

## **IQAC REPORT**

The Internal Quality Assurance Cell of the College works towards the perfection of the performance of the institution. IQAC functioned effectively during 2017-2018 in maintaining the quality of the programmes offered by the College. Members of the IQAC met on 28.04.2017, 26.07.2017, 24.08.2017, 31.08.2017 and 22.12.2017 and various ways of improving the quality of curriculum transaction were discussed and finalised. Meetings had been conducted regularly by the in-charge staff along with the office bearers of the student committee to be aware of the incidents and for the solutions.

## MEMBERS OF THE IQAC

<b>Principal</b>	<b>Dr.Mrs.NithilaDevakarunyam</b>
<b>Vice-Principal</b>	<b>Dr.Mrs. Regina Joel</b>
Controller of Examinations	Dr.Mrs. Mano Stella Charling
Bursar	Miss. Jesintha Mary
<b>Co-ordinator of the IQAC</b>	<b>Mrs.Parimala Paul</b>
<b>Management Representative</b>	<b>Mrs.RevathyBonns</b> <b>Principal, MCC Matric. School</b>
Alumni Representative	Mrs. Joan Elango  Principal, Anitha Methodist Matric. School.
Stake Holder	Mrs. Mariam UshaRani  Principal, Bentinck Hr. Sec. School for Girls.
External Expert	Dr. Merlyn Sanders  Rtd. Principal, Meston College of Education.

The various committees that function under the Internal Quality Assurance Cell are as follows:

- Grievance Cell
- Disciplinary Committee
- Anti-Ragging
- Women Harassment
- Eco Club
- Counselling
- Student Council
- Library Advisory and
- Research Committee.

## ACTIVITIES OF THE IQAC

- IQAC meets at the beginning of the academic year to chalk out a plan for the year.
- IQAC gets feedback from the student and brings about changes in the syllabi, examination system and the other activities of the college.
- IQAC is actively involved in coordinating various activities of the various committees in the college.
- IQAC organises seminars and workshops for the teaching and non-teaching staff to upgrade their knowledge.
- IQAC organises various talks by the experts for the benefit of the students.
- It also coordinates the assessment of the students' counselling needs and helps the students with special needs.
- It undertakes redressal Student Grievances.
- Academic and Administrative Audit is conducted at the end of the year.

## The Annual Quality Assurance Report (AQAR) of the IQAC (2017– 2018)

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution

St. Christopher's College of Education

1.2 Address Line 1

63,E.V.KSampath Road

Address Line 2

Vepery

City/Town

Chennai

State

Tamil Nadu

Pin Code

600 007

Institution e-mail address

stchristopherscollege@gmail.com

Contact Nos.

044-26618577

Name of the Head of the Institution:

Dr.(Mrs.) NithilaDevakarunyam

Tel. No. with STD Code:

91-044-26618577

Mobile:

9841647087

Name of the IQAC Co-ordinator:

Mrs.Parimala Paul

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup>	5 star		2000	5
2	2 <sup>nd</sup>	A		2007	5
3	3 <sup>rd</sup>	A		2014	2021
4	4 <sup>th</sup>				

1.7 Date of Establishment of IQAC :DD/MM/YYYY

1.8 AQAR for the year

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

After the latest assessment and accreditation done in 2014, we are submitting the AQAR every year.

## 1.10 Institutional Status

University State  Central Deemed Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men Women

Urban  Rural Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

## 1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law PEI (PhysEdu.)

TEI (Edu.)  Engineering  Health Science Management

1.12 Name of the Affiliating University (*for the Colleges*)

Tamil Nadu Teachers Education  
University

## 1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University State

University with Potential for Excellence	UGC-CPE	-
DST Star Scheme	<input type="text" value="-"/>	-
UGC-Special Assistance Programme	DST-FIST	-
UGC-Innovative PG programmes	<input type="text" value="-"/> (Specify)	-
UGC-COP Programmes	<input type="text" value="-"/>	

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="5"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="11"/>
2.10 No. of IQAC meetings held :	8



2.11 No. of meetings with various stakeholders: Faculty 4 Students 2

Non-Teaching Staff Alumni  With Heads of practice teaching schools 1

2.12 Has IQAC received any funding from UGC during the year? Yes No ✓

If yes, mention the amount

2.13 Seminars and Conferences (only quality related) -

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National 2 State 1 Institution Level 1

(ii) Themes

Tuning Young Faculty Towards Effective Teaching for Arts Teachers.  
Tuning Young Faculty Towards Effective Teaching for Science Teachers.  
Workshop on Educational Technology – State Level  
Workshop on Google Classroom - Institutional Level

2.14 Significant Activities and contributions made by IQAC

Academic and Administrative Audit was conducted.  
Active functioning of a counselling cell.  
Assessment was done to identify the counselling needs of students.  
IQAC co-ordinated the various committees for the effective functioning of the College.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement was achieved by the end of the year

Plan of Action	Achievements
Feed Back from students and Examiners were got, consolidated and given to staff.  Research were given necessary encouragement.	Depending on the feedback necessary changes were made.  Action Research were done by the Students was collected and kept for reference in the Library.

2.16 Whether the AQAR was placed in statutory body Yes

Management  Syndicate Planning  and Evaluation Committee ✓

Provide the details of the action taken

Suggestions of IQAC were discussed and planning and evaluation committee and approved for implementation.

## Criterion – I

### 1. Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1			
PG	1			
UG	1			
PG Diploma				
Advanced Diploma				
Diploma	1			
Certificate	1			
Others M.Phil	1			
<b>Total</b>	<b>6</b>			

Interdisciplinary				
Innovative				

✓✓

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options  
 (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	
Annual	3

1.3 Feedback from stakeholders\* Alumni  Parents ✓ Employers ✓ Students

Co-operating schools (for PEI)

Mode of feedback : Online  Manual

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

B.Ed. and M.Ed. syllabi was revamped according to the feedback from the students

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
	10	5		

2.2 No. of permanent faculty with Ph.D.

7

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	

2.4 No. of Guest and Visiting faculty and Temporary faculty - - -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	21	5
Presented	2		4
Resource Persons	3	3	5

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- All students were encouraged to do action research.
- Action research done by students were made available in the library.
- A group of our students were trained to conduct life skill classes for the high school students of our model school.

2.7 Total No. of actual teaching days during this academic year

220 days
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development 21  
as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students 90%

## 2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed.	113	11	97	5	-	100
M.Ed.	1	1	-	1	-	100
M.Phil.	-	-	-	-	-	-

## 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching &amp; Learning processes:

IQAC suggests reforms in teaching learning process and evaluates them at the end of the year.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	2
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	5	5	-	7
Technical Staff	2	1	-	2

### Criterion – III

#### 3. Research, Consultancy and Extension

##### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- M.Ed and M.Phil students are encouraged to do research and present papers at the national or state level seminars. They are allocated separate marks for the publications.
- Research tools validated by the research scholars were preserved as soft copy for the reference of future research scholars.

##### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	5	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	4	4	

##### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS DST-FIST

DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE DBT Star Scheme

INSPIRE  CE Any Other (specify)

3.10 Revenue generated through consultancy

## 3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		3			1
Sponsoring agencies		UBCHEA			UBCHEA

## 3.12 No. of faculty served as experts, chairpersons or resource persons:6

3.13 No. of collaborations      International  National      Any other3.14 No. of linkages created during this year 

## 3.15 Total budget for research for current year in lakhs :

From funding agency  From Management of the CollegeTotal 

## 3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

## 3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

1
8

3.19 No. of Ph.D. awarded by faculty from the Institution      1



3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows      Any other

3.21 No. of students Participated in NSS events:

University level      State level  
National level      International level

3.22 No. of students participated in NCC events:

University level      State level  
National level      International level

3.23 No. of Awards won in NSS:

University level      State level  
National level      International level

3.24 No. of Awards won in NCC:

University level      State level  
National level      International level

3.25 No. of Extension activities organized

University forum  College forum      9  
NCC  NSS      Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. Workshop on Tally
2. Seminar on Learning styles of Adolescents
3. Seminar on Child Rights
4. Communication Skills – a general Strategy

5. Online Resources
6. Education and sustainable development
7. Awareness of Dengue fever
8. Seminar on Finance Management
9. Seminar on Food Science

#### Criterion – IV

#### 4. Infrastructure and Learning Resources

##### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5 acres			
Class rooms	22	6		28
Laboratories	5			5
Seminar Halls	4	2		6
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others - CCTV	20	5	UGC	

##### 4.2 Computerization of administration and library

Biometric system was introduced.
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##### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	30,145		519		30664	
Reference Books						
e-Books						
Journals	11	13,000				

e-Journals	N-list membership	5,750				
Digital Database						
CD & Video						
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	87	1				Tally has been installed	11	
Added	11							
Total	98						11	

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- ICT training for B.Ed. students
- Training on Educational technology for Teacher Educators

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs. 60,000

ii) Campus Infrastructure and facilities

Rs. 4,97,755

iii) Equipments

Rs. 14,67,830

iv) Others

Rs. 25,86,666

**Total:**

Rs. 46,12,251

**Criterion – V****5. Student Support and Progression****5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

- IQAC co-ordinates with the extension services department in organising placement services.
- Students' counselling needs were identified and remedial measures were undertaken.

**5.2 Efforts made by the institution for tracking the progression**

Decision made in the previous IQAC meeting will be discussed and evaluated in the next IQAC meeting.

**5.3 a) Total number of students**

UG	PG	Ph. D.	M.Phil.
147	3	8	1

(b) No. of students outside the state

-

(c) No. of international students

-

No	%

Men

No	%

Women

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
4	29	-	82	-	115	26	29	-	92	-	147

Demand ratio

Dropout %

**5.4 Details of student support mechanism for coaching for competitive examinations (If any)**

TET coaching for optional students

## 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT -  
 IAS/IPS etc  State PSC  UPSC - Others -

## 5.6 Details of student counselling and career guidance

- Each teacher trained in counselling will be in the counselling room according to the schedule put up and students are free to approach whom they wish.
- Talks were organised on topics related to counselling.

No. of students benefited

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
6	105	45	60

## 5.8 Details of gender sensitization programmes

- Competitions were conducted and prizes were awarded on the college day.

## 5.9 Students Activities

## 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level International level

No. of students participated in cultural events

State/ University level  National level - International level -

## 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports :State / University level  National level          International level

Cultural: State/ University level  National level          International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	9	27,000
Financial support from government	134	9,88,205
Financial support from other sources(Alumni Association)	5	22,000
Number of students who received International/ National recognitions	-	-

## 5.11 Student organised / initiatives

Fairs : State/ University level  National level          International level          -

Exhibition: State/ University level  National level          International level          -

5.12 No. of social initiatives undertaken by the students          7

5.13 Major grievances of students (if any) redressed:NIL

**Criterion – VI****6. Governance, Leadership and Management**

## 6.1 State the Vision and Mission of the institution

Vision: To provide women special consideration being given to the poor and the needy, with professional and general education of the highest ordered on Christian lines.

Mission: To train women candidates from Arts & Science colleges to service God and the nation in their profession as teachers.

## 6.2 Does the Institution has a management Information System

Information related to admission, fees, students' data, examination details, results and book circulation and OPAC in library are managed effectively using necessary software.

## 6.3 Quality improvement strategies adopted by the institution for each of the following:

### 6.3.1 Curriculum Development

Changes in curriculum were done according to the feedback from I year students.

### 6.3.2 Teaching and Learning

Improvement in the techniques of teaching and learning was done on students' feedback.

### 6.3.3 Examination and Evaluation

- Continuous and Comprehensive Evaluation is followed. Special attention given to weak student.
- Question bank is provided to students.

### 6.3.4 Research and Development

- Soft and hard copy of action research done by the students are made available for future reference.
- Cash award and certificates are given to staff who publish research articles in UGC approved journals.
- Registration fee for presenting papers in conferences/seminars has been reimbursed.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- News computers purchased have been put for effective use.
- E-resource centre was airconditioned.
- ICT training for staff and students was given.
- 6 classrooms and 2 lecture halls were added.

### 6.3.6 Human Resource Management

- Workshop was conducted to train young faculty in effective teaching.
- All the teaching faculty were trained in using Google Classroom.
- Students were trained in administrative work by involving in various committees.

### 6.3.7 Faculty and Staff recruitment

Recruitment is done as per the norms of the Government.

### 6.3.8 Industry Interaction / Collaboration

Collaboration with schools for practice teaching and recruitment.

### 6.3.9 Admission of Students

Admissions are done based purely on merit.

### 6.4 Welfare schemes for

Teaching	Loan facility for the faculty
Non teaching	
Students	Scholarship



6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes  No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Experts in the field
Administrative	Yes	State Government	Yes	Sam & Co.

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Internal evaluation of the practicum components was done by a group of faculty in order to ensure unbiased evaluation.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

The Alumni Association gave

1. A gold medal to the best student of the B.Ed. class.
2. Silver medals for the best student of each department.
3. Scholarships for M.Ed. and B.Ed. students.

6.12 Activities and support from the Parent – Teacher Association

No PTA

## 6.13 Development programmes for support staff

Office staff were given training in Accounts.

## 6.14 Initiatives taken by the institution to make the campus eco-friendly

- Our college is continuing to have network with WOW- Wealth Out of Waste – A green initiative.
- Flowering plants were added to the college garden.
- Dustbins were added.
- Campus was made Plastic-free.

**Criterion – VII****7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Various committees were formed and they meet periodically. Students and staff give suggestions for the improvement for the college.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement was achieved by the end of the year.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Various committees were formed to help in the smooth administration of the college.
- Academic and Administrative Audit were conducted.
- Student Council was actively involved in administration.

## 7.4 Contribution to environmental awareness / protection

- Our college is continuing to have network with WOW- Wealth Out of Waste – A green initiative.
- Flowering plants were added to the college garden.
- Dustbins were added.
- Campus was made Plastic-free.
- Eco corner was created.
- Plants were planted as a part of the camp activity.

7.5 Whether environmental audit was conducted? Yes                      No      ✓

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

**8.Plans of institution for next year**

- Teachers evaluate their own teaching.
- Students' do action research during their teaching practice.
- Faculty are evaluated by the students.
- Faculty are evaluated during academic audit.

- Conducting staff study circle to enhance research activity.
- Performance assessment for the staff and students.
- Conducting environmental audit.

*Name: Mrs. Parimala Paul*

*Name: Dr. (Mrs) Nithila Devakarunyam*

*Asst. Professor of Mathematics  
Signature of the Coordinator, IQAC*

*Principal and secretary  
Signature of the Chairperson, IQAC*

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