YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Lakshmi College of Education, Gandhigram
• Name of the Head of the institution	Dr.M.Malarvizhi
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Alternate phone No.	04512452337
• Mobile No:	9443653089
• Registered e-mail ID (Principal)	lakshmi_coe@yahoo.co.in
• Alternate Email ID	prothangamalar@gmail.com
• Address	Lakshmi College of Education
• City/Town	Dindigul
• State/UT	TamilNadu
• Pin Code	624302
2.Institutional status	
• Teacher Education/ Special Education/Physical Education:	Teacher Education
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**TamilNadu Teacher's Education University, Chennai**
• Name of the IQAC Co-ordinator/Director	**Dr.K.Dhanalakshmi**
• Phone No.	**04512452337**
• Alternate phone No.(IQAC)	**9865228088**
• Mobile (IQAC)	**9894731243**
• IQAC e-mail address	**nhnp98@gmail.com**
• Alternate e-mail address (IQAC)	**lakshmi_coe@yahoo.co.in**
3.Website address	http://lakshmicoe.gandhigram.org/
• Web-link of the AQAR: (Previous Academic Year)	https://lakshmicoe.gandhigram.org/gallery/aqar%2019-20%20accepted.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://lakshmicoe.gandhigram.org/gallery/2020-21calendar.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**80-85**	**2004**	**03/05/2004**	**02/05/2009**
Cycle 2	**B**	**2.86**	**2012**	**10/03/2012**	**09/03/2017**

6.Date of Establishment of IQAC	**19/03/2009**

7.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNMTT etc.

Institution/ 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	**5**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**	
• (Please upload, minutes of meetings and action taken report)	[View File](#)	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**Yes**	
• If yes, mention the amount	**25,000 /-**	

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

Created Covid 19 awareness among the students and the public through posters prepared by our students.

Teachera were trained to conduct online classes and students were trained to attend online classes.

ICT tools were used for effective online teaching, Learning and Evaluation process.

Distributed Covid 19 reliefs materials for the needy people in and around Gandhigram.

Organised a five days online national webinar on "Techniques in Education" in collaboration with TNTEU, Chennai.

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 (web link may be provided).

Plan of Action	Achievements/Outcomes
Campus Cleaning	Campus Cleaning was done as per the instruction received from Tamilnadu Government
Awareness on Covid 19	Information about Covid awareness webinar and link id was forwarded to the students and both staff members and the students attended the webinars. Students downloaded the Arogya setu app in their mobile phones.
Training to the faculty members to conduct online classes	The management arranged an in-service training program on Google meet link creation to conduct smooth online classes. After the training all the staff members handled their online classes successfully
Training to the students to attend online classes	Students were trained by the faculty members to connect through Google meet and also to use all the features of Google meet for effective online classroom.
Student Placement	Online placement program was conducted. Student attended online Interviews and got their placement in Montford School, Errkadu and Lotus School of Excellence, Hyderabad.
Extension Program	Relief materials such as as Rice, Pulses and grocery items were distributed to the needy Poor people in and around Gandhigram
Dr.Uma Associate Professor Pedagogy of Physical Science Retirement	Smt.M.Kalaivani Assistant Professor of Biological Science taken over the Physical science department on 2nd May 2020
Assignment	All faculty members gave

	assignment topics and facilitated the students to complete and submit online.
Unit Test	Unit Test was conducted Online. The Question papers were shared to the students to their respective email id and the students submitted their Answer sheets to their respective faculty's email id. Online examinations supervision was done strictly.
TNTEU Circular	Principal and all the staff members discussed and framed the Time table for regular online classes according to the student's convenient time and the network availability
Online Webinars	Teachers motivated and facilitated the students to attend online Quiz, Webinars organized by other colleges and Universities. Our students also trained to conduct online quiz through Google forms. Our college collaborated with other teacher education institutions and organized program such as Bridge course, National webinars.
ICT Evaluation Tools	Workshop on "Handling of ICT tools" was conducted for our B.Ed students to enhance effective teaching, Learning and Evaluation through online.
Teacher's Day Celebration	Our students conducted online quiz through Google forms. Students also participated in various webinars and competitions organized by our college in collaboration with other teacher education institutions.

Model Exam	**Model Exam was conducted for Online. The Question papers were shared to the students to their respective email id and the students submitted their Answer sheets to their respective faculty's email id. Online examinations supervision was done strictly.**
Online TNTEU Semester Exam	**Hall tickets received from the University were shared to the students to their respective Email id. Instructions from the TNTEU regarding online examination were given to the students. TNTEU Norms to conduct Examinations was strictly followed by our faculty members.**
TNTEU Exam Result	**Final year University examination Mark statement was downloaded from TNTEU website and filed. Smt K.Dhanalakshmi Associate Professor received the hard copy of the mark statement from TNTEU in person. The hard copy of the mark statement was also distributed to the students**
Capacity Building	**Organized a webinar on the topic " Preparation of Teaching Aids with Zero Investment**
Offline Classes	**As per the TNTEU and TamilNadu Government instructions to conduct regular online classes the college campus cleaning was done in the month of November. Time table was framed for regular offline classes.**
Duty Allotment	**Staff annual duty allotment schedule was framed for proper execution of all regular academic activities.**

Purchase of Learning Resources	India Literacy Project funded to purchase competitive exam books for TET,TRB,NET,TNPSC etc.,
Initiation of NSS	NSS activity was initiated in our college.All the student teachers enrolled themselves as NSS voluntaries under TNTEU and planned the NSS activities for this academic year
B.Ed online Application	Online B.Ed application form for the admission of academic year 2020-2021 was propagated to the public through whatsapp as well as for the people who met us in person.
Celebrations	National Science Day was conducted on 28th February through online Mr. Sathyamanickam Director, Galileo Science Center Madurai. ",d;iwa mwptpaypd; Njit"
Practical Examinations	Model online Practical Examinations was conducted. Necessary corrections to be made were instructed to the students then and there to face the online TNTEU Practical examinations.
Admission	Admission for the academic year 2020-2021 B.Ed Program was done. The mark statements of their UG, PG and the Admit card of the candidates came from single window system were verified and admitted as per the TamilNadu government norms in the month of March.
Purchase of Laptops	Purchase a laptop and a scanner with the Printer was purchased to meet out the needs of the faculty members to conduct effective online classes,

	National& International Webinars.
National Webinar	Organized a National Webinar on the Topic" Techniques in Education" in Collaboration with Skill Development centre, TNTEU Chennai.

13.Whether the AQAR was placed before statutory body? | **No**

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2016-2017	11/12/2017

15.Multidisciplinary / interdisciplinary

. Lakshmi College of Education, Gandhigram is a standalone Teacher Education College affiliated to Tamilnadu Teachers Education University, Chennai offering B.Ed. Program. We provide B.Ed. program for the pedagogical subjects that include Mathematics, English, Physical Science- Physics & Chemistry and Biological Science - Botany & Zoology. With these school subjects we integrate subjects such as educational psychology, Philosophy, Sociology, Education, Inclusive Education, Environmental Education and Value education. This inter disciplinary program encourage students to different ways of learning and becoming lifelong learners. Collaborative approach inculcates the team spirit and leadership in creative ways. Problem solving skills also developed and students become interdisciplinary thinkers and so in future they become analytical, critical, reflective thinkers and developed problem solving skills.

16.Academic bank of credits (ABC):

Our institution is strictly following the curriculum of the Tamilnadu Teacher Education University. We are not following the choice based on credit system in our evaluation procedure. We motivate the students to enroll themselves in online platforms such

as Swayam, MOOC, Moodle, NPTEL, etc for online education to gain their academic bank of credits. From the academic year 2021-2022, University has made it mandatory that every student must complete a online certificate course with One credit. Students who submit their one credit self-learning certificate will alone eligible to attend the practical exam. We insisted all the students from the batch 2020 to 2021 onwards to visit ABC website and enroll them to raise their academic bank credits.

17.Skill development:

Our student teachers are trained to develop their personal, professional and academic skills through annual activities planned and executed by the various committees of the college. Personal skills such as leadership skills, life skills, creativity skills, observation skills, analytical skills, Problem solving skills, decision making are developed by providing opportunities to participate actively in study circle, student's parliament and Gurukula classes. The professional skills such as Teaching Skills, Communication skills, soft skills, public speaking skills, ICT technical skills, organizational skills are enhanced through the Micro teaching classes, seminars and webinars. Academic skills are developed through guest lectures, student's seminar on emerging trends in their respective subjects as well as in the field of Education. Students were taught with innovative teaching skills, handling classes through online.

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

Our mode of instruction is both in the regional language Tamil and in foreign language English. Students are allowed to learn and write their examinations either in Tamil or in English. Faculty members provided study materials both in Tamil and English for all the courses. Our Indian culture is taught by celebrating all the religious festivals like Diwali, Pongal, Ramzan, Christmas, Vijayadhashami etc., in the college. We have course on the topic Yoga and Health Education in which students learn the importance of yoga, food habits, balanced diet and healthy living, therapeutic methods in health care. Environmental education course paper is taught to the students wherein the students develop positive attitude towards conservation of nature.

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

We have shifted from objective based education to outcome-based education. We focused on the highest hierarchy "CREATE" of revised blooms taxonomy. Students are trained to develop teaching

competency through innovative teaching methodologies such as by teaching through games, drama, role play, etc. The main aim of this B.Ed program focused on producing ICT enhanced quality teachers for rural school children. Students are trained with 21st teaching skills such as critical thinking, reflective thinking skills digital literacy, media literacy, information literacy collaborative skills, thereby we develop global citizen. The faculty members adopt the role of instructor, trainer, facilitator and mentor to produce professionally devoted, socially committed, ethically oriented physically sound teachers with commitment to Gandhian values.

20.Distance education/online education:

Since due to sudden outbreak of Covid 19, there was a paradigm shift from face - face teaching to online teaching in the academic year 2020 -2021.Teaching, learning and evaluation process are all held through online mode. Staff and students both enhanced their ICT skills for effective online teaching and learning process. Online classes are conducted through Google meet, Zoom meet, Microsoft Teams. Students participated online competitions such online Quiz, Drawings, Poster Making etc., Staff and students are encouraged to attend webinars, workshops, and faculty development programs online. Staff acquired the skill of organizing webinars and conducted five days online national webinar series on the topic "Techniques in Education" in collaboration with the Tamilnadu Teachers Education University, Chennai

Extended Profile

1.Student

2.1 Number of students on roll during the year	**50**

File Description	Documents
Data Template	[View File]

2.2 Number of seats sanctioned during the year	**50**

File Description	Documents
Data Template	[View File]

2.3 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	**40**

File Description	Documents
Data Template	View File

2.4 Number of outgoing / final year students during the year:	**49**

File Description	Documents
Data Template	View File

2.5Number of graduating students during the year	**49**

File Description	Documents
Data Template	View File

2.6 Number of students enrolled during the year	**50**

File Description	Documents
Data Template	View File

2.Institution

4.1 Total expenditure, excluding salary, during the year (INR in Lakhs):	**1,0088833/- , 559314/-**
4.2 Total number of computers on campus for academic purposes	**15**

3.Teacher

5.1 Number of full-time teachers during the year:	**6**

File Description	Documents
Data Template	View File
Data Template	View File

5.2 Number of sanctioned posts for the year:	**9**

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Planning

1.1.1 - Institution has a regular in house practice of planning and/or reviewing, revising curriculum and adapting it to local context /situation. Describe the institutional process of planning and/or reviewing, revising curriculum and adapting it to the local context in not more than 100 - 200 words

Lakshmi College of Education is affiliated to Tamil Nadu Teachers Education University, Chennai. The Curriculum for the B.Ed degree course is designed and developed by the University. One of our staff members is in the Academic Council play a major role in designing and developing the curriculum. Other staff members express their suggestions periodically and they are informed to the Board of Studies. We are strictly following the curriculum framed by Tamil Nadu Teacher's Education University. we implement the curriculum effectively in our college with the suggestions from the various committee meetings such as IQAC, College Core Committee, Annual Planning and Association and Club meetings. We allocate the duties for every staff member to perform all the curricular, co-curricular, extracurricular activities and extension activities.

File Description	Documents
Details of a. the procedure adopted including periodicity, kinds of activities b. Communication of decisions to all concerned c. Kinds of issues discussed	**No File Uploaded**
Plan developed for the academic year	View File
Plans for mid- course correction wherever needed for the academic year	**No File Uploaded**
Any other relevant information	**No File Uploaded**

1.1.2 - At the institution level, the curriculum planning and adoption are a collaborative effort; Indicate the persons involved in the curriculum planning process during the year Faculty of the institution Head/Principal of the institution Schools including practice teaching schools Employers Experts Students Alumni	**B. Any 5 of the above**

File Description	Documents
Data as per Data Template	View File
List of persons who participated in the process of in-house curriculum planning	View File
Meeting notice and minutes of the meeting for in-house curriculum planning	View File
A copy of the programme of action for in- house curriculum planned and adopted during the academic year	View File
Any other relevant information	View File

1.1.3 - While planning institutional curriculum, focus is kept on the Programme Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs) for all programmes offered by the institution, which are stated and communicated to teachers and	**A. All of the Above**

students through Website of the Institution Prospectus Student induction programme Orientation programme for teachers

File Description	Documents
Data as per Data Template	View File
URL to the page on website where the PLOs and CLOs are listed	https://lakshmicoe.gandhigram.org/Archives/
Prospectus for the academic year	View File
Report and photographs with caption and date of student induction programmes	**No File Uploaded**
Report and photographs with caption and date of teacher orientation programmes	**No File Uploaded**
Any other relevant information	View File

1.2 - Academic Flexibility

1.2.1 - Curriculum provides adequate choice of courses to students as optional / electives including pedagogy courses for which teachers are available

1.2.1.1 - Number of optional / elective courses including pedagogy courses offered programme-wise during the year

6

File Description	Documents
Data as per Data Template	View File
Circular/document of the University showing duly approved list of optional /electives / pedagogy courses in the curriculum	View File
Academic calendar showing time allotted for optional / electives / pedagogy courses	View File
Any other relevant information	Elective Courses - Environmental Education, Peace Education, Yoga, Health and Physical Education

1.2.2 - Number of value-added courses offered during the year

0

1.2.2.1 - Number of value-added courses offered during the year

0

File Description	Documents
Data as per Data Template	**No File Uploaded**
Brochure and Course content along with CLOs of value-added courses	**No File Uploaded**
Any other relevant information	**No File Uploaded**

1.2.3 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year

0

1.2.3.1 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year

0

File Description	Documents
List of the students enrolled in the value-added course as defined in 1.2.2	**No File Uploaded**
Course completion certificates	**No File Uploaded**
Any other relevant information	**No File Uploaded**

1.2.4 - Students are encouraged and facilitated to undergo self-study courses online/offline in several ways through Provision in the Time Table Facilities in the Library Computer lab facilities Academic Advice/Guidance	**One of the above**

File Description	Documents
Data as per Data Template	<u>View File</u>
Relevant documents highlighting the institutional facilities provided to the students to avail self study courses as per Data Template	**No File Uploaded**
Document showing teachers' mentoring and assistance to students to avail of self-study courses	**No File Uploaded**
Any other relevant information	**No File Uploaded**

1.2.5 - Number of students who have completed self-study courses (online /offline, beyond the curriculum) during the year

0

1.2.5.1 - Number of students who have completed self-study courses (online /offline, beyond the curriculum) during the year

0

File Description	Documents
Data as per Data Template	**No File Uploaded**
Certificates / evidences for completing the self-study course(s)	**No File Uploaded**
List of students enrolled and completed in self study course(s)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Curriculum of the institutions provides opportunities for the students to acquire and demonstrate knowledge, skills, values and attitudes related to various learning areas Describe the curricular thrusts to achieve the following in not more than 100 - 200 words each A fundamental or coherent understanding of the field of teacher education Procedural knowledge that creates teachers for different levels of school education skills that are specific to one's chosen specialization Capability to extrapolate from what one has learnt and apply acquired competencies Skills/Competencies such as: Emotional Intelligence, Critical Thinking, Negotiation and Communication Skills, Collaboration with others, etc.

Indian Contemporary Education was taught to achieve coherent

understanding of the field of teacher education, Pedagogy of school subject was taught to attain the procedural knowledge that creates teachers for different levels of school education. Environmental Education, Human rights Education, Computer Education, Peace Education, and Educational Psychology are taught to acquire capability to extrapolate and to attain skills and competencies. Learning and Teaching imparts knowledge on the characteristics of a good teacher, good teaching, various teaching and learning psychological models such as Pavlov classical conditioning, Skinner Operant Conditioning, Social learning model, Piaget learning style etc., Gender, School, Society was taught to inculcate equity, equality, justice to avoid gender, social, religious and caste discrimination.

File Description	Documents
List of activities conducted in support of each of the above	**No File Uploaded**
Documentary evidence in support of the claim	[View File](#)
Any other relevant information	[View File](#)
Photographs indicating the participation of students, if any	[View File](#)

1.3.2 - Institution familiarizes students with the diversities in school system in Indian as well as international and comparative perspective. Describe in not more than 100-200 words how students are familiarized with the diversity in school system in India with respect to: Development of school system Functioning of various Boards of School Education Functional differences among them Assessment systems Norms and standards State-wise variations   International and comparative perspective

Our Institution familiarizes students with the diversities in school system such as Government, Government aided, Municipal & Panchayat schools and Private Schools of Tamilnadu through 16 weeks of Internship teaching program. we also familiarize the diversity in syllabus such as State Board, Central Board, Matriculation Board, ICSE syllabus, through Innovative school visit program. our institution took effort to familiarize the inclusive education through visit to special schools like Shanthi Hearing Impaired School, Anbagam school for Mental Retardation. we have also taken the students to visit schools such as Mathakoddapalli Model School, Hosur, Kendra Vidyalaya School, Gandhigram, Reached the Unreached

(RTU) at Batlagundu. our Tamilnadu government schools follows Continuous and comprehensive evaluation. we inculcate the knowledge of Continuous and comprehensive evaluation by providing a special lecture by the Block Resource Teachers.

File Description	Documents
Action plan indicating the way students are familiarized with the diversities in Indian school systems	**No File Uploaded**
Documentary evidence in support of the claim	**No File Uploaded**
Any other relevant information	**No File Uploaded**

1.3.3 - Students derive professionally relevant understandings and consolidate these into their professional acumen from the wide range of curricular experiences provided during Teacher Education Programme Describe the efforts made by the institution to enable students to develop understanding of the interconnectedness of the various learning engagements and to make them ready for the professional field in not more than 100-200 words

Our Institution organized a 7 days orientation program immediately after admission, in which input on the institutional objectives, educational objectives, objectives of Teacher education. were given. through micro teaching, mini teaching and macro teaching, the teaching skills are introduced and practiced by the students' teachers. school observation and demonstration classes students observe different teaching styles, methodologies of school teachers. an intensive teaching practice will be given through 16 weeks Internship program. during the internship program students learned and experienced the real classroom teaching, classroom management, setting up a question paper, administrating the test, evaluating the answer scripts and statistical analysis of the score of the students thereby they evaluate their teaching and identifying the slow learners and the learning disabilities of the students and conducted remedial classes for the slow learners.

File Description	Documents
Documentary evidence in support of the claim	[View File](#)
Any other relevant information	[View File](#)

1.4 - Feedback System

1.4.1 - Mechanism is in place for obtaining structured feedback on the curriculum –	**Three of the above**

semester wise from various stakeholders. Structured feedback is obtained from Students Teachers Employers Alumni   Practice Teaching Schools/TEI

File Description	Documents
Sample filled-in feedback forms of the stake holders	View File
Any other relevant information	View File

1.4.2 - Feedback collected from stakeholders is processed and action is taken; feedback process adopted by the institution comprises the following	**Feedback collected**

File Description	Documents
Stakeholder feedback analysis report with seal and signature of the Principal	**No File Uploaded**
Action taken report of the institution with seal and signature of the Principal	**No File Uploaded**
Any other relevant information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of students during the year

50

2.1.1.1 - Number of students enrolled during the year

File Description	Documents
Data as per Data Template	View File
Document relating to sanction of intake from university	**No File Uploaded**
Approval letter of NCTE for intake of all programs	View File
Approved admission list year-wise/ program-wise	View File
Any other relevant information	View File

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC) as per applicable reservation policy during the year

50

2.1.2.1 - Number of students enrolled from the reserved categories during the year

50

File Description	Documents
Data as per Data Template	View File
Copy of letter issued by State Govt. or Central Govt. indicating the reserved categories (Provide English version)	View File
Final admission list published by the HEI	View File
Admission extract submitted to the state / university authority about admissions of SC, ST, OBC students every year	View File
Any other relevant information	View File

2.1.3 - Number of students enrolled from EWS and Divyangjan categories during the year

0

2.1.3.1 - Number of students enrolled from EWS and Divyangjan categories during the year

0

File Description	Documents
Data as per Data Template	View File
Certificate of EWS and Divyangjan	**No File Uploaded**
List of students enrolled from EWS and Divyangjan	**No File Uploaded**
Any other relevant information	**No File Uploaded**

2.2 - Honoring Student Diversity

2.2.1 - Assessment process is in place at entry level to identify different learning needs of students and their level of readiness to undergo professional education programme and also the academic support provided to students Describe the assessment process at entry level to identify different learning needs of students and their level of readiness to undergo professional education programme and also the academic support provided to students, in not more than 100-200 words.

We conduct Parents Teachers meeting in the first day of their academic year after admission. Teachers will give a brief introduction about the history of the college, code of conduct, significance of teaching profession, a brief outline of the B.Ed course. Parents are then given a chance to express their expectations from the college and in the B.Ed program. Students are given opportunity to express their attitude towards teaching profession. Individual discussion between teacher - student, teacher - parents. From these PTA meeting discussion teacher educators identifies the learning needs of the students and their level of readiness. We also give a questionnaire to collect a complete personal profile of each student.

File Description	Documents
Documentary evidence in support of the claim	View File
Documents showing the performance of students at the entry level	View File
Any other relevant information	View File

2.2.2 - Mechanisms are in place to honour student diversities in terms of learning needs; Student diversities are addressed on the basis of the learner profiles identified by the institution through Mentoring / Academic Counselling Peer Feedback / Tutoring	**Four/Three of the above**

Remedial Learning Engagement Learning Enhancement / Enrichment inputs Collaborative tasks Assistive Devices and Adaptive Structures (for the differently abled) Multilingual interactions and inputs

File Description	Documents
Data as per Data Template	View File
Relevant documents highlighting the activities to address the student diversities	**No File Uploaded**
Reports with seal and signature of Principal	**No File Uploaded**
Photographs with caption and date, if any	**No File Uploaded**
Any other relevant information	**No File Uploaded**

2.2.3 - There are institutional provisions for catering to differential student needs; Appropriate learning exposures are provided to students No Special effort put forth in accordance with learner needs Only when students seek support As an institutionalized activity in accordance with learner needs Left to the judgment of the individual teacher/s Whenever need arises due to student diversity

Two of the above

File Description	Documents
Relevant documents highlighting the activities to address the differential student needs	View File
Reports with seal and signature of the Principal	**No File Uploaded**
Photographs with caption and date	**No File Uploaded**
Any other relevant information	View File

2.2.4 - Student-Mentor ratio for the academic year

10:1

2.2.4.1 - Number of mentors in the Institution

6

File Description	Documents
Data as per Data Template	View File
Relevant documents of mentor-mentee activities with seal and signature of the Principal	**No File Uploaded**
Any other relevant information	**No File Uploaded**

2.3 - Teaching- Learning Process

2.3.1 - Multiple mode approach to teaching-learning is adopted by teachers which includes experiential learning, participative learning, problem solving methodologies, brain storming, focused group discussion, online mode, etc. for enhancing student learning Describe the varied modes of learning adopted and their basic rationale for adopting such learning mode/s for different courses of each programme in not more than 100-200 words.

Teacher Educators applied both group-based Instruction and Individualized Instruction. Under group-based instruction we followed concept attainment, inquiry learning models advanced organized model. to enhance students participation we followed Active learning methodologies such as web based learning, library based learning, participatory and cooperative learning, Small group based learning, simulated teaching like Micro teaching, Peer teaching, Brain based learning, Project based learning, Brain storming, Team Teaching, Power point supported lecture with the intervention of students active evaluation provide rich learning experience and ensure effective learning etc.. We also arranged for special workshops on models of teaching have been arranged for our students. Due to covid lockdown staff organised online debate, online student webinars and group discussion related to latest educational policies like NEP, RTI etc.

File Description	Documents
Course wise details of modes of teaching learning adopted during the academic year in each programme	**No File Uploaded**
Any other relevant information	**No File Uploaded**

2.3.2 - Number of teachers integrating ICT (excluding use of PPT) for effective teaching with Learning Management Systems (LMS), Swayam Prabha etc., Learning Resources and others excluding PPT during the year

6

File Description	Documents
Data as per Data Template	[View File](#)
Link to LMS	**Nil**
Any other relevant information	**No File Uploaded**

2.3.3 - Number of students using ICT support (mobile-based learning, online material, podcast, virtual laboratories, learning apps etc.) for their learning, during the academic year

50

File Description	Documents
Data as per Data Template	[View File](#)
Programme wise list of students using ICT support	[View File](#)
Documentary evidence in support of the claim	**No File Uploaded**
Landing page of the Gateway to the LMS used	**No File Uploaded**
Any other relevant information	**No File Uploaded**

2.3.4 - ICT support is used by students in various learning situations such as Understanding theory courses Practice teaching Internship Out of class room activities Biomechanical and Kinesiological activities Field sports	**Four of the above**

File Description	Documents
Data as per Data Template	View File
Lesson plan / activity plan / activity report to substantiate the use of ICT by students in various learning situations	View File
Geo-tagged photographs wherever applicable	**No File Uploaded**
Link of resources used	**Nil**
Any other relevant information	View File

2.3.5 - Continual mentoring is provided by teachers for developing professional attributes in students Describe in not more than 100-200 words the nature of mentoring efforts in the institution with respect to working in teams dealing with student diversity conduct of self with colleagues and authorities balancing home and work stress keeping oneself abreast with recent developments in education and life

Continuous mentoring is provided through Micro teaching, Study Circle, Gurukula classes, Continuous Comprehensive Evaluation, Observation and demonstration. Teacher Educators work as team, trust and respect with each other. Work place stress is balanced by helping each other among the staff members appreciating each other for the good efforts. Rotational Duty system is practiced in allotment of duties for academic activities while planning our annual plan. All students' related problems discussed in the college committees' meetings and get the suggestion from our colleagues and also get advice from subject experts. Students are continuously monitored and counselling through Gurukula classes. Freedom to executed innovation is teaching learning process helps the staff members to work efficiently.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	**No File Uploaded**

2.3.6 - Institution provides exposure to students about recent developments in the field of education through Special lectures by experts Book reading & discussion on it Discussion on recent policies & regulations Teacher presented seminars for benefit of	**Five/Six of the above**

teachers & students Use of media for various aspects of education Discussions showcasing the linkages of various contexts of education-from local to regional to national to global

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the selected response/s	View File
Reports of activities conducted related to recent developments in education with video graphic support, wherever possible	No File Uploaded
Any other relevant information	No File Uploaded

2.3.7 - Teaching learning process nurtures creativity, innovativeness, intellectual and thinking skills, empathy, life skills etc. among students

As envisioned by Mahatma Gandhi, Teaching staff of our institution preparing the student teachers for rural and urban schools and to lead simplicity in life. Students are trained to prepare instructional material from zero cost and low-cost materials. Every year College Magazine prepared by the students' own articles which helps to bring the students special skills such as poem writing, drawing, short stories and Puzzles. To enhance the student teachers reading skill, monthly once study circle organized and students present their book reviews and critize the themes freely. Our Alumnus gave guest lectures on life skills, soft skills, coaching to attend competitive examinations and shared their experiences which will motivate our students to meet the real-life problems.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

2.4 - Competency and Skill Development

2.4.1 - Institution provides opportunities for developing competencies and skills in different functional areas through specially designed activities / experiences that include Organizing	**Five/Six of the above**

Learning (lesson plan) Developing Teaching Competencies Assessment of Learning Technology Use and Integration Organizing Field Visits Conducting Outreach/ Out of Classroom Activities Community Engagement Facilitating Inclusive Education Preparing Individualized Educational Plan(IEP)

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the selected response/s	View File
Reports of activities with video graphic support wherever possibl	View File
Any other relevant information	View File

2.4.2 - Students go through a set of activities as preparatory to school- based practice teaching and internship. Pre practice teaching / internship orientation / training encompasses certain significant skills and competencies such as Formulating learning objectives Content mapping Lesson planning/ Individualized Education Plans (IEP) Identifying varied student abilities Dealing with student diversity in classrooms Visualising differential learning activities according to student needs Addressing inclusiveness Assessing student learning Mobilizing relevant and varied learning resources Evolving ICT based learning situations Exposure to Braille /Indian languages /Community engagement

Eight /Nine of the above

File Description	Documents
Data as per Data Template	View File
Reports and photographs / videos of the activities	View File
Attendance sheets of the workshops / activities with seal and signature of the Principal	View File
Documentary evidence in support of each selected activity	View File
Any other relevant information	View File

2.4.3 - Competency of effective communication is developed in students through several activities such as Workshop sessions for effective communication Simulated sessions for practicing communication in different situations Participating in institutional activities as 'anchor', 'discussant' or 'rapporteur' Classroom teaching learning situations along with teacher and peer feedback

Three of the above

File Description	Documents
Data as per Data Template	View File
Details of the activities carried out during the academic year in respect of each response indicated	View File
Any other relevant information	**No File Uploaded**

2.4.4 - Students are enabled to evolve the following tools of assessment for learning suited to the kinds of learning engagement provided to learners, and to analyse as well as interpret responses Teacher made written tests essentially based on subject content Observation modes for individual and group activities Performance tests Oral assessment Rating Scales

Three of the above

File Description	Documents
Data as per Data Template	View File
Samples prepared by students for each indicated assessment tool	View File
Documents showing the different activities for evolving indicated assessment tools	View File
Any other relevant information	View File

2.4.5 - Adequate skills are developed in students for effective use of ICT for teaching learning process in respect of Preparation of lesson plans Developing assessment tools for both online and offline learning Effective use of social media/learning apps/adaptive devices for learning Identifying and selecting/ developing online learning resources Evolving learning sequences (learning activities) for online as well as face to face situations	Four of the above

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of each response selected	View File
Sample evidence showing the tasks carried out for each of the selected response	View File
Any other relevant information	No File Uploaded

2.4.6 - Students develop competence to organize academic, cultural, sports and community related events through Planning and scheduling academic, cultural and sports events in school Planning and execution ofcommunity related events Building teams and helping them to participate Involvement in preparatory arrangements Executing/conducting the event	Three of the above

File Description	Documents
Data as per Data Template	View File
Documentary evidence showing the activities carried out for each of the selected response	View File
Report of the events organized	**No File Uploaded**
Photographs with caption and date, wherever possible	**No File Uploaded**
Any other relevant information	View File

2.4.7 - A variety of assignments given and assessed for theory courses through Library work Field exploration Hands-on activity Preparation of term paper Identifying and using the different sources for study	**Four of the above**

File Description	Documents
Data as per Data Template	View File
Samples of assessed assignments for theory courses of different programmes	View File
Any other relevant information	View File

2.4.8 - Internship programme is systematically planned with necessary preparedness Describe institution's preparatory efforts at organizing internship programme in not more than 100-200 words with respect to the following: Selection/identification of schools for internship: participative/on request Orientation to school principal/teachers Orientation to students going for internship Defining role of teachers of the institution Streamlining mode/s of assessment of student performance Exposure to variety of school set ups

After receiving the information regarding the 16 weeks Internship training program in Schools, we prepare the list of students and the allotted school names. The list prepared will be submitted to the district CEO office for approval. Once we receive the CEO approval a photocopy of that letter will be given to each student to submit to the headmaster/ headmistress of the schools. Due to Covid lockdown our students undergone Internship training program through online mode. Their teaching performance, attendance, discipline is monitored by the Guide teacher of the schools. we get the feedback and the attendance sheet of each student thereby we evaluate their Internship Training Program. Internal marks for their internship training performance will be given by the concerned pedagogy staff.

External evaluation will be done by the University Examiner.

File Description	Documents
Documentary evidence in support of the claim	[View File](#)
Any other relevant information	[View File](#)

2.4.9 - Number of students attached to each school for internship during the academic year

2.4.9.1 - Number of final year students during the academic year

50

File Description	Documents
Data as per Data Template	**No File Uploaded**
Plan of teacher engagement in school internship	**No File Uploaded**
Any other relevant information	[View File](#)

2.4.10 - Nature of internee engagement during internship consists of Classroom teaching Mentoring Time-table preparation Student counseling PTA meetings Assessment of student learning – home assignments & tests Organizing academic and cultural events Maintaining documents Administrative responsibilities- experience/exposure Preparation of progress reports	**Seven/Eight of the above**

File Description	Documents
Data as per Data Template	[View File](#)
Sample copies for each of selected activities claimed	[View File](#)
School-wise internship reports showing student engagement in activities claimed	[View File](#)
Wherever the documents are in regional language, provide English translated version	**No File Uploaded**
Any other relevant information	[View File](#)

2.4.11 - Institution adopts effective monitoring mechanisms during internship programme. Describe in

not more than 100-200 words, the monitoring mechanisms adopted to ensure optimal impact of internship in schools with specific reference to the role of teacher educators, school principal, school teachers and peers.

Students are evaluated by the Guide teacher, Headmaster, Teacher Educator and the principal of the Teacher Education Institution and allotted Internal marks for Internship training. Pedagogy teachers will evaluate the 16 practical records through Viva voce. a Model Teaching competency practical exam conducted and necessary corrections and suggestions are given to each student personally the student's teaching performance is often got from their respective subject guide teacher through the feedback and evaluation form. Since it was covid lockdown students performed their internship training through online. The teacher educators also joined in their online classes and evaluated their online teaching performance and corrections are made where necessary. Final external evaluation will be done by the university examiner.

File Description	Documents
Documentary evidence in support of the response	[View File](#)
Any other relevant information	[View File](#)

2.4.12 - Performance of students during internship is assessed by the institution in terms of observations of different persons such as Self Peers (fellow interns) Teachers / School* Teachers Principal / School* Principal B. Ed Students / School* Students (* 'Schools' to be read as "TEIs" for PG programmes)	**Four of the above**

File Description	Documents
Assessment criteria adopted by each of the selected persons (For Bachelor and PG Programmes as applicable)	[View File](#)
Two filled in sample observation formats for each of the claimed assessors	[View File](#)
Any other relevant information	[View File](#)

2.4.13 - Comprehensive appraisal of interns' performance is in place. The criteria used for assessment include Effectiveness in class room	**Two of the above**

teaching Competency acquired in evaluation process in schools Involvement in various activities of schools Regularity, initiative and commitment Extent of job readiness	

File Description	Documents
Format for criteria and weightages for interns' performance appraisal used	View File
Five filled in formats for each of the aspects claimed	View File
Any other relevant information	View File

2.5 - Teacher Profile and Quality

2.5.1 - Number of fulltime teachers against sanctioned posts during the year

5

File Description	Documents
Data as per Data Template	View File
Sanction letters indicating number of posts (including management sanctioned posts) with seal and signature of the principal	View File
English translation of sanction letter, if it is in regional language	**No File Uploaded**
Any other relevant information	**No File Uploaded**

2.5.2 - Number of fulltime teachers with Ph. D. degree during the year

2

File Description	Documents
Data as per Data Template	View File
Certificates of Doctoral Degree (Ph.D) of the faculty	View File
Any other relevant information	**No File Uploaded**

2.5.3 - Number of teaching experience of full time teachers for the during the year

6

2.5.3.1 - Total number of years of teaching experience of full-time teachers for the academic year

5

File Description	Documents
Copy of the appointment letters of the fulltime teachers	View File
Any other relevant information	View File

2.5.4 - Teachers put-forth efforts to keep themselves updated professionally Describe the nature of efforts by teachers to keep themselves updated professionally in not more than 100-200 words 1.   In house discussions on current developments and issues in education 2.   Share information with colleagues and with other institutions on policies and regulations

Teachers update themselves professionally by attending the orientation coursera, Refresher courses, Faculty development programs, short term courses organised by UGC HRDC's. they also attended several webinars, seminars, workshop, conferences, research activities conducted bu other colleges and universities. after attending the program, the knowledge will be shared with the faculty members and also had effective discussions and healthy arguments topics we discussed are NEP2020, RTE, ALM, RUSA, RMSA, were discussed among the faculty members. every year each faculty will submit their staff performance appraisal to the head of the Institution. this year we had lot of inputs on ICT skills and shared the knowledge about online teaching. we had discussion on Pro's and Con's of Online teaching Learning Process.

File Description	Documents
Documentary evidence to support the claim	View File
Any other relevant information	**No File Uploaded**

2.6 - Evaluation Process

2.6.1 - Continuous Internal Evaluation (CIE) of student learning is in place in the institution Describe details of the Continuous Internal Evaluation in the institution highlighting its major components in not more than 100-200 words

Students are evaluated continuous. We conduct three-unit tests, two models before they face their external year ending university examinations. Faculties evaluate the student's discipline, punctuality, Attendance, assignment, seminar presentation, teaching competency, co-curricular activities, and active participation in

all curricular, co-curricular and extracurricular activities held in the institution. Marks and the grades are given based on the performance of the students. Internal assessment weight is 30 percentage, External assessment weight i s 70percentage.teaching competency of the students enhanced by conducting micro teaching cycle and assessed through peer group evaluation and the teacher educator. Intensive training will be given to the students on Lesson plan writing and their lesson plans are evaluated.

File Description	Documents
Relevant documents related to Internal Evaluation System at the institution level with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

2.6.2 - Mechanism of internal evaluation is transparent and robust and time bound; Institution adopts the following in internal evaluation Display of internal assessment marks before the term end examination Timely feedback on individual/group performance Provision of improvement opportunities Access to tutorial/remedial support Provision of answering bilingually	Four of the above

File Description	Documents
Copy of university regulation on internal evaluation for teacher education	View File
Annual Institutional plan of action for internal evaluation	View File
Details of provisions for improvement and bi-lingual answering	View File
Documentary evidence for remedial support provided	View File
Any other relevant information	View File

2.6.3 - Mechanism for grievance redressal related to examination is operationally effective

Summative examination was conducted by the TamilNadu Teacher's university, Chennai. Before providing the hall tickets, we received

the nominal roll from the university. It will be checked by the teacher educator and the students in their name spelling, date of birth, pedagogy subject, optional/elective course, and course codes. If there is any grievance immediately informed to the control or of examination, TNTEU through email. In the same way after receiving the results if the student to have any corrections in their mark statements will be informed to the controller of examination for further action. Then there all their grievances are rectified with the assistance of teaching and non-teaching staff.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	View File
Any other relevant information	View File

2.6.4 - The institution adheres to academic calendar for the conduct of Internal Evaluation Describe the mechanism of adhering to academic calendar for the conduct of Internal Evaluation in the institution in not more than 100-200 words.

Every academic year we staff planned the annual plan under IQAC meeting. In that duty allotment and activities schedules are planned. Each course paper will be allotted for each faculty according to the work load. The Time table will be framed for the unit test, model exam. Prior information will be to the students and the staff members through the circular. All the subject staff prepare the question paper based on the university pattern and was submitted to the Head of the Institution. Staff conducted the exam online following the supervision guidelines of the university. After the test conducted, the papers will be evaluated by the concern subject staff and the mark statement was submitted to the office within a week.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

2.7 - Student Performance and Learning Outcomes

2.7.1 - The teaching learning process of the institution is aligned with the stated PLOs and CLOs. Describe the way in which institution ensures alignment of stated PLOs and CLOs with the teaching learning process in not more than 100 - 200 words.

Our college offering at present only two years B.Ed, program. Degree awarded by the Tamil Nadu Teachers Education University since 2008. Our college was started in 1967 to meet the special requirements of secondary schools in rural areas emphasizing the training of graduates in Mathematics, English, Physical science and Biological science to enable them to work in rural high schools and higher secondary schools. Students admitted through Single window counselling system by Tamil Nadu Government. Founder of our institution was the Gandhian follower, so inculcating patriotism and following Gandhian principles are the primary aim of our institution. Our vision and mission statements give the institutional objective. To develop professionally competent, self-actualized teachers with commitment to Gandhian Values is our vision and to provide quality teacher education with professionally devoted, socially committed, ethically upright, rurally oriented and physically sound teachers. First year 7 courses with 3 courses on enhancing professional capacities and the second year 4 core courses 1 elective with 1 course on enhancing professional capacities. Programme learning outcomes (PLO) and Course learning outcomes (CLO) were given by the Tamil Nadu Teachers Education University with the syllabus.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	**No File Uploaded**

2.7.2 - Pass percentage of Students during the year

File Description	Documents
Data as per Data Template	View File
Result sheet for each year received from the Affiliating University	View File
Certified report from the Head of the Institution indicating pass percentage of students program-wise	**No File Uploaded**
Any other relevant information	**No File Uploaded**

2.7.3 - The progressive performance of students and attainment of professional and personal attributes in line with the PLOs and CLOs is monitored and used for further improvements

Our B.Ed. program syllabus was framed by Tamil Nadu Teachers Education University, Chennai. The PLO's and CLO's of each course is stated clearly in the syllabus. we focus on the progressive performance of the students and attainment of professional and personal attributes through the institutional activities such as case study, Educational Psychology Practical's, Course work, daily prayer activities, organizing language club, science club and Mathematics club. By conducting case study of the students, the staff identifies the learning needs of the students, the progressive development of the student is attained through providing intensive training on the pedagogical skills and are developed through feedbacks of the staff and peer members for their micro, mini, macro teaching. Practical skill in teaching competency was developed through the evaluation obtained from guide teacher of the internship school. personal attributes like punctuality, regularity, leadership are developed through involving the students in daily prayer activities, cultural activities, sports activities, imparting human values along the with the regular course content delivery.

File Description	Documents
Documentary evidence showing the performance of students on various internal assessment tasks and the LOs achieved	**No File Uploaded**
Any other relevant information	**No File Uploaded**

2.7.4 - Performance of outgoing students in internal assessment

2.7.4.1 - Number of students achieving on an average 70% or more in internal assessment activities during the year

40

File Description	Documents
Number of students achieving on an average 70% or more in internal assessment activities during t	**No File Uploaded**
Record of student-wise / programme-wise / semester-wise internal assessment of students during the year	**No File Uploaded**
Any other relevant information	**No File Uploaded**

2.7.5 - Performance of students on various assessment tasks reflects how far their initially identified learning needs are catered to. Describe with examples the extent to which the assessment task and the performance of students reflect their initially identified learning needs in not more than 100 -200 words.

Immediately after admission one-week orientation cum bridge course was organized every year. In that we identified students learning needs, their potentials, their learning difficulties, skills such communication skills, soft skills, life skills, etc. We planned and conducted several seminars, webinars, workshops, cultural activities such as oratoral, debate, group discussion, brain storming lessons to enhance the overall development of the students, the students' performance are assessed through various tasks such as micro teaching, mini teaching, macro teaching, class test, unit test, model test, model practical's. reading skills of the future teachers developed by organizing study circle monthly once, by giving book reviews they enhance their presentation, communication, public speaking skills. essay competitions, poem competitions are conducted to enhance their writing skill, creativity. we trained the students to prepare teaching aids at low cost &zero cost waste materials.

File Description	Documents
Documentary evidence in respect to claim	No File Uploaded
Any other relevant information	No File Uploaded

2.8 - Student Satisfaction Survey

2.8.1 - Online student satisfaction survey regarding teaching learning process

students satisfied with the teaching Learning Process for the academic year 2020-2021 held online. the feedback was collected through google form from the students and it was analyzed.

RESEARCH AND OUTREACH ACTIVITIES

3.1 - Resource Mobilization for Research

3.1.1 - Number of research projects funded by government and/ or non-government agencies during the year

0

File Description	Documents
Data as per Data Template	**No File Uploaded**
Sanction letter from the funding agency	**No File Uploaded**
Any other relevant information	**No File Uploaded**

3.1.2 - Number of grants received for research projects from government and / or non-government agencies during the year (INR in Lakhs)

0

File Description	Documents
Sanction letter from the funding agency	**No File Uploaded**
Income Expenditure statements highlighting the research grants received certified by the auditor	**No File Uploaded**
Any other relevant information	**No File Uploaded**

3.1.3 - In-house support is provided by the institution to teachers for research purposes during the year in the form of Seed money for doctoral studies / research projects Granting study leave for research field work Undertaking appraisals of institutional functioning and documentation Facilitating research by providing organizational supports Organizing research circle / internal seminar / interactive session on research	**Two of the above**

File Description	Documents
Data as per Data Template	[View File](#)
Institutional Policy document detailing scheme of incentives	**No File Uploaded**
Sanction letters of award of incentives	**No File Uploaded**
Income Expenditure statements highlighting the relevant expenditure with seal and signature of the Principal	**No File Uploaded**
Documentary evidence for each of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

3.1.4 - Institution has created an eco-system for innovation and other initiatives for creation and transfer of knowledge that include Participative efforts (brain storming, think tank etc.) to identify possible and needed innovations Encouragement to novel ideas Official approval and support for innovative try-outs Material and procedural supports	**Two of the above**

File Description	Documents
Documentary evidences in support of the claims	[View File](#)
Details of reports highlighting the claims made by the institution	[View File](#)
Reports of innovations tried out and ideas incubated	[View File](#)
Copyrights or patents filed	**No File Uploaded**
Any other relevant information	[View File](#)

3.2 - Research Publications

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

7

File Description	Documents
Data as per Data Template	View File
First page of the article/journals with seal and signature of the Principal	View File
E-copies of outer jacket/contents page of the journals in which articles are published	View File
Any other relevant information	View File

3.2.2 - Number of books and / or chapters in edited books published and papers in National / International conference-proceedings per teacher during the year

5

File Description	Documents
Data as per Data Template	View File
• First page of the published book/chapter with seal and signature of the Principal	View File
E-copies of outer jacket/contents page of the books, chapters and papers published along with ISBN number in national / international conference-proceedings per teacher	View File
Any other relevant information	**No File Uploaded**

3.3 - Outreach Activities

3.3.1 - Number of outreach activities organized by the institution during the year

3.3.1.1 - Total number of outreach activities organized by the institution during the year

2

File Description	Documents
Data as per Data Template	View File
Report of each outreach activity organized along with video/ photographs with seal and signature of the Principal	View File
Any other relevant information	View File

3.3.2 - Number of students participating in outreach activities organized by the institution during the year

3.3.2.1 - Number of students participating in outreach activities organized by the institution during the year

50

File Description	Documents
Event-wise newspaper clippings / videos / photographs with captions and dates	**No File Uploaded**
Report of each outreach activity with seal and signature of the Principal	**No File Uploaded**
Any other relevant information	**No File Uploaded**

3.3.3 - Number of student participation in national priority programmes such as Swachh Bharat, AIDs awareness, Gender sensitivity, Yoga, Digital India, National Water Mission during the year

50

3.3.3.1 - Number of students participated in activities as part of national priority programmes during the year

50

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the claim along with photographs with caption and date	View File
Any other relevant information	**No File Uploaded**

3.3.4 - Outreach activities in the community in terms of influencing and sensitizing students to social issues and contribute to community development Describe the way in which outreach activities conducted sensitized students to social issues and community development in not more than 100-200 words.

Our B.Ed students learned and gave awareness to the village people on Covid 19 and its safety measures to be followed through poster presentations. In addition to that they also provided educational services to the village school students nearby their houses. our students also conducted remedial classes and online competitions to the school students.one of our student wrote a poem on Covid 19 through which she propagated the preventive measures of Covid 19. we donated grocery items to the needy village people. we also taken effort to support school teachers to conduct classes through online. these are some of the outreach activities of our students and our contribution towards community development.

File Description	Documents
Relevant documentary evidence for the claim	View File
Report of each outreach activity signed by the Principal	No File Uploaded
Any other relevant information	No File Uploaded

3.3.5 - Number of awards and honours received for outreach activities from government / recognized agency during the year

6

File Description	Documents
Data as per Data Template	View File
Appropriate certificates from the awarding agency	View File
Any other relevant information	No File Uploaded

3.4 - Collaboration and Linkages

3.4.1 - Number of linkages for Faculty exchange, Student exchange, research etc. during the year

1

3.4.1.1 - Number of linkages for faculty exchange, student exchange, research etc. during the year

1

File Description	Documents
Data as per Data Template	View File
List of teachers/students benefited by linkage – exchange and research	**No File Uploaded**
Report of each linkage along with videos/photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

3.4.2 - Functional MoUs with institutions of National and / or International importance, other universities, industries, corporate houses etc. during the academic year

0

File Description	Documents
Data as per Data Template	**No File Uploaded**
Copies of the MoU's with institution / industry/ corporate houses	**No File Uploaded**
Any other relevant information	**No File Uploaded**

3.4.3 - Institution has linkages with schools and other educational agencies for both academic and outreach activities and jointly organizes Local community based activities Practice teaching /internship in schools Organizes events of mutual interest- literary, cultural and open discussions on pertinent themes to school education Discern ways to strengthen school based practice through joint discussions and planning Join hands with schools in identifying areas for innovative practice Rehabilitation Clinics Linkages with general colleges	**One/Two of the above**

File Description	Documents
Data as per Data Template	[View File](#)
Report of each activities with seal and signature of the Principal	**No File Uploaded**
Any other relevant information	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The institution has adequate facilities for Teaching- Learning. viz., classrooms, laboratories, sports field, fitness center, equipment, computing facilities, sports complex, etc. for the various programme offered Describe the adequacy of facilities for Teaching –Learning as per the minimum specified requirement by statutory bodies in not more than 100 - 200 words

Our Institution has adequate infrastructure facilities. We have pedagogical classrooms with well-equipped laboratories. We have seminar hall with ICT facilities such as smart boards, LCD projector, video and sound system. We have separate physical science laboratory and biological science laboratory with all necessary equipment, apparatus, consumable and non-consumable materials. We have mathematical laboratory with models and low-cost materials to perform mathematical experiments to verify mathematical theorem, concepts and facts. we have well-furnished language laboratory with ICT facilities such as Smart board, head phones, computers to enhance the student's communication skill, phonetics, thereby to groom the overall personality of the students. Our students perform the entire psychology practical's in the psychology lab which has the apparatus such as Tachistoscope, mirror drawing experiment, memory drum etc. We have playground and the necessary play materials. We focus on the physical fitness through which we stimulate intellectual development of the students. We have ICT labs with 15 computers with Internet facility. Students are given autonomy to access the internet facility thereby they learn the ICT tools for effective teaching learning process.

File Description	Documents
List of physical facilities available for teaching learning	[View File](#)
Geo-tagged photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

4.1.2 - Number of classrooms and seminar hall(s) with ICT- enabled facilities such as smart classroom, LMS, video and sound systems etc. during the year.

4.1.2.1 - Number of classrooms and seminar hall(s) with ICT facilities

4

File Description	Documents
Data as per Data Template	View File
Geo-tagged photographs	No File Uploaded
Link to relevant page on the Institutional website	https://lakshmicoe.gandhigram.org/Facilities/
Any other relevant information	No File Uploaded

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

0.3 lakhs

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting the expenditure on infrastructure augmentation with seal and signature of CA and the Principal	View File
Any other relevant information	No File Uploaded

4.2 - Library as a Learning Resource

4.2.1 - Institution has adopted automation of library using Integrated Library Management System (ILMS) or any other software Describe the features of Library Automation in not more than 100 – 200 words.

Our Institution have a library with more than 8000 books with the categories such as Education, Philosophy., Psychology, Sociology, Encyclopaedia, Reference books, State and Central board school syllabus book. Weekly two periods are allotted for both I year and II year B.Ed students separately in the regular timetable. Students have adequate access to the library. We conduct study circle program through which we motivate the students to read books and to present their reviews followed by this peer group discussion will takes place. Our faculty members shared e- books for their reference.

Faculty introduced and gave awareness on the various open Learning Resources that are available for effective teaching. Because of Covid lock down the study materials and e books are shared in what's app group and to the email address of the students.

File Description	Documents
Bill for augmentation of library signed by the Principal	**No File Uploaded**
Web-link to library facilities, if available	**Nil**
Any other relevant information	**No File Uploaded**

4.2.2 - Institution has remote access to library resources which students and teachers use frequently Give details of Gateway for remote access to library resources used by teachers and students in not more than 100 - 200 words

Our library is accessible by all our educational units under Gandhigram Trust such as Primary School, Kasturba Sevikashram and Thambithottam higher secondary School. Teachers from the above-mentioned schools will come and access our library for their reference. Our institution has no remote access to library resources. We are planning to implement this remote access to library resources in the upcoming years. We encourage students to access the INFLIBNET such as Shodhganga, eparthashala etc., Due to covid pandemic students are not able to access the library but students are provided digital study materials like e books, PPT's, PDF and word documents. We are planning to implement Learning Management System in the coming years.

File Description	Documents
Landing page of the remote access webpage	**No File Uploaded**
Details of users and details of visits/downloads	**No File Uploaded**
Any other relevant information	**No File Uploaded**

4.2.3 - Institution has subscription for e-resources and has membership / registration for the following e-journals e-Shodh Sindhu Shodhganga e-books Databases	**One of the above**

File Description	Documents
Data as per Data template	[View File](#)
Receipts of subscription /membership to e-resources	**No File Uploaded**
E-copy of the letter of subscription /member ship in the name of institution	**No File Uploaded**
Any other relevant information	**No File Uploaded**

4.2.4 - Annual expenditure for purchase of books, journals, and e-resources during the year (INR in Lakhs)

3,000

File Description	Documents
Data as per Data Template	[View File](#)
Income Expenditure statements highlighting the expenditure on purchase of books, journals, e-resources with seal and signature of both the Principal and Chartered Accountant	**No File Uploaded**
Any other relevant information	**No File Uploaded**

4.2.5 - Per day usage of library by teachers and students during the academic year

4.2.5.1 - Number of teachers and students using library for Month one (not less than 20 working days) during the academic year

0

File Description	Documents
Document showing the number of teachers and students using library / e-library per working day/ logins in remote access for 10 days each for five months during the academic year with seal and signature of both the librarian and principal	**No File Uploaded**
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	**Nil**
Any other relevant information	**No File Uploaded**

4.2.6 - Efforts are made to make available National Policies and other documents on education in the library suitable to the three streams of teacher education –general teacher education, special education and physical education by the following ways Relevant educational documents are obtained on a regular basis Documents are made available from other libraries on loan Documents are obtained as and when teachers recommend Documents are obtained as gifts to College	**Two of the above**

File Description	Documents
Data as per Data Template	[View File](#)
Any other relevant information	**No File Uploaded**

4.3 - ICT Infrastructure

4.3.1 - Institution updates its ICT facilities including Wi-Fi Describe ICT facilities including Wi-Fi with date and nature of updation in not more than 100 - 200 words

We have 15 computers, in our ICT lab with Airtel modem Wi-Fi connection for conducting ICT lab classes. We have 15 computers with fibernet Wi-Fi connection in the language laboratory. We have computers in each pedagogical department Internet access is done with the help of mobile hot spot. Our administrative block has 4 computers with a scanner, two printers, Xerox machine and fibernet Wi-Fi connection for administrative purpose. All the academic and

administrative works are carried out with these ICT facilities available in our Institution. Since this academic year is under complete Covid lockdown we have conducted staffonline classes from their residence and students attended regularly the online classes from their home with the assistance of the Data card provided by the Tamilnadu government.

File Description	Documents
Document related to date of implementation and updation, receipt for updating the Wi-Fi	View File
Any other relevant information	View File

4.3.2 - Student – Computer ratio during the academic year

1:3

File Description	Documents
Data as per data template	View File
Purchase receipts and relevant pages of the Stock Register with seal and signature of the principal	No File Uploaded
Any other relevant information	No File Uploaded

4.3.3 - Available bandwidth of internet connection in the Institution (Leased line) Opt any one:

E. < 50 MBPS

File Description	Documents
Receipt for connection indicating bandwidth	No File Uploaded
Bill for any one month during theacademic year indicating internet connection plan, speed and bandwidth	No File Uploaded
Any other relevant Information	No File Uploaded

4.3.4 - Facilities for e-content development are available in the institution such as Facilities for e-content development are available in the institution such as Studio / Live studio Content distribution system Lecture Capturing System (LCS) Teleprompter Editing and graphic unit

File Description	Documents
Data as per Data Template	View File
Link to videos of the e-content development facilities	**Nil**
List the equipment purchased for claimed facilities along with the relevant bills	**No File Uploaded**
Link to the e-content developed by the faculty of the institution	**Nil**
Any other relevant information	**No File Uploaded**

4.4 - Maintenance of Campus and Infrastructure

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

66,817

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting relevant items with seal and signature of the Principal and Chartered Accountant	View File
Any other relevant information	View File

4.4.2 - Systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.are in place Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities in not more than 100 - 200 words

We receive and implement the curriculum frame work and the syllabus for the two years B.Ed. program from the Tamilnadu Teachers Education University, Chennai. We frame the annual plan in which number of hours for each course, library, art and craft, community work, Sports; skill development activities, sports will plan in advance and are executed effectively. Language laboratory with ICT facilities such as Smart board, head phones, computers to enhance the student's communication skill, phonetics, thereby to groom the overall personality of the students. We have separate physical science laboratory and biological science laboratory with all

necessary equipment, apparatus, consumable and non-consumable materials. We have mathematical laboratory with models and low-cost materials to perform mathematical experiments to verify mathematical theorem, concepts and facts. Students are given autonomy to access the internet facility thereby they learn the ICT tools for effective teaching learning process. Campus cleaning will be done by our students and staff members separate weekly two hours is allotted in the time table. Weekly two hours is allotted for library and monthly once we conduct study circle in that students present their book reviews and it is followed by peer group discussion.

File Description	Documents
Appropriate link(s) on the institutional website	https://lakshmicoe.gandhigram.org/Facilities/
Any other relevant information	View File

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - A range of capability building and skill enhancement initiatives are undertaken by the institution such as Career and Personal Counseling Skill enhancement in academic, technical and organizational aspects Communicating with persons of different disabilities: Braille, Sign language and Speech training Capability to develop a seminar paper and a research paper; understand/appreciate the difference between the two E-content development Online assessment of learning	Three of the above

File Description	Documents
Data as per Data Template	View File
Report on each capability building and skill enhancement initiative adopted with seal and signature of the Principal	View File
Sample feedback sheets from the students participating in each of the initiative	**No File Uploaded**
Photographs with date and caption for each initiative	View File
Any other relevant information	**No File Uploaded**

5.1.2 - Available student support facilities in institution are Vehicle Parking Common rooms separately for boys and girls Recreational facility First aid and medical aid Transport Book bank Safe drinking water Hostel Canteen Toilets for girls Indicate the one/s applicable	**One/Two of the above**

File Description	Documents
Geo-tagged photographs	View File
Any other relevant information	**No File Uploaded**

5.1.3 - 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
Data as per Data Template for the applicable options	View File
Institutional guidelines for students' grievance redressal	View File
Composition of the student grievance redressal committee including sexual harassment and ragging	**No File Uploaded**
Samples of grievance submitted offline	**No File Uploaded**
Any other relevant information	**No File Uploaded**

5.1.4 - Institution provides additional support to needy students in several ways such as Monetary help from external sources such as banks Outside accommodation on reasonable rent on shared or individual basis Dean student welfare is appointed and takes care of student welfare Placement Officer is appointed and takes care of the Placement Cell Concession in tuition fees/hostel fees Group insurance (Health/Accident)	**Two of the above**

File Description	Documents
Data as per Data template	View File
Income Expenditure statement highlighting the relevant expenditure towards student concession along with approval / sanction letter	**No File Uploaded**
Report of the Placement Cell	View File
Any other relevant information	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of students of the institution placed as teachers/teacher educators during the year

Number of students placed as teachers/teacher educators	Total number of graduating students
4	**49**

File Description	Documents
Data as per Data Template	View File
Reports of Placement Cell for during the year	View File
Appointment letters of 10 percent graduates for each year	View File
Any other relevant information	**No File Uploaded**

5.2.2 - Number of student progression to higher education during the academic year

5.2.2.1 - Number of outgoing students progressing from Bachelor to PG (A1).

10

File Description	Documents
Data as per Data Template	**No File Uploaded**
Details of graduating students and their progression to higher education with seal and signature of the principal	**No File Uploaded**
Documentary evidence in support of the claim	**No File Uploaded**
Any other relevant information	**No File Uploaded**

5.2.3 - Number of students qualifying state/national level examinations during the year (eg: NET/SLET/ TET/ CTET)

2

File Description	Documents
Data as per Data Template	View File
Copy of certificates for qualifying in the state/national examination	View File
Any other relevant information	View File

5.3 - Student Participation and Activities	

5.3.1 - Student council is active and plays a proactive role in the institutional functioning Describe the ways in which student council plays a proactive role in the institutional functioning and contribute for students welfare in not more than 100 - 200 words

Our Institution is following student parliamentary system to enhance the leadership qualities of the students. The student parliament will be democratic in nature. The members for the parliament will be elected by the students. The student parliamentary members include Speaker, Educational minister, Health minister, Sports minister, Sanitary minister, External Affair minister, Finance minister. Once in a month the student parliament meeting will be conducted. All the ministers will submit their month report. Discussion on the problems of that particular month will be done and its solution will be taken. Followed by this new minister for the next month will be elected democratically. In addition to that we have student general secretary, student Joint secretary. Department secretaries and Joint secretaries will plan and organize activities of language club. Maths club and science club.

File Description	Documents
Copy of constitution of student council signed by the Principal	**No File Uploaded**
List of students represented on different bodies of the Institution signed by the Principal	<u>View File</u>
Documentary evidence for alumni role in institution functioning and for student welfare	**No File Uploaded**
Any other relevant information	**No File Uploaded**

5.3.2 - Number of sports and cultural events organized at the institution during the year

5

File Description	Documents
Data as per Data Template	View File
Reports of the events along with the photographs with captions and dates	View File
Copy of circular / brochure indicating such kind of events	**No File Uploaded**
Any other relevant information	View File

5.4 - Alumni Engagement

5.4.1 - Alumni Association/Chapter (registered / non-registered but functional) contributes significantly for the development of the institution Describe the role of alumni association in the development of institution in not more than 100 - 200 words highlighting two significant contributions in any functional aspects

Every year we conduct Alumni Association meeting on May 1st offline. since it was a pandemic period, we conducted Alumni association meeting Online through Google Meet. All our Alumnae share their experience and the values they carried from Lakshmi College of Education and how it helps them in their real life as well for their career development. They also gave their suggestion for college development. Some of our alumni assured that they will contribute them as human resources by providing guest lectures for the student teachers. they also assured that they provide resources and free coaching classes for Competitive examinations to our students. we also maintaining a What's up group especially for the Alumnus and maintaining continuous relationship.

File Description	Documents
Details of office bearers and members of alumni association	View File
Certificate of registration of Alumni Association, if registered	**No File Uploaded**
Any other relevant information	**No File Uploaded**

5.4.2 - Alumni has an active role in the regular institutional functioning such as Motivating the freshly enrolled students Involvement in the in-house curriculum development Organization of various activities other than class room activities Support to curriculum delivery Student mentoring Financial	**One/Two of the above**

contribution Placement advice and support

File Description	Documents
Documentary evidence for the selected claim	**No File Uploaded**
Income Expenditure statement highlighting the alumni contribution	**No File Uploaded**
Report of alumni participation in institutional functioning for the academic year	**No File Uploaded**
Any other relevant information.	**No File Uploaded**

5.4.3 - Number of meetings of Alumni Association held during the year

1

File Description	Documents
Data as per Data Template	[View File](#)
Agenda and minutes of the meeting of Alumni Association with seal and signature of the Principal and the Secretary of the Association	**No File Uploaded**
Any other relevant information	**No File Uploaded**

5.4.4 - Alumni Association acts as an effective support system to the institution in motivating students as well as recognizing, nurturing and furthering any special talent/s in them. Describe the mechanism through which Alumni Association acts as an effective support system to the institution in motivating, nurturing special talent in not more than 100 - 200 words

Our Alumni are in different positions such as District Collectors, Bank Officers, Professors, School Teachers at various levels, Political parties, Social Workers, Project Managers, Child Development Officers and Business people and so on. They provide moral support and motivate our students by sharing their real-life success stories. Some of the alumnus has served as resource person in the seminars, webinars, workshop, guest lectures etc., thereby they rendered their service to enhance our student's knowledge, skill and attitude towards teaching profession. They also shared the opportunities available for their career development. Some of our Alumnus is in syllabus framing, e- content preparation under SCERT. They also contributed to the college by sharing their knowledge and nurtured our students.

File Description	Documents
Documentary evidence in support of the claim	[View File](#)
Any other relevant information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership and participatory mechanism in tune with the vision and mission Describe the vision and mission statement of the institution on the nature of governance, perspective plans and participation of the teachers, students and non-teaching staffs in its decision making bodies of the institution in not more than 100 - 200 words.

Lakshmi College of Education is a Government Aided College comes under the management of Gandhigram Trust, Gandhigram which was established on7th October 1947 with the blessings of Mahatma Gandhi. our college is governed by members of Board of Trustees, Gandhigram Trust, Gandhigram. Under this governing body we have college core committee which includes trust members, teaching staff, Nonteaching Staff and management staff as members. meetings will be conducted once in three months and discussion on academic and administrative matters will be done and the necessary decisions will be taken and executed. Under the head of the institution IQAC meetings will be conducted once in a month with the members of teaching, nonteaching, students, Alumni and local body member.

File Description	Documents
Vision and Mission statements of the institution	[View File](#)
List of teachers, students and non-teaching staff on decision making bodies of the institution with seal and signature of the Principal	[View File](#)
Documentary evidence in support of the claim	[View File](#)
Any other relevant information	**No File Uploaded**

6.1.2 - Institution practices decentralization and participative management Describe the process of decentralization and participative management practiced in the institution in not more than 100 - 200 words

Our college practices decentralization and participative management.

our college is governed by general body, college core committee and IQAC which constitutes members from all level such trustee members, Head of the Institution, Teaching staff & nonteaching Staff, Management Staff, students, Alumni etc. IQAC takes all the decisions regarding the college activities and gets approval from college core committee and proceed for the approval of general body. Autonomy is provided to all the members of the committees to execute the academic curricular, cocurricular activities and innovative practices in the college. Hence our institution practices decentralization and participative management. Anti-ragging Committee, discipline committee, student grievance cell and placement cell are actively functioning in our college. Student parliamentary system is followed in which students are provide autonomy to express their opinions for the development of our college.

File Description	Documents
Relevant documents to indicate decentralization and participative management	View File
Any other relevant information	View File

6.1.3 - The institution maintains transparency in its financial, academic, administrative and other functions Describe the efforts of the institution towards maintenance of transparency in its financial, academic, administrative and other functions in not more than 100 - 200 words.

Our college isa government aided institution, hence our B.Ed admission is done through single window system organised by Tamilnadu government. Our college maintains accounts in centralized banks such as State Bank of India, Ambathurai and Canara Bank, Gandhigram. The institutional financial aspects are audited by both the management and government once in a year. the college core committee monitors all the academic and administrative activities. The fees structure for the B.Ed program is fixed and collected as per the government norms and it is also specified in our college website for transparency. Financial statement is prepared every year and the related expenditure bills are enclosed and submitted for auditing every year. All the college activity proposals are approved and monitored by the governing bodies of the college.

File Description	Documents
Reports indicating the efforts made by the institution towards maintenance of transparency	View File
Any other relevant information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic plan is effectively deployed Describe one activity successfully implemented based on the strategic plan with details of deployment strategy, during the year in not more than 100 - 200 words

Dr.T.S.Soundaram was the founder of our college who is the disciple of Gandhiji. One of the Gandhian Principle is to promotewearing of Khadi dresses which helps to uplift the socio- economic status of the weavers and other small scale industries such as dying units, Laundary Units, processing of cotton threads, and Printing Units. Our Gandhigram trust has its own khadi Manufacturing units. Our Institution strictly follows in implementing wearing of Khadi by the students, teachers and all other workers since 1967, the insitution was established. All the members of Gandhigram trust followed friday Sarvodhya Prayer which is also one of the Gandhian Principle. these are our institutional strategic plan that is effectively deployed.

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	https://lakshmicoe.gandhigram.org/Archives/
Documentary evidence in support of the claim	View File
Any other relevant information	View File

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. Describe the functioning of the institutional bodies in not more than 100 - 200 words.

The chairman and the Secretary of our college are elected from the trustee of Gandhigram trust. teaching and nonteaching posts are filled after getting the post approval from Directorate of Collegiate Education, Chennai. our college chairman, Secretary, University representatives and college committee members constitute the steering committee for appointment of staff. The selected candidate's educational qualifications will be verified and approved by Tamilnadu Teachers Education University. filling up of post will

be followed by the community Roaster given by Tamilnadu government. the hierarchy of our college administrative set up is Chairman, Secretary, Principal, Teaching Staff & Non teaching Staff. Our college is focusing on the upliftment of rural people, women empowerment and producing quality teachers for rural schools.

File Description	Documents
Link to organogram on the institutional website	https://lakshmicoe.gandhigram.org/Staff/
Documentary evidence in support of the claim	View File
Any other relevant information	View File

6.2.3 - Implementation of e-governance are in the following areas of operation Planning and Development Administration Finance and Accounts Student Admission and Support Examination System Biometric / digital attendance for staff Biometric / digital attendance for students

One/Two of the above

File Description	Documents
Data as per Data Template	**No File Uploaded**
Screen shots of user interfaces of each module	**No File Uploaded**
Annual e-governance report	**No File Uploaded**
Geo-tagged photographs	**No File Uploaded**
Any other relevant information	View File

6.2.4 - Effectiveness of various bodies / cells / committees is evident through minutes of meetings and implementation of their resolutions / decisions Describe one decision based on the minutes of the meetings of various Bodies / Cells / Committees which is successfully implemented in not more than 100 - 200 words.

Due to covid lock down the situation of the college to conduct classes through online. This matter was discussed in the IAQC, College and Core Committee. Based on the committee suggestions decision was taken to organise the workshop on conducting classes on Google meet, Zoom Meet and getting feedback from students through Google forms. After this workshop all the staff members are capable of conducting theory and practical classes through online and also staff gave training to their student teachers to attend actively in

online classes and submit their assignments and their answer scripts through online. Faculty members gained confidence in conducting program in online which lead them to conduct a five days National Webinar on "Techniques in Education".

File Description	Documents
Minutes of the meeting with seal and signature of the Principal	View File
Action taken report with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - Effective implementation of welfare measures for teaching and non-teaching staff is in place Describe the existing welfare measurements for teaching and non-teaching staff and their implementation in not more than 100 - 200 words

Teaching and Nonteaching staff members in our Institution are given autonomy to perform their task, duties and to implement innovations in their sectors. Management is friendly, cooperative, help for the up liftment of the employers professional and academic activities. The management will also support financially to organise various academic activities such as conducting Seminars, Webinars, Workshop, Guest Lectures and National International celebrations. Faculty members are permitted to attend Orientation, Refresher courses, FDP, Seminars, Webinars and considering their absence as ON DUTY. Quarter's facility is also available for teaching and nonteaching faculty. We have HRA departments which help the staff members to solve their personal, professional and academic problems. Children of teaching and nonteaching faculty and the other units of trust employers are provided first priority for the admission of B.Ed. Program in the Management quota.

File Description	Documents
List of welfare measures provided by the institution with seal and signature of the Principal	No File Uploaded
List of beneficiaries of welfare measures provided by the institution with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

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

1

File Description	Documents
Data as per Data Template	View File
Institutional Policy document on providing financial support to teachers	No File Uploaded
E-copy of letter/s indicating financial assistance to teachers	No File Uploaded
Certificate of participation for the claim	View File
Certificate of membership	No File Uploaded
Income Expenditure statement highlighting the financial support to teachers	No File Uploaded
Any other relevant information	No File Uploaded

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

5

File Description	Documents
Data as per Data Template	View File
Brochures / Reports along with Photographs with date and caption	No File Uploaded
List of participants of each programme	View File
Any other relevant information	No File Uploaded

6.3.4 - Number of teachers undergoing online / face to face Faculty Development Programmes (FDPs) viz., Orientation Programme and Refresher Course of the ASC / HRDC, Short Term Course and any other similar programmes

3

File Description	Documents
Data as per Data Template	View File
Copy of Course completion certificates	View File
Any other relevant information	**No File Uploaded**

6.3.5 - The institution has a performance appraisal system for teaching and non-teaching staff Describe the process of performance appraisal system for teaching and non-teaching staff in not more than 100 - 200 words.

Every year all the teaching and non-teaching staff will submit their performance appraisal for the concern academic year. The performance appraisal of the staff members includes various programs they attended as well organized like online webinars, Orientation courses, Refresher Courses, Faculty Development Program, workshops, Conference etc., The teaching staff will also submit their academic degree programs completed if any. The nonteaching staff will prepare audit statement for that particular academic year. They submit the records, files, financial statement and the necessary documents for internal audit and for AG audit. Based on the performance appraisal the staff members are permitted to submit their Carrier Advancement Proforma to Joint directorate of collegiate Education. The management will also appreciate and honour for their best performance by providing a certificate which motivates the staff to work more effectively and efficiently.

File Description	Documents
Proforma used for performance appraisal for teaching and non-teaching staff with seal and signature of the Principal	View File
Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal	View File
Any other relevant information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal or /and external financial audit regularly Describe the process of internal and external financial audits along with the mechanism for settling audit objections, if any, during the year in not more than 100 - 200 words

Every Financial year end Internal Audit will be done in our

institution. For internal audits office submit the documents such as receipts books, payment vouchers, cheque book register, petty cash book maintenance, all the bank passbooks, teaching and non-teaching and management staff attendance register, acquaintance register. All these above mentioned documents are verified and checked. If any discrepancy, quires will be raised by the Internal auditors. After rectifying the quires and necessary corrections will be taken. Followed by this we prepare receipts and payments, income expenditure and balance sheet. Thus the financial statement will be prepared. Once in 5 years AG audit will be done in our institution. Auditors from Joint Director of collegiate education will audit all the documents such as cash book, ledger book, fee collection receipt book, acquaintance, employee Service Register. After verifying the documents, they ask for explanation if there are any queries. Followed by this the answers for the queries raised by the AG Audit will be prepared in the form of a booklet and submitted to RJDC.

File Description	Documents
Report of Auditors of during the year signed by the Principal.	View File
List of audit objections and their compliance with seal and signature of the Principal	**No File Uploaded**
Any other relevant information	View File

6.4.2 - Funds / Donations received from non-government bodies, individuals, philanthropists averaged over the year (not covered in Criterion III)(INR in Lakhs)

25,000 /-

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting the relevant items with seal and signature of both the Chartered Accountant / Principal	**No File Uploaded**
Copy of letter from the NGO / Individual / Philanthropists stating the Fund / Donation given	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

place. Describe the procedure of mobilization of funds and its optimal utilization in not more than 100 - 200 words.

The management of the college will identify the various Corporate Social Responsibility sponsors and sent a request mail along with proposal stating the needs of the institution. The management motivates the faculty members to send research proposal to various funding agencies. India literacy projects, Redington Foundation are some of the Corporate Social Responsibility sponsored us. Redington Foundation Donated whiteboard, 15 Laptops, Scholarships for economically poor students in previous year. Since this academic year faced covid lock down situation we received an amount of Rs. 25,000/- from India Literacy Project and this fund is utilized to conduct various National and International Webinars. During this year from the fund of Rs.25, 000 an amount of Rs.5000/- is utilized for the conducting a Five Days National Webinar series on "Techniques in Education".

File Description	Documents
Documentary evidence regarding mobilization and utilization of funds with seal and signature of the Principal	**No File Uploaded**
Any other relevant information	**No File Uploaded**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) or any other mechanism has contributed significantly for institutionalizing the quality assurance strategies Describe the process adopted by the institution for quality assurance through IQAC or any other mechanism in not more than 100 - 200 words

The quality assurance of the institution is monitored by various committees in the hierarchy order college committee, core committee, IQAC, Grievance Cell, Parents Teachers Association, alumni Association and student parliament. Our management is decentralised one hencethe decision to implement quality maintenance strategies are derivedfrom the suggestionsof the committee at various level. The chairman and the secretary of the college accept all the suggestions of various committees with regard to quality maintaining strategies. The college committee analysed the feedbacks of the various other committees and provide theirfeedback and their suggestion to implement and improve thequalityof the institution.

File Description	Documents
List of activities responsible for ensuring quality culture in the Institution with seal and signature of the principal	**No File Uploaded**
Any other relevant information	**No File Uploaded**

6.5.2 - The institution reviews its teaching-learning process periodically through IQAC or any other mechanism Describe the process adopted by the institution for reviewing Teaching-Learning Process periodically in not more than 100 - 200 words.

The institution reviews the teaching learning process based on at the University Examination results. University evaluates the students in theory paper through written examinations and their teaching competency by observing the classes of students with external examiners. However the faculty evaluates the students in theory papers by conducting unit tests/ model exams. The teaching competency of our students is assessed with a teaching evaluation format. The weightage for external evaluation and internal evaluation is in the ration of & 70:30. The work experience skills are assessed through the exhibition of the articles produce by the students. The participation of students in seminars, debates, quiz programmes are also taken into consideration or overall assessment of the performance of students. We conduct unit test and model test and class test to identify and rectify their pitfalls in learning process. The valued answer scripts are distributed and marks are informed directly in the class to the students. The answer for each question is discussed with the students and they are made to understand their pitfalls. Individual feedback is given to the needed and low achievers. For low achievers, improvement tests are also conducted.

File Description	Documents
Appropriate documents to show the visible improvement/s in Teaching-Learning Process with seal and signature of the Principal	**No File Uploaded**
Any other relevant information	**No File Uploaded**

6.5.3 - Number of quality initiatives taken by IQAC or any other mechanism for promoting quality culture during the year

0

File Description	Documents
Data as per Data Template	View File
Report of the work done by IQAC or other quality mechanisms	No File Uploaded
List of quality initiatives undertaken by IQAC / other quality mechanism signed by the Principal	No File Uploaded
Any other relevant information	No File Uploaded

6.5.4 - Institution engages in several quality initiatives such as Regular meeting of Internal Quality Assurance Cell (IQAC) or other mechanisms; Feedback collected, analysed and used for improvements Timely submission of AQARs (only after 1st cycle) Academic Administrative Audit (AAA) and initiation of follow up action Collaborative quality initiatives with other institution(s) Participation in NIRF	One of the above

File Description	Documents
Data as per Data Template	View File
Link to the minutes of the meeting of IQAC	https://lakshmicoe.gandhigram.org/IQAC/
Link to Annual Quality Assurance Reports (AQAR) of IQAC	https://lakshmicoe.gandhigram.org/AQAR/
Consolidated report of Academic Administrative Audit (AAA)	No File Uploaded
e-Copies of the accreditations and certifications	No File Uploaded
• Supporting document of participation in NIRF	No File Uploaded
Feedback analysis report	No File Uploaded
Any other relevant information	No File Uploaded

6.5.5 - Institutions keeps track of the incremental improvements achieved in academic and

administrative domains of its functioning through quality assurance initiatives For first cycle: Describe two examples to show incremental improvements achieved within the institution during the year in not more than 100 - 200 words each For second and subsequent cycles: Describe two examples to show incremental improvements achieved within the institution due to quality initiatives since the previous accreditation in not more than 100 - 200 words each

After NAAC first cycle (2004)

1. Institution had taken initiative to improve themselves in the documenting all the academic and administrative events

2. LCD Projector facilities are done in the seminar hall as well in classroom.

3. ICT enable teaching is incorporated in teaching learning process

After NAAC Second cycle (2012)

1. Interactive white boards are installed in the classroom and are effectively used for ICT enabled teaching.

2. Constructed Language laboratory to enhance the communication skills of our students.

3. Employer salary pay bills are generated through IFHRMS.

4. New seminar hall is constructed with the help of Alumni contribution.

5. RO system was installed and facilitated drinking water for the systems

6. Two new bore wells were installed to overcome water scarcity.

File Description	Documents
Relevant documentary evidence in support of the claim	View File
Any other relevant information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Institution has a stated energy policy streamlining ways of energy conservation, use of alternate sources of energy for meeting its power requirements Describe the institution's energy policy streamlining ways of energy conservation, use of alternate sources of energy for meeting its

power requirements in not more than 100 - 200 words.

Institution has given awareness to the students and the adopted village people about water management and the alternate energy resources to save electricity, Plastic management, construction of rain water pits through lecture and posters. In our Instuition we use the waste water to water the plants in the campus. rain water harvesting system is effectively followed and also solar panel lamps are used as an alternative electric energy. Students were taught to prepare low-cost teaching aids from waste material like used papers, plastics, glass& Plastic bottles, old calendar boards, flipped calendars. teaching aids such as matching boards, booklets, etc are prepared from those waste materials.

File Description	Documents
Institution's energy policy document	No File Uploaded
Any other relevant information	View File

7.1.2 - Institution has a stated policy and procedure for implementation of waste management Give a brief note on the institution policy for waste management along with its implementation procedure in not more than 100 - 200 words.

Composite pits are constructed inside the college campus. the waste is collected and separated as degradable and non-degradable waste. the degradable waste is collected and are recycled in the composite pits and the obtained humus are used to cultivate herbal plants and the trees in the campus. non degradable waste is collected by the Gandhigram panchayat workers regularly. waste papers are used to make socially useful productive things. our college strictly follow Gandhian` values one such significant value is cleaning the campus and the toilets by ourselves. our Gandhigram trust conducts sramadhan activity once in every month and community work is done twice in a week and it is mentioned in our regular time table.

File Description	Documents
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	View File

7.1.3 - Institution waste management practices include Segregation of waste E-waste management Vermi-compost Bio gas plants Sewage Treatment Plant	Two of the above

File Description	Documents
Documentary evidence in support of each selected response	View File
Geo-tagged photographs	View File
Income Expenditure statement highlighting the specific components	View File
Any other relevant information	View File

7.1.4 - Institution has water management and conservation initiatives in the form of 1. Rain water harvesting 2. Waste water recycling 3. Reservoirs/tanks/ bore wells 4. Economical usage/ reduced wastage

Three of the above

File Description	Documents
Income Expenditure statement highlighting the specific components	View File
Documentary evidence in support of the claim	View File
Geo-tagged photographs	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Institution is committed to maintenance of cleanliness, sanitation, green cover and providing a pollution free healthy environment Describe the efforts of the institution towards maintenance of cleanliness, sanitation, green cover and providing a pollution free healthy environment in not more than 100 - 200 words

Our college campus cleaning was done by our students and staff members thereby we inculcate the values of dignity of labour among the student's community. students are strictly instructed to maintain plastic free environment in and outside the college campus. we use eco-friendly products such as betel plates, paper cups, paper plates and jute bags manufactured by our Gandhigram trust Self-help groups thereby we support them to uplift their economic status. students are motivated to maintain the college campus green by encouraged them to involve in the activities like Tree planting, Herbal & Kitchen gardening. plants like Nerium are grown within the campus to maintain pollution free environment

File Description	Documents
Documents and/or photographs in support of the claim	View File
Any other relevant information	No File Uploaded

7.1.6 - Institution is committed to encourage green practices that include Encouraging use of bicycles / E-vehicles Create pedestrian friendly roads in the campus Develop plastic-free campus Move towards paperless office Green landscaping with trees and plants

Three of the above

File Description	Documents
Videos / Geotagged photographs related to Green Practices adopted by the institution	View File
Circulars and relevant policy papers for the claims made	No File Uploaded
Snap shots and documents related to exclusive software packages used for paperless office	View File
Income- Expenditure statement highlighting the specific components	View File

7.1.7 - Number of expenditure on green initiatives and waste management excluding salary component during the year (INR in Lakhs)

NIL

File Description	Documents
Data as per Data Template	View File
Income Expenditure statement on green initiatives, energy and waste management	View File
Any other relevant information	No File Uploaded

7.1.8 - Institution puts forth efforts leveraging local environment, locational knowledge and resources, community practices and challenges. Describe institution's efforts showcasing the way it leverages local environment, locational knowledge and resources, community practices and challenges in not more than 100 - 200 words

We conduct village extension activities in our college. we adopt nearby villages of Gandhigram and conduct programs such as awareness on health, environment, hygienic practices, sanitation practices, avoid use of alcoholic practices, avoid use of open toileting practices. we integrate ourselves with the extension wing of Gandhigram trust and render help to implement certain government schemes such as construction of rain water harvesting, construction of toilets. students are also engaged in cleaning of ponds, planting trees in the villages. we have also conducted an awareness program on covid 19 through poster presentation done by our students. dengue awareness was given to the village people. wearing Khadi was insisted among the public. It is also a strict rule of our Gandhigram trust that all workers should wear khadi dress during their working hours.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	View File

7.1.9 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization 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 Annual awareness programmes on the Code of Conduct are organized	C. Any 2 of the above

File Description	Documents
Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University	View File
Web-Link to the Code of Conduct displayed on the institution's website	No File Uploaded
Reports / minutes of the periodic programmes to appraise adherence to the Code of Conduct	No File Uploaded
Details of the Monitoring Committee, Professional ethics programmes, if any	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices (as per NAAC format given on its website) Describe any two best practices successfully implemented by the institution as per NAAC format

Promoting values through regular Gurukula classes

Developing reading and presentation skills through study circles.

Developing civic and political rights and responsibilities by citizenship camp

Doing community work and participating in Sramadhan activities to develop dignity of labour

Adopting different ICT resources in teaching learning process to maintain pollution free and paper free campus.

All the above-mentioned activities are practised regularly in our curriculum. This year due to covid 19 pandemic we gave awareness on safety measures of covid 19 and donated grocery to poor needy village people in and around Gandhigram. academically we learned and taught usage of ICT tools for effective teaching and learning process. We organised 5days National webinar on, "Techniques in Education" from May24 th to May 28th, 2021 is an new effort to conduct program through online.

File Description	Documents
Photos related to two best practices of the Institution	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

7.3.1 - Performance of the institution in one area of distinctiveness related to its vision, priority and thrust Describe the institutional performance in one area of distinctiveness related to its vision, priority and thrust in not more than 100 -200 words

The vision of our institution is "Developing Professionally Competent Teachers with Commitment on Gandhian Values". our mission is to provide quality Teacher Education and to develop Professionally devoted, socially committed, ethically upright, rurally oriented on Gandhian values and physically sound teachers for high and Higher secondary schools especially in rural areas. to attain our vision and mission we send our students for the rural schools for their internship teaching practices. khadi dresses are given to our students as our college uniform. We strictly follow Gandhian Principles through guest lectures, seminars, orientation programs. Sarvodhya Prayer is practised in our institution. We develop leadership qualities by conducting student parliament thereby we develop a socially committed prospective teachers.

File Description	Documents
Photo and /or video of institutional performance related to the one area of its distinctiveness	[View File](#)
Any other relevant information	[View File](#)