. Regular online meetings, discussions and feedbacks ensured quick redressal of any grievances from learners or faculty. The departments in the college adopted a learner-centric approach towards teaching. Concise notes of the course are provided to the students to help them understand the topic in a better manner. The departments have also made arrangements for remedial classes and tutorials as per the needs of the learners. There are provisions for oral presentations, monthly assessments, surprise tests, group discussion and assignments.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

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

Its lays out the teaching-learning hours, which enable teachers to plan for their lectures in advance, complete the syllabus on time and ensures that adequate time and resources have been allotted according to the requirement and needs of the learners. Thus the academic calendar helps to meet the desired learning outcome targets. The academic calendar is prepared in accordance with holidays and examination dates, and lists the monthly. This enables teachers to evaluate their own performance and monitor the preparedness of the learners. The

college prepare a monthly lesson plan and record the progress of the completion of the course. This also helps teachers to review the effectiveness of the teaching-learning process in the classroom and make necessary adjustments as per the requirements of the class.

2. Head/Principal of the institution : Principal Meeting are held once in a month. Heads of the department discuss their action plans to arrive an optional and effective way.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	[View File](#)

1.2 - Academic Flexibility

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

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

78	
File Description	Documents
Any additional information	*View File*
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**No File Uploaded**

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

Co-curricular and Extracurricular Activities Institute integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum. Actually, the Tamil Nadu Teachers Education University decides the syllabus and college has to follow it. Some of the steps taken are below:

- Numbers of programs are conducted for women and girl students such as women's day celebration. The committee for Woman Ant harassment and internal complaint committee organizes programs on Woman Empowerment, Laws for Woman, Women's Day,. Major gender issues are focused and addressed through the activities like Save girl child campaign, Essay and poster exhibitions, wall paper presentations, etc
- Y.R.C. promotes environmental protection through tree plantation and other sustainable development programs. Every year, Y.R.C. unit undertakes a host of activities in the nearby villages.
- To create scientific approach and social awareness among the students, lectures and quiz, essay, etc. The college takes efforts for integration of ethical and human values through extra-curricular activities also. Guest lectures on value education have been organized for students. Different social activities have been initiated by the college like Health and Hygiene awareness programs, malaria, dengue fever awareness programs, Voter's awareness program, Road safety Campaign, Blood donation camps, etc

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

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

1

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

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

1

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**C. Any 2 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

100

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

43

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

Policy framework for advanced and slow learners

The institution assesses the learning level of students to achieve best results and performance. After admissions in first year the different requirements of the students are identified and addressed at the earliest by way of a strategic approach. Marks obtained in the Half yearly Examination by students help to identify them as advanced and slow learners.

Criteria for selection of advanced and slow learners

Marks obtained in Examination

Special programmes / activities for advanced learners

- **Advanced learners are encouraged to strive for higher goals. They are provided with additional inputs for better career planning and growth through special coaching offered for higher examination.**
- **They are motivated to participate in various events and online courses**
- **Students are encouraged to participate in Seminars/Conferences/Professional Events at various levels, International, National and Local.**
- **Platform is provided through MoU's with Goverrnment High school, Sankaran street.**
- **Students are motivated and inspired to get university ranks.**

Special programmes / activities for slow learners

- **Making provisions in weekly time table for extra one hour to conduct problem solving sessions /revision sessions/extra sessions**
- **Providing Remedial coaching.**

- **Giving personal attention by respective subject teachers while teaching**
- **Making assignments and solving University question papers**
- **Providing Question banks**
- **Counselling – special hints and techniques**
- **Providing simplified notes for easy understanding**

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
178	**16**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

Courses of the University are defined highlighting course objectives, programme specific objectives and programme outcomes. This provides a comprehensive understanding to the student right at the beginning of the course as to what should be the primary focus. It also helps them in self-evaluating their performance at the conclusion of the course.The teacher facilitates learning by allowing each individual student to comprehend at their personal level.by ensuring their involvement in class activities so that they can absorb and grasp information at their own pace.

Case studies

? Case study method is adopted in teaching learning process to make the students have logical thinking and practical knowledge to develop problem solving ability

Discussion

? University follows the discussions methods in many of the subjects as it makes the students to think wide and participate in coming up with the opinions & suggestions to check their current knowledge

Student Seminars:

The Student seminars are organized where in the papers are presented by students on Envrionmental Educationy topics to enrich their learning experience.

Quizzes

? Quizzes are conducted by subject teachers

Special lectures by experts

i) WEBINAR ON"EFFECTIVE COMMUNICATION SKILLS FOR PROSPECTIVETEACHERS"RESOURCE PERSON

Dr. N.Mahalakshmi, Assistant Professor in English, Krishnasamy College of Education, Puducherry.

ii) WEBINAR ON "DEVELOPING LANGUAGE PROFICIENCY SKILLS' REOURCE PERSON

Dr. Veena ,Assistant Professor,Department of Education,Annamalai University,Chidambaram.

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

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

ICT enabled tools to enhance the quality of teaching-learning like

1. Google classroom is used to manage and post course related information- learning material, quizzes, examinations and evaluations, assignments, etc.

2. Online drawing tools like concept maps, mind maps, are used to perform student centric activities.

3. The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching- learning process.

4. The online learning environments are designed to train students in open problem-solving activity. 5. Media lab facility is used to create video lectures and upload in appropriate platforms for students to use as extra learning resources.

6. Online quizzes and polls are regularly conducted to record the feedback of the students.

7. To teach subjects in online mode, teachers have used various online tools like- whiteboard in Microsoft teams, Jamboard in Google meet, etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

2.3.3.1 - Number of mentors

16

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	*View File*
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

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

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

5

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

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

2.4.3.1 - Total experience of full-time teachers

93

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	*View File*

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

- **The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time.**
- **The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process.**
- **Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission and Seminars Presentation.**
- **Unit tests are conducted regularly as per the schedule given in academic calendar.**
- **Personal guidance is given to the poor performing the students after their assessment.**
- **Complete taking the attendance and other formalities in the first half an hour of starting of the examination. Please do not pass on the signature sheets among the students. Invigilator has to go to each student and verify the details entered in the signature sheet.**
- **Practical Examination:Evaluation is done with transparency based on different parameters like Teachers Assessment, Practical Records, Performance and Viva-Voce.**
- **Assignments questions are discussed with students. The students submit two assignments .**
- **For transparent and robust for internal assessment, the following mechanisms are conducted**
  - **Internal Examination Committee.**
  - **Question Paper Setting.**
  - **Conduct of Examination**

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

The college adopted the following procedure which reflect transperncy and efficiency in redressal of examination grievance. Thus, the grievance redressal mechanism is an integral part of any governance system. Today, with increased

awareness levels, the aspirations of individuals have increased as they have their demand for prompt and effective resolution of their grievances. The traditional Grievance Redressal System is mechanical reactive and formal.

If a students feel dissatisfied with the evaluation of his/her answer script in a particular paper, he/she may apply for re-evaluation to the controller of examination in prescribed application form. The students shall be awarded best of the two scores obtained by him/her after re-evaluation and original evaluation. But last time online examination was conducted due to covid pandemic. So the answer script was not applicable for re-evaluation.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Programme learning outcomes:

Program Learning Outcomes are narrower statements that describe what students are expected to know and be able to do by the time of graduation. These relate to the skills, knowledge, and behaviours that students acquire in their teaching field through the program.

Course learning out comes:

Course learning outcomes are the "big ideas," skills, or competencies students should be able to articulate, put into action, or utilize (theoretically or pragmatically and pracitcally) after their course experience.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

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

As per schedule given in the academic calendar the units test would be conducted every month. The feedback will be given to the students by their respective faculty. therefore students will be motivated to implement the feedback given in theri upcoming exams and subsequentely their academic performance ascent to next phase.

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

2.6.3 - Pass percentage of Students during the year

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

78

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

https://acrobat.adobe.com/id/urn:aaid:sc:AP:e413918a-1fdc-4f34-8c03-b74a64526d97

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

1

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

0

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

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

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

9

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

3.3 - Extension Activities

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

During the covid-19 pandemic period

- Rice
- Essential kit bag
- Stanitizer kit

were contributed from the management to the poor people.

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

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

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

1

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

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

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

1

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

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

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

98

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

3.4 - Collaboration

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

1

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college 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. 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 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. The internet / intranet /LAN facilities are also fully functional and are properly maintained and monitored by the staff of the server room.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor) . The college runs its sports competition in its own competition. Culturalfacilities are also available in the college. We give its detail below:

(A) SPORTS FACILITIES

College encourages sports activities. A number of players has played district, university and even statelevel games. It provides indoor games as well as outdoor games. Some of the outdoor games are:

Kho-Kho

Handball

Badminton

Some of the indoor games available in college are:

Carrom board & Chess

(B) Cultural PROGRAMS

To conduct cultural activities in the college, there is a cultural committee. This committee organizes many cultural programs including literacy events. Some interesting programs by the committee are debate, rangoli, painting, mehandi, quiz, model and poster making, essay writing, slogan writing, poet writting and drama preparation etc.

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

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4 & 1

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

2,28,530

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

4.2 - Library as a Learning Resource

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

The collection includes more than 7000 books, 19 journals, 20 CD's, 211 back volumes of the periodicals. During the last years 50 books were bought. The collection of books include documents covering a wide range of subjects from English literature, pure sciences, arts, history and social sciences, languages etc. The library is automated, and has a spacious reading hall and reference section with five air conditioners. The reading area can accommodate 50 users at any point of time. The library is automated with integrated library management software WEBSUBU. The various housekeeping activities of the library such as data entry, issue and return and renewal of books, member logins etc are done through the software. The books are being bar coded and the users are given unique barcode ID. Apart from the printed books the library is having access to e resources of n list which is a part ofWEBSUBU, where the users are given awareness and made to access browse and download e books, e journals, databases etc. The Internet room is provided with 2 systems with 3 Mbps. The Library is provided with Wi-fi facility.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**D. Any 1 of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File]()

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

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

315156

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

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

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

33

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

4.3 - IT Infrastructure

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

The library holdings in terms of books, journals and other learning materials and technology-aided learning mechanisms which enable students to acquire information, knowledge and skills required for their study programmes. A recent development in the field due to availability of digital means, the functioning of the library has undergone a drastic change. Automation of library using the ILMS, use of e-journals and books, providing remote access to eresources in the library have become a matter of necessity. Providing for these and such other developments as well as utilizing them well are important indicators of the quality of an academic institution.

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

4.3.2 - Number of Computers

15

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

4.3.3 - Bandwidth of internet connection in the Institution	**B. 30 – 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

2,50,000

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

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

Utilisation

The College ensures optimal utilization of the available infrastructure to provide conducive atmosphere for teaching learning activities. The college works from 9.30 a.m. to 5 p.m. in the offered courses. A master time table is prepared keeping in mind the requirements of all the sections.

For computer laboratories students are divided into batches for practical sessions. Students can access computers with the practical hours.

Maintenance

Maintenance department looks after regular maintenance and repair work. All section heads bring the repair work / problem to the notice of the maintenance department verbally or through a diary system. A service of carpenter and plumber is available for repair work as and when required. The service of electrician is available to attend day to day requirements. A class wise schedule of duties of support staff for cleanliness is in place. Respective in-charge persons supervise the cleanliness work. In budget adequate provision for maintenance of physical, academic, and support facilities is made.

Safety and Security

The laboratories and library have proper ventilation, sunlight to prevent suffocation.

Fire

Extinguishers are kept on all floors, in laboratories and library. Laboratory attendants and library attendants are given training to operate the fire extinguishers.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

73

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

31

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and	**A. All of the above**

hygiene) ICT/computing skills

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

100

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

100

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**C. Any 2 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

18

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

08

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

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

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

1

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

5.3 - Student Participation and Activities

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

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

1

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

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

Student councilis a president and vice president of students elected by peers. Any student is generally welcome to attend the council meetings. Student councils exist at college level. Involvement at the lower levels has proven to be beneficial in that when students reach the higher grades, they have already experienced how meetings run and decisions are made.

Generally, councils participate in the planning of events such as programme organize. They also assist administration with events for the local community such as blood drives or donation

collections. Student council members bring ideas, requests, and feedback to the meetings and a democratic process is used to give students a voice and make decisions in creating a year-long calendar. Students who participate in student councils, under the supervision of a teacher or administrator, learn about the democratic process, civic responsibility, leadership, problem solving, and teamwork.

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

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

We have conducted the alumni meet through online due to the covid-19 pandemic. The principal greeted the alumni for the making evening memorable. He also congratulated them on achieving reputable position in the school. Welcome speech was given by student council president. In this interactive session the alumni recollected their unforgettable memories and experience with their teacher educator and friends. Everyone

was grateful and felt indebted to their teachers for shaping their career. Finally the session came to an end when alumni the principal and teacher educators for organizing this wonderful session . A vote of thanks was finally delivered by Mr. A. Purushothaman, Assistant professor in mathematics.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) | E. <1Lakhs |

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

OUR 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.

OUR MISSION

Understanding the ways of learning, 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.

File Description	Documents
Paste link for additional information	https://www.ckcoe.org/about.html
Upload any additional information	No File Uploaded

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

Institution practices Decentralization and Participative Management. The success of an institution is the result of the combined efforts of all who work towards attaining the vision of the institution. Right from the Management Committee to the staff and students, all the stakeholders have a role to play in building of the college. Their involvement and cooperation in devising and implementing decision making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the college.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- **To recruit and retain well qualified and competent faculty for the different programmes being offered.**
- **To support professional development of faculty and incentive innovative pedagogy**
- **and ICT usage.**
- **To ensure faculty achieves 80% target of attaining Ph.D/ NET qualification**
- **To provide mentorship to faculty to help them demonstrate their leadership and life skills to influence future generation of teacher educator.**
- **To develop programmes that help students obtain career readiness, competencies and interpersonal skills valued by employers.**
- **To improve the quality of students seeking in teaching field in different school.**
- **To ensure continuous improvement in academic programmes**

- based on students and faculty feedback
  - To provide avenues for multiple assessment of students based on learning outcomes
  - To ensure continual faculty and students training and requisite and skill development using ICT resources in all spheres of education
  - To develop networking with Alumni across the globe to create a network of professionals who can provide mentorship, help in placements and inspire students with their success stories.

To improve the image of the institution by bringing digitally led customer expend ices based on systemic feedback receive from stakeholder

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

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

The overall planning and development of the institution is done by the Board of Management under the Pricipal and HR. The day-to-day administrative affairs of the College are managed by the the Principal and the Campus Treasurer are members, and assisted by the Administrative Committee consisting of experienced members of the faculty. The Principal is the head of the institution shouldering the responsibilities of administration, appointmments and infrastructure. The Principal is the academic head, ensuring the proper conduct of all the academic and co curricular activities. The Campus Treasurer is responsible for all financial matters. The Statutory Bodies are constituted and meetings are conducted as per the UGC, MHRD, State Government and University guidelines. The Non-statutory Bodies are constituted by the Board of Management to complement the functions of the Statutory Bodies. The Board of Management nominates other academicians and experts in to these Bodies to strengthen the functioning of the College. The programmes, courses and activities are periodically evaluated by the College and reported in the appropriate Bodies for proper

implementation.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

The Institute authorities bear in mind that the well being of teaching and non-teaching staff is important for effective functioning of the Institute. In line with this, many welfare measures have been implemented.

- **The institution encourages and motivates staff to attend national, international level seminar and workshops.**
- **The institute sponsors National / International conferences for paper presentations and workshops.**
- **The children of the staff are provided education with consecution of fee.**

- For celebrating festivals, festival advance to the non-teaching faculty
- The faculty of the institution also receive Provident Fund, ESI
- Faculty Development Programme, Maternity and paternity leave with salary.
- Two sets of uniforms to the staff every year
- Wi-Fi facility to the staff inside the college campus
- Lunch is provided for all the staff frequently
- Full fledged canteen and small kiosks are available in the campus to provide food and snacks at reasonable price to the staff and students.

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

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

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

0

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

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

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

5

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

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

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

2

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

CK group achieves its strategic objectives by valuing excellence in its academic and administrative programs. The institute strives to create and maintain an environment that

emphasizes the importance of relating work performance to its mission. The performance assessment and management system support that commitment. It is means to establish and maintain individual accountability . Till now performance assessment was done on basis of the self-assessment forms. Institute has introduced new well-designed performance appraisal system from year 2021. The institute has come up with detailed Performance Appraisal formats which when completed, would represent a culmination of past year's staff's performance. It is implemented with the help of Performance Appraisal Reports (PAR). The Individual's performance appraisal formats are basically on content development, Mentoring, Portfolios Handled-Yearlong, Periodic and Developmental. The marking system for the above points is cadre wise. Performance is self-assessed and duly filled in PAR by faculty and non teaching staff. The performance of all regular full-time and part-time staff would be assessed annually, generally from June to 31st May every year. PARs are then evaluated by the Principal and HR. PAR system inspires faculty which boosts professional knowledge and growth which helps in self-evaluation and development.

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

6.4 - Financial Management and Resource Mobilization

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

Response:

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted half yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through principal. External audit is conducted once in every year by an external agency.

Process of the internal audit:

All vouchers are audited by an internal financial committee on half yearly basis. If any discrepancy is found, the same is brought to the notice of the principal. The same process is being followed every years.

Process of the external audit:

The accounts of the college are audited by chartered accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objection during the preceding years.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

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

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

The Institution is on self-financing basis. The institution receives fees from every enrolled student which is fixed by fee fixation committee. The institute is empowered to make its own budget on the basis of student strength. Based on previous year's actual receipts, expenditure and as per requirements estimated budget is prepared before financial year begins by Administrative Officer along with the principal / Committee. Budget is signed and checked by head of the institution and the same is approved by governing body of the institute in its meeting. The Principal and Administrative officer discuss the requirements before allotting funds for various purposes and its optimal utilization. The Institute ensures effective and optimal utilization of fund. All the above things are reflected in the Annual General Report. Both the authority meets for time to time in order to discuss & monitor optimum utilization of funds.

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

6.5 - Internal Quality Assurance System

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

CKCOE reviews its teaching learning process structure methodologies of operations and learning outcomes at regular intervals through faculty. The faculty reviews all processes structures and methodologies from the view point of quality. IQAC also reviews the teaching learning and other processes and take any initiative for improving the curriculum and its enrichment. The main practices followed in this regards are :

1) The strategies are framed by the institution keeping in view the quality changes required for the development of the institution. The norms are strictly followed at the time of student admission and the revision of curriculum .The department have the provision for accessing student knowledge and skill for the particular program soon after a student is admitted to course of study.

2) Though the Curriculum of the university is revised every 5

years. The faculty members are advised to go beyond the content of syllabus in the class keeping syllabus the broad framework.

- ○ **The initiatives under taken are Formation of IQAC cell**
- ○ **Syllabus revision**
- ○ **Initiating NAAC Preparation Work**
- ○ **Periodic review of performance of teaching and non teaching staff**

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

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

The changing face of various online devices: In teaching and learning the IQAC initiated the use of computer proficiency skill, mobile other medias for the teaching purpose, The NPTEL courses also used in the above learning. Each department conducted the seminars and conferences as well as online meeting managed to solve the online teaching problems. Use of internet and its services and its related services helped to improve the online teaching and learning process which was initiated by IQAC.

1. WhatsApp was also used in sending the massages on the group of students.

2. Online teaching reform: Google classroom used for the class teaching and online examination purpose. It also helped in keeping the various online students teaching and learning records along with the notes and lectures. The various online applications such as zoom, google meet, Teams etc. was used in the college during the pandemic period. Online books and reading material also changed the entire scene and also kept the learning paperless. Various MOOC, NPTEL, courses were also suggested for the students and many student took the advantage of this. Future progress is off course depends on the online reforms and have the ability to change the superiority race.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Counseling:

As it is said "as is our confidence, so is our capacity" the institution's relentless effort is to build confidence among the students to bring out the innate talents hidden in them. The institution identified that counseling can make a profound impact on the psyche of the students and helps them to navigate difficult life situations. To pursue this avowed objective, the college adopted 'Mentor – Mentee' system as the first step

towards confidence building among the students. Each faculty is assigned with specific number of students to cater to their psychological and emotional needs.

Counseling provides not only an opportunity to the teachers to fathom student's attitudes, weakness and challenges, but also to provide the tools and insights to manage depression and distress. Besides providing personal counseling to the students, the Counseling Cell organizes Personality Development classes to all the students in general.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The College will adopt the principles of the 'best practicable environmental option' in the delivery of its waste management services. The college will apply a 'waste hierarchical approach', to reduce, reuse, recycle and recover waste products

in preference to the disposal of waste to landfill. The college recognizes the importance of meeting these legal requirements and to manage its waste responsibly, reduce the volume of waste sent to landfill and maximize reuse and recycling where possible.

Policy for waste management.

To ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.

To minimize waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes in a cost effective manner.

To provide clearly defined roles and responsibilities to identify and co-ordinate each activity of the waste management.

To promote environmental awareness in order to increase and encourage waste minimization, reuse and recycling.

To provide appropriate training for teacher, resident, staff, students and other stakeholders on waste management issues.

To promote holistic approach of waste management in the campus.

Setting Environmental Performance Indicators for waste management.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge	B. Any 3 of the above

Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	C. Any 2 of the above

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

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

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

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

CK COE is undertaking various initiatives in the form of celebration of days of Eminent personalities National Festivals, YRC and other such activities to provide for an inclusive environment by bringing students and teachers with

diverse background on single platform for creating inclusive environment ,These functions help in developing tolerance harmony towards culture ,region and linguistics and also communal social economics and other diversities. Convocation ceremony is conducted every year, where the convocation address is delivered to inspire and motivate the students for future journey. Two important national festivals, Republic Day and Independent Day are celebrated every year.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Institution takes pride in launching the Plantation Programme wherein the focus does not stop with the sound academic foundation of the student community but it moves a step forward to develop them as better citizens of the country. The Green Initiative aims the competitiveness in the environmental space to allow the ability to go neutral on Greenhouse Gas emissions.. The College ensures that the students participate very enthusiastically in all such activities. The College celebrates the Independence Day & Republic Day vigorouslyand students have participated in Elocution and essay contest with all insights which in turn contributed to the ideal Constitutional values and the Fundamental Duties and Rights of Indian Citizens. The Faculty members of all departments, have organized various academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of the Indian citizens.

Constitutional Obligations: Institution has organized student centric activities like paper, poster & essay competition which have always received huge participation from the students and promoted their awareness about various aspects of Indian citizenship. The institution takes the pride of serving the opportunity for the first year students in conducting the online Internship program during this pandemic endeavour.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	D. Any 1 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

Our college is committed to promote ethics and values amongst students and faculty to encourage the same, University organizes National festivals as well as Anniversaries for the great Indian Personalities this include.

1. Teachers day (5th Sept)

2. International Women's day (8thMarch)

3. International Yoga day (21stJune) 4. Independence day(15thAugust)

5.Mahatma Gandhi day 6. Republic day(26thJan) 7. World environment day(5th June)

1. Republic Day - Republic Day is celebrated every year on January 26 to commemorate the adoption of our constitution. Various formal events including flaghoisting and march-past are organized on this day, which are followed by "constitution awareness program" in which students and staff members are made aware of their duties towards our nation and rights given to them by our constitution.

2. Independence Day - It is celebrated every year on August 15, and is a grand event marked with the flag hosting by the Chief Guest and well-practiced march-past by many teams of our college. Cultural activities related to independence movement are exhibited.

3. Dr. Sarvpalli Radha Krishnan Birth Anniversary- On 5th September, we celebrate Dr. Radhakrishnan's birthday as Teacher's Day with great fervor. The students organize a program for the teachers.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Best practise I : IIY (Invest In Yourself)

Investing in yourself willboost of confidence in own abilities

and have a positive impact on self-esteem. As well as equipping with new knowledge and skills, focusing on personal development will help you get to know yourself better.

Objectives of the Practice The practice is being followed to improve the effectiveness of the instructional process by empowering the faculty and students with ICT tools and enable them to teach and learn in an environment enriched by latest technology and interactive modes of delivery. The goals are:

* To empower the faculty and teacher trainees in the use of ICT tools * Use of digital content to enrich classroom teaching * To develop innovative evaluation techniques

* Video recording of teaching practice sessions is done for providing effective feedback to teach trainees.

* Students are exposed to the e-learning resources through the online course and ICT classes. They are encouraged to use these facilities. There is also a provision for accessing online educational resources through SWAYAM service.

Best practise II : Win@Life

Impact of win@life in Personal Behaviour of students

How to behave as a disciplined person

Time management

Social awareness

Social responsibility

Self Monitoring

Positive Programming

(First Introduction then points)

Values are certain characteristics that affect the behaviour of an individual. They provide the criteria by which we decide whether something is good or bad, right or wrong. These values are taught in our institution by win@life classes.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

The students have conducted donation drives for flood affected people.

To spread awareness about COVID 19.

Keeping in mind the concerns regarding mental health during the lockdown,

Sanitizer distrubutestudents during the lockdown.

The institute has been following a reduced paper drive since the last five years. All communications are only done using G Suite.

The students also contribute to this initiative, and all our event registrations are paper free and done only through web portal. We also strictly prohibit use of thermocol for any creative activities and most of the creative work are done by recycling of old material.

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

7.3.2 - Plan of action for the next academic year

1. To recruit and retain well qualified motivated faculty.

2. Apply for NAAC Reaccrditation

3. To provide amenities and sports facilities in harmony with

nature.

4. Implement outcome based education

5. To arrange career guidance programmes.

6. The college plan to introduced Post Graduate Courses in some of the department in the next academic session.

7. Certificate courses in vocational programmes will be introduced.