



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		MUSLIM COLLEGE OF EDUCATION
Name of the head of the Institution		PRAMOD
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04651248497
Mobile no.		8547570073
Registered Email		vspramodh@gmail.com
Alternate Email		muslimcollegeofeducation@gmail.com
Address		No 1 New Street Thiruvithancode
City/Town		Kanyakumari
State/UT		Tamil Nadu
Pincode		629174
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Raina Rose
Phone no/Alternate Phone no.	04651248497
Mobile no.	9095125922
Registered Email	vspramodh@gmail.com
Alternate Email	muslimcollegeofeducation@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	_https://muslimcollegeofeducation.in/aqar.html
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://muslimcollegeofeducation.in/acadCalendar.html

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.58	2013	08-Jul-2013	07-Jul-2018

6. Date of Establishment of IQAC

12-Aug-2013

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
ORIENTATION PROGRAMME	16-Aug-2018 3	125
SWATCH BHARAT AWARENESS	01-Oct-2018	102

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L::asset('/', 'public') .'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'. $instdata->upload_special_status))}
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	0	NIL	2019 0	0
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Orientation Programme , Environmental Awareness Programme, Awareness Programme on Disaster Management, Conference on Professionalism: Challenges and innovation in Science and Humanities, Workshop on Vegetable carving.

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

Plan of Action	Achievements/Outcomes
Orientation Programme Conducted	Got awareness about B.Ed. course
swatch Bharath - An awareness programme on cleanliness	Got awareness swatchbharat cleanliness programme

Conference on Professionalism: Challenges and Innovation in Science and Humanities	Got more awareness about Teaching Profession
Field Visit to Kanyakumari , Zoological Park Trivandrum , Priyadarshini Planetarium	Got awareness about particular fields
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
STAFF COUNCIL	21-Jan-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2019
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Date of Submission	30-Sep-2019
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	BIOMETRIC PUNCHING MACHINE STUDENTS ATTENDANCE AND STAFF ATTENDANCE
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The academic year at Muslim College of Education begins with a series of faculty meetings and IQAC meetings to methodically prepare and finalise the upcoming year's course of action. One of the initial steps is to review the input and identify potential areas of weakness. The academic calendar is then created in accordance with the University's course-by-course academic calendars. The selected instructor finalises the school calendar by including all comments and requirements from the preceding meetings. At the time of admission, the college calendar is distributed to the students. Staff-level and student-level planning is mandated prior to the programme, and evaluation of the same occurs following its conclusion. In order to include all the main parts of teacher education in the activities list of clubs are developed in the college. The college's planning forum organises thorough planning and idea generation. The reading and oratory group sharpens communication abilities and

command of the English language. The ECO club cultivates environmental principles and practises for sustainable living. The women's club organises gender awareness and women's empowerment initiatives. The college's ICT club provides instruction in multimedia content development. The tourism club cultivates an understanding of balanced growth and sustainable development. There are six subject associations responsible for organising events that enrich the optional experience. Students keep a student diary in which they record all academic and extracurricular activities of the institution. There are intellectual field trips and social field trips for the development of the students' affective domain. The peer evaluation technique implemented in the college facilitates the students' team development. The invited speaking series and other academic gatherings enable total teacher transformation. A five-day community living camp is organised to foster social responsibility. Eighty days of experience teaching allow student teachers to become familiar with the school environment and to comprehend the practical challenges faced by teachers. The long tour to neighbouring states fosters a sense of patriotism, while the one-day tour provides visits to significant locations within the state. The collection of input after each activity and the final feedback provided at the end of the academic year are accorded significant weight. This assistance is influencing the institution's future and enhancing institutional planning.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course in M.S. Office	nil	08/10/2018	40	M.S.Office	Computer Skill
Certificate course in Multi Media	nil	15/11/2018	30	Multimedia	Computer Skill

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

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

	Certificate	Diploma Course
Number of Students	55	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Workshop on Vegetable Carving	08/09/2018	100
Communicative English	17/12/2018	76
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Field Visit	35
BEd	Internship at Schools	100
MEd	Internship at Colleges of Education	18
BEd	Innovative School Visit	100
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The Colleges IQAC has launched a formal process to collect feedback from the institutions numerous stakeholders. Regarding the administration of the B.Ed. and M.Ed. programmes, feedback was collected from students, teachers, employers, alumni, and parents. The students had been given feedback forms and were asked to submit ideas regarding the issues in the B.Ed. curriculum, the quality of curricular and cocurricular activities, the teaching competencies of the staff, and similar matters. Based on the input, the curriculum was modified more student-friendly and more activity-oriented. Teachers were enlightened by the B.Ed. students input to give multiple learning chances for pupils. During Internship Programmes, teachers also became aware of the need for timely remediation. The teaching-learning process was enhanced as a result of the interaction with institution leaders, senior teachers, and teacher candidates. Efforts were made to improve the systematisation and organisation of the practical tasks to be completed throughout the internship time. The heads of institutions and senior teachers were given the opportunity to remark on and provide ideas for the improvement of the School Induction and Internship Program. The M.Ed. students internship programme was divided into four terms so that they could gain practical experience in the primary, secondary, and higher secondary levels. Modifications were made to the Supervision notebook provided to the mentor teachers of the practise teaching schools in order to make it easier to record the feedback. Employers were provided with feedback questionnaires to record their thoughts on the teaching performance and general demeanour of the teacher candidates. Since the alumnus had indicated that the curriculum should reflect an international viewpoint, the curriculum themes</p>

pertaining to the development of professional practises were stressed. To boost the holistic development of the pupils, more personality development activities and awareness programmes were implemented among teacher candidates in response to parental suggestions. Effectively addressed were suggestions regarding the arrangements to be made for the School Internship and Community camp, as well as the choice of uniform dress code.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	English, Tamil, Mathematics, Physical Science, computer Science, Biological Science, Commerce and History	100	120	100
MEd	Education	50	40	18

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	100	18	16	10	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
26	26	4	5	2	5

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

In order to foster a successful student-teacher interaction and advise students in academic/personal matters, the institution implemented a mentoring programme. Each instructor was assigned approximately six pupils, who were required to periodically meet with their mentor teachers for academic and personal guidance. The mentor teacher began by discussing the mentees family, social, and school environments. It was discussed the mentees learning styles, daily responsibilities, and personal goals. The mentor educator asks the mentee a few questions about their skills, limitations, improvement areas, obstacles encountered, etc. The mentees are guaranteed the

utmost anonymity so that they may discuss their concerns and misunderstandings over their academic achievement or personal problems. The mentor teacher will utilise her negotiation abilities to persuade the mentee to speak at length about his/her personal/academic concerns. Along the entirety of their Course outline, students are guided and supported in analysing their goals and deadlines in order to promote their intellectual development. The mentor instructor provides constructive feedback so that the mentee would have the opportunity to reflect on various academic or personal concerns. The mentor teacher will next urge the teacher-in-training to determine whether or not he was able to realize his learning outcomes as a result of his participation in the B.Ed. Programme.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
118	26	1:5

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

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

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	00	Nil	NIL
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	B.Ed	second year	18/05/2019	20/08/2019
BEd	B.Ed	first year	18/05/2019	20/08/2019
MEd	B.Ed	Second Year	18/05/2019	20/08/2019
MEd	B.Ed	First Year	18/05/2019	20/08/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous and Internal Evaluation is adhered to in its purest form. The system ensures that each student is graded fairly and without excessive pressure during summative assessments. The syllabus prepares and distributes systematically and uniformly objectively verifiable assignments, projects, and other academic work in accordance with the programme objectives. The college guarantees that the assessment is carried out systematically and recorded on the Learner Management System through careful planning. Every lesson begins each day with a question-and-answer session to discover students knowledge gaps. The teachers administer tests on a periodic basis. Each piece of student work is examined by teachers. Teachers administer the unit examinations. Teachers will also grade student presentations and PowerPoints. Parents are

informed of their childrens development through the Annual progress report distributed at the end-of-term PTA meetings.

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

As an affiliated college, the University prepares the course calendar and sends it to the college before the start of the academic year. This calendar establishes the fundamental criteria for the conduct of courses. Beginning each academic year, the IQAC, Planning Forum, in cooperation with the Academic council, develops a comprehensive academic plan based on the universitys course catalogue. The staff council has approved this academic plan. This is attached to the Annual College Handbook and distributed to the faculty and students as a resource. It provides an accurate depiction of the course. A chart of activities is also supplied in the manual. Each faculty member receives a copy of the complete calendar, and students can view it on the colleges website or obtain one from the library. The calendar governs the conduct of internal activities. The University administers the public examinations in accordance with the University calendar.

2.6 – Student Performance and Learning Outcomes

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

<https://muslimcollegeofeducation.in/studentssatisfactionsurvey.html#>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NIL	BEd	TAMIL, ENGLISH, MATHEMATICS, PHYSICLA SCIENCE, BIOLOGICAL SCIENCE, COMPUTER SCIENCE, HISTORY , COMMERCE	100	93	93
NIL	MEd	EDUCATION	18	8	44
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2.7 – Student Satisfaction Survey

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

<https://muslimcollegeofeducation.in/department.html#>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
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Nil	0	0	0	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Workshop on vegetable carving	Education	08/09/2018
Communicative English	Education	17/12/2018
Awareness on Disaster Management	Education	05/01/2019
Conference on Professionalism Challenges and innovation in Science and Humanities	Education	28/03/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NILNIL	NIL	NIL	Nil	0
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NILNIL	NIL	NIL	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	NIL	0	0
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Education	5
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
nil	nil	nil	Nil	0	00	0
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
nil	nil	NIL	Nil	0	0	0
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	6	0	0
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Awareness on disaster management	Muslim College of Education	10	98
Innovative School Visit	Muslim College of Education	8	100
Optional Field Visit	Muslim College of Education	3	35
No file uploaded.			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swatch Bharat	Muslim Arts	Cleanliness	10	30

College

Programme

No file uploaded.

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
internship	internship	Schools	01/08/2018	10/12/2018	100
View File					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	0
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**4.1 – Physical Facilities**

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1100000	1098646

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
Laboratories	Existing
Seminar halls with ICT facilities	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIL	Partially	NIL	2023

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	8593	0	100	0	8693
Reference Books	104	0	3	0	107	0
Journals	24	0	0	0	24	0
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	20	18	22	22	0	3	7	12	0
Added	5	4	0	0	0	0	0	0	0
Total	25	22	22	22	0	3	7	12	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2	107406	2	80000

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

Regarding upkeep of college facilities, the institution strictly adheres to the Reuse, Recycle, and Restore approach. The college has an effective system for maintaining and utilising physical, academic, and support resources, such

as laboratories, libraries, sports complexes, computer labs, classrooms, etc. Science students have access to laboratory facilities. yearly purchases are made of chemicals, equipment, and other laboratory necessities. Students are provided with sufficient time to undertake lab experiments. When necessary, students access the computer lab. In technology classes, hands-on practise is provided. Students can also perform psychological experiments in a psychology laboratory. Each elective course is equipped with a lab where students can undertake elective experiments. There are three portions to the library. According to their needs, all students have access to the reading room and reference space. The librarys catalogue system is both physical and electronic. Each elective class is assigned a period for borrowing books. Each optional class has an optional library where all of the required books are housed. Students are also permitted to donate books to the optional library. The college contains a stadium (shared by all campus institutions), a basketball court, and two shuttle badminton courts. The college also provides facilities for table tennis and caroms.

<https://muslimcollegeofeducation.in/aqar.html>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	FINANCIAL SUPPORT TO DESERVING STUDENTS	3	30000
Financial Support from Other Sources			
a) National	Aadi Dravidar welfare scheme	10	374000
b) International	NIL	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
ICT SKILL DEVELOPMENT	03/10/2018	55	College
Communicative English	17/12/2018	76	College
Awareness on Disaster Management	05/01/2019	98	Scout Guide Nagercoil
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed

Nill	Optional- wise competitive exam training	45	45	15	10
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Victory Me tricoluation Higher srecondary school Mylode	7	3	Tamil Nadu Private School Teachers Recrutement Association	10	3
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	13	B.Ed	Education	Self financing colleges	Post Graduation
2019	10	M.Ed	Education	Self financing colleges	Post Graduation
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	0
No file uploaded.	

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

Activity	Level	Number of Participants
Essay writing	Institution	20
Poster making	Institution	15
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NIL	Nill	Nill	Nill	NIL	NIL
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College has an active Student Council that supports both academic and extracurricular activities of the institution. The Student Council consists of the Chairman, Vice-Chairman, Secretary of the Arts Club, Magazine Editor, Sports Secretary, and M.Ed. representative. The Student Council holds frequent meetings to address college-wide programmes and events, of the college. The principal oversees the activities and decisions of the Student Council. Other student committees include the Grievance Redressal Committee, Sports and Games Committee, Magazine Committee, and Alumni Executive Committee. The Grievance Redressal Committee consists of the Principal, the Programme Coordinator, one senior faculty member, the Womens Cell Coordinator, one senior non-teaching staff representative, a few Student Council representatives, and the group leaders of the different batches. The goal of the Committee is to address a variety of complaints from teacher candidates. The Sports and Games Committee consists of the Principal, the Programme Coordinator, the Head of the Physical Education Department, one senior faculty member, one representative of the non-teaching staff, the Sports Secretary, some representatives of the Student Council, and the Group leaders of the different classes. The goal of the Committee is to ensure the seamless and secure execution of the Sports Day events and the occasional conduct of sports activities, yoga, and other. The Committees mission is to monitor harassment incidents, if any occur. The Magazine Committee is made up of the Principal, the Staff Editor, the Student Editor, and Editorial Board members. The Committee must oversee the Annual College magazines production. The Alumni Executive Committee provides chances for alumni to maintain connected with the university and offer advice and assistance to incoming teacher trainee classes. In addition, they organise classes and training programmes for incoming student cohorts.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

13

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association of Muslim College of Education plays an important role in the functioning of the institution. A meeting of the alumni is arranged every year, so that the former students get a chance to meet each other. The College makes it a point to arrange placement programmes for the alumni. On

this day, some educational institutions are invited to arrange job interviews for the alumni. The alumni are also invited to take demonstration classes for the junior B.Ed. students. The alumni also help the institution in the recruitment of teachers to schools in and outside the state. They also provide constructive feedback about the conduct of the curricular and co-curricular activities and suggest ways to improve the functioning of the B.Ed. and M.Ed. Programmes. Some of the alumni also express their willingness to arrange training programmes for the junior B.Ed. students, based on relevant and informative topics.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Muslim College of Education has been continuing with the practices of decentralization and participative management for the systematic functioning of the institution. The Governing Council led by the Secretary is the supreme decision-making body of the institution. The responsibility of implementing the decisions made by the Governing Council rests with the principal of the institution. Hence during the commencement of the academic year, a series of meetings were arranged to plan out the activities to be conducted within the institution, in accordance with the Academic calendar of the University. During the Staff Council meetings, the principal, faculty members and non-teaching staff members discussed the major decisions to be taken and activities to be conducted within the institution. The faculty members were allotted charges of various Committees, Associations, clubs and other activities to be conducted within the institution. The decisions discussed during the course of the Staff Council meetings were documented in the Staff Meeting Register. In addition to this, the Students College Union had a substantial role in carrying out the programmes related to the activities of the activities of the students. Decisions were carried out regarding the preparation to be undertaken as part of AQAR. The major practices that were carried out based on decentralization and participatory management are as follows: One of the practices of decentralization and participatory management were the planning conducted during the Staff Council meetings to entrust faculty to arrange training programmes to empower the B.Ed. students. Based on this, a Self-defence skill development programme, yoga sessions, personality programmes, Communicative English classes and a Community Living Camp was arranged under the initiative of the teachers. The second practice of decentralization and participative management were the discussions conducted during the Staff Council meetings about the procedure to be adopted by the teachers to coordinate flood relief activities among the inmates of the flood relief camps arranged in the College and School auditorium. General body and executive meetings are held annually. PTA supports the institution in all its activities. 2. Several issues like students' attendance shortage, uniform, use of mobile phone in the campus etc. were also discussed. PTA Collects the annual feedback on Curriculum from parents.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	The admissions process for B.Ed. and

M.Ed. programmes is conducted with transparency. Priority is given to students from underrepresented backgrounds during the admissions process. When admitting students from reserved classes, the institution ensures compliance with the prescribed admissions criterion.

Industry Interaction / Collaboration

Prior to their School Internship programme, the institution conducted Interfaces with Heads of Institutions/Senior Teachers of Practice Teaching Schools. During this session, representatives from various Practice teaching schools had the opportunity to give proposals for enhancements to be made to training sessions. Similarly, trainee teachers have the opportunity to address their questions and concerns regarding their roles and obligations during their training.

Human Resource Management

The faculty is appointed in accordance with the regulations of the NCTE, and the University. The College operates on the basis of participative management, and staff members share diverse responsibilities. Various Committees and Associations meet the academic requirements of the trainees. The institution has a strong interest in offering placement services for teacher trainees.

Library, ICT and Physical Infrastructure / Instrumentation

The College has a well equipped library. In addition to a comprehensive collection of reference books, encyclopaedias, periodicals, and magazines, the institution has a digital library with internet connectivity. The institutions infrastructure includes seminar rooms, classrooms, and computer labs equipped with information and communication technology. During their Micro-teaching, Link practise, School Induction, and School Internship sessions, the pre-service teachers are encouraged to use technology gadgets in the classroom. The College provide opportunities for teacher trainees to practise their teaching abilities.

Research and Development

The teachers had participated in numerous seminars and workshops in an effort to strengthen their professional competencies. In addition, they have published research articles in College

	Journal. The M.Ed. students were guided and encouraged to participate in a National Seminar and present research papers.
Examination and Evaluation	B.Ed. and M.Ed. Programs were administered University examinations, Model examinations, and class tests on schedule. The Course Coordinator is in charge of evaluating the Model Examinations and class tests. Additionally, the Practical work and Practicum are evaluated as part of the Internal evaluation. Evaluations of practical work performed in school, college, or as part of extension work are correctly recorded. Periodically, there are examinations and class tests.
Curriculum Development	Curriculum development is a top priority for the institution. A variety of creative activities are organised to foster a creative personality in students. The development of the academic year calendar and the structuring of the curriculum are performed with great care. In the curriculum, extracurricular activities are also of great importance. The colleges clubs, the College Union, and the optional associations organise imaginative programming.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Finance and Accounts	salary and service of employees

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NIL	NIL	Nill	Nill	Nill	Nill

No file uploaded.

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	0	Nil	Nil	0

No file uploaded.

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
NIL	NIL	SCHOLARSHIP

6.4 – Financial Management and Resource Mobilization

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

Yes. The college has a solid financial management system. Daily account maintenance and updating of the cash records are performed. The internal audit is conducted on weekends under the supervision of the chief accountant, and any discrepancies are corrected. At the end of the fiscal year, the members of the internal audit team led by the principal compile and verify an annual statement. The yearly statement is then submitted for external audit to the Chartered accountant.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	0

No file uploaded.

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NIL	Yes	MANAGEMENT
Administrative	No	NIL	Yes	MANAGEMENT

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

Annual general body meeting and executive meetings are held. PTA aids the institution in all of its endeavours. Several topics including students attendance shortage, uniform, use of mobile phone in the campus etc. were also

discussed.

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

Training in ICT . Training in Yoga and Fitness. Refresher programmes

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

Facilitating teachers for doing PHD Encouraging teachers to participate in seminars and work shops Encouraging teachers to take ICT bended classes

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	AWARENESS PROGRAMME SWATCHA BHARAT	01/10/2018	01/10/2018	01/10/2018	102
Nil	CONFERENCE ON PROFESSIONALISM	28/03/2019	28/03/2019	29/03/2019	192
Nil	WORKSHOP ON VEGETABLE CARVING	08/02/2019	08/02/2019	08/02/2019	90

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
SELF DEFENCE PROGRAMME	05/01/2019	05/01/2019	95	3
WORKSHOP ON VEGETABLE CARVING	08/02/2019	08/02/2019	87	3

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

Percentage of power requirement of the University met by the renewable energy sources

NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0

Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0
Special skill development for differently abled students	Yes	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nil	Nil	Nil	00	Nil	Nil	Nil
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
COLLEGE CALENDAR	16/07/2018	? Every Student shall be cleanly and decently dressed. ? Every student shall salute the members of the staff on the occasion of his first meeting them on the college premises. ? No student shall leave the class room either with or without permission, or until the teacher has left the class room. ? No student who comes to his class after the roll call is taken shall enter the class room without the permission of the teacher in charge of the class. ? Every student shall sit in the place assigned to him in the class room. ? Students who have leisure on any working day shall remain in the reading room. ? Loitering on the verandah, disfiguring or

destroying furniture and writing on walls are strictly prohibited. Students violating this rule will be fined heavily. ? Students attending lectures in the class rooms or working in the laboratories or attending debates on the college premises shall maintain perfect silence. ? Students getting in or getting out of a class room or moving from one class room to another shall do so in an orderly manner without making any noise. ? Students are prohibited from defacing or damaging the building or furniture in any way. The cost of any damage or loss so caused will be recovered from the students collectively if the responsibility for it can not be fixed on any individual or individuals. ? Students are expected to read notices posted on the college notice board and ignorance of any notice thus posted will not be accepted as an excuse for failure to comply with it. ? No meeting or debate of any kind shall be conducted by students on the college premises without the written permission of the principal. ? Students are advised not to align themselves with any political party or take part in any political agitation. ? Students are not allowed to make a complaint in a body or address any authorities in a collective petition. Such combined action is subversive of good order. ? No subscription of any kind shall be collected by any student without

the written permission of the Principal. ? No Student shall organize or join a strike of any kind. Any student who contravenes this rule will be expelled from the college. ? Any act of misbehavior or indiscipline will entail suspension or expulsion from the college. ? Students who are not living with their parents or legal guardians shall reside in the hostel or in lodgings approved by the Principal. ? 20. In regard to all matters not specified in the forgoing rule, students shall aim at conducting themselves with the highest standard of conduct befitting the reputation of the Institution. ? The Principal's decision shall be final in matters of punishment to the students for violation of any of the college rules.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	Nil	Nil	Nil
No file uploaded.			

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

SWATCH BHARAT .ENVIRONMENTAL AWARENESS PROGRAMME
campus cleaning and herbal garden maintaining was regularly by teacher trainees
Essay writing completion on Plastic is a boon or waste
Preparation of paper bag
observation of environmental day

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICES 2018-2019 The institution has been conducting the teaching-learning process in accordance with the college's vision and mission. The institutions best practises are as follows: **BEST PRACTICE -1 EMPOWERING TEACHER TRAINEES** The college has always emphasised the importance of providing teacher-trainees with a quality education and empowering them to use education as a tool to impact and alter underprivileged women and children in society. In addition to conveying curricular information, both the B.Ed. and M.Ed. programmes provide their teacher- trainees with extra-curricular and extended

activities. Under the direction of the faculty, the teacher candidates have planned, organised, and carried out a variety of programmes and activities within and beyond the college. The teacher candidates organise a variety of events, including as celebrations of national holidays, national celebrations, and memorials for notable figures. Initially they have been educated to conduct these courses at their own alma mater and later on organise the same for school children and for students of other colleges as well. As part of Yoga Day, the institution organised a Yoga demonstration to promote the mental and physical health of the teacher candidates. The Drama Workshop enabled the teacher-trainees to express themselves through dramatics. Teachers-in-training are then urged to utilise their skills and abilities to serve the marginalised in society, particularly women and children. Through their participation in flood relief initiatives, the teacher candidates saw how their efforts could benefit the community, particularly during times of natural disasters. Women Self-Défense Skill Development Programme aimed teacher-trainees with the physical ability to defend themselves. The session on Personality development reinforced in the teacher-trainees the need to keep their individual identities. BEST PRACTICES No 2 ENVIRONMENTALLY FRIENDLY ACTIVITIES As a second-best practise, the institution has adopted environmentally friendly activities. Several eco-friendly activities have been done in order to raise teacher candidates awareness of the importance of conserving the environment. Teachers-in-training have been encouraged to develop and conduct awareness programmes on and off campus. An awareness class on Plastic Pollution was conducted in the institution to impart practical ideas on the use of plastic products. The same day, a cleaning programme was planned in a local marketplace to emphasise the need to keep our surroundings litter-free. A programme on Energy Conservation was held in order to raise awareness among teacher candidates about the need to conserve and safeguard our environments natural resources.

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

<https://muslimcollegeofeducation.in/bestpractices.html>

7.3 – Institutional Distinctiveness

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

Vision To be a "Centre of Excellence" in the fields of teaching, learning, research and outreach programmes through network of vibrant educational programmes. Mission To enable our teacher-trainees and research scholars acquire academic competence, sound knowledge and skill in teaching and outreach programmes coupled with international and interdisciplinary perspective. Values Contributing to national development Fostering global competencies among students Inculcation of a value system among students Promoting the use of Technology Quest for Excellence

Provide the weblink of the institution

<https://muslimcollegeofeducation.in/vision.html>

8.Future Plans of Actions for Next Academic Year

The colleges mission is to cultivate student-focused, devoted educators in order to advance society. Our future plan of action is:- The implementation of ICT/e-governance in all academic administrative divisions to totally automate the campus. To guarantee a plastic- and tobacco-free school, make the campus environmentally friendly. Improving the alumnis contribution at the collegiate level. Utilization of e-Resources throughout all academic departments. Submitting AQAR in a timely manner for the future academic year. The college intends to increase the ICT-enabled teaching environment in order to increase the staffs e-

content development capacity. To enhance English classes that emphasise communication with students. To organise events that promote national integration. To organise personality-building activities for each teacher-in-training. To gather input from relevant parties To conduct more extension activities To organise classes for both faculty and students in TET, SLET and NET