



Yearly Status Report - 2019-2020

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
PTA general body meeting and Orientation Class	21-Aug-2019 3	90
SWATCH BHARAT AWARENESS	03-Oct-2019	110

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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
EDUCATION	00	NIL	2020 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 :

5

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)

1.Orientation Programme 2.workshop on Yoga 3.Environmental Awareness Programme Swatch Bharat 4.Workshop on preparation of learning materials 5.Campus placement by various Institutions

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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
Conducted Orientation Programme for B.Ed	Got awareness about B.Ed. course

Workshop on Yoga	Obtained Mental health, Removed Stress and anxiety				
Workshop on preparation of learning materials	Learned to prepare teaching aids				
swatch Bharath	Got awareness about cleanliness				
Eye donation awareness Programme	Got awareness about eye donation				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">Name of Statutory Body</td> <td style="text-align: center;">Meeting Date</td> </tr> <tr> <td style="text-align: center;">Staff Council</td> <td style="text-align: center;">27-Jan-2020</td> </tr> </table>		Name of Statutory Body	Meeting Date	Staff Council	27-Jan-2020
Name of Statutory Body	Meeting Date				
Staff Council	27-Jan-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				
Date of Submission	30-Sep-2019				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Biometric punching machine , Students Attendance. Staff Attendance				

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 flurry of meetings between faculty and the Institutional Quality Assurance Cell (IQAC) to finalise plans for the coming semester. The first step is to examine the data and locate any potential weak spots. The university's academic calendar is then constructed per the individual academic calendars for each subject. The finalised class schedule incorporates all suggestions and requirements discussed in earlier meetings, and is completed by the selected teacher. Students receive the academic calendar when they enrol. Staff and students must plan ahead of time, and then both plan and evaluate the programme once it has ended. In order to ensure that all aspects of education for teachers are covered, the university compiles a list of clubs. Extensive planning and idea generation are coordinated through the college's planning forum. Accuracy

improves for those who read and communicate. capacity for expression and fluency in English. The Environmental Conservation Organization (ECO) promotes eco-friendly values and actions. The women's group promotes equal rights and autonomy for women. The ICT club at the university offers courses in video editing and other related skills. The goals of the tourism club include promoting awareness of and education about sustainable and equitable development. There are six different subject associations that put on activities that add to the supplementary curriculum. Each student maintains a diary in which they document their participation in all school-related activities, both formal and informal. The emotive domain of pupils can be nurtured through both academic and social field trips. The college's use of a peer-evaluation method aids students' capacity to work together. Teachers are able to undergo a complete metamorphosis thanks to the invited speaker series and other scholarly events. For the purpose of encouraging civic engagement, a five-day camp centred on communal living is planned. Student instructors who spend 80 days in the classroom learn about the school setting and gain an appreciation for the real-world difficulties that teachers encounter. While the multi-day trip to neighbouring states is great for instilling a sense of patriotism, the shorter, intrastate tour is a great way to learn about the state's history and culture. There is a heavy emphasis on the feedback gathered after each activity as well as the final assessment made at the conclusion of the school year. The help is improving institutional planning and affecting the institution's future.

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	01/09/2019	40	Employability	Computer Skill
Certificate course in Multi Media	nil	18/09/2019	30	Employability	Computer Skill
Certificate Course on Jewel Making	NIL	02/12/2019	15	Employability	Vocational 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
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

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

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

	Certificate	Diploma Course
Number of Students	65	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
Yoga	26/08/2019	73
Personality Development and Skill Development	06/01/2020	98
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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	Optional Field Visit	73
BEd	Internship at Schools	100
BEd	Innovative School Visit	100
BEd	Special School Visit	85
MEd	Internship at Selected Colleges of Education	9
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
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</p>

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 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, Physical Science, Biological Science, Mathematics, Computer Science, Commerce, History	100	120	100
Med	Education	50	20	10
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	100	10	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	Numberof 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 realise his learning outcomes as a result of his participation in the B.Ed. Programme.110

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
110	26	1:4

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
No Data Entered/Not Applicable !!!			
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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	II year	24/05/2020	11/09/2020
BEd	B.Ed	I year	24/05/2020	11/09/2020
MEd	M.Ed	Second Year	24/05/2020	11/09/2020
MEd	M.Ed	First Year	24/05/2020	11/09/2020
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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/programmes.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
B.Ed	BEd	English, Tamil, Physical Science, Biological Science, Mathematics, Computer Science, Commerce, History	99	99	100
M.Ed	MEd	EDUCATION	10	10	100

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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)

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
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
1. Workshop on the preparation of Learning Materials	IQAC	13/09/2019
Workshop on Yoga	IQAC	26/08/2019
Workshop on Personality Development	IQAC	06/01/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL
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	NIL	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
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Education	5
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	0	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
Presented papers	5	3	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
Field visit	College	7	73
Special School Visit	College	5	100
Innovative School Visist	Muslim College of Education	3	100
Awareness Programme on Snake Bite	College	10	95
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
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NIL	0	0	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Eye Camp	Lions Club International	Eye Camp	15	82
Awareness Programme on First Aid	Forest Department of Kerala	FIRST AID	10	95
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	0	0	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
B.Ed	Internship of B.Ed. students	Govt and Govt aided Schools	01/08/2019	10/12/2019	100
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	0
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
8	8

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD 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	Nil	NIL	2023

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8693	Nil	100	Nil	8793	0
Journals	10	Nil	3	Nil	13	Nil
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
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	25	22	25	25	0	3	7	100	0
Added	3	3	3	3	0	0	0	0	0
Total	28	25	28	28	0	3	7	100	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
No Data Entered/Not Applicable !!!	

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	2	2	2

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 library's 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/facilities.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 for deserving students	3	30000
Financial Support from Other Sources			
a) National	Aadidraavidar Welfare Scheme	8	295500
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 implementation	Number of students enrolled	Agencies involved
YOGA	26/08/2019	73	Thiruvithancode Yoga Centre

ICT SKILL DEVELOPMENT	18/09/2019	35	TWINS COMPUTER CENTRE
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	OPTION WISE COMPETATIVE EXAM TRAINING	30	25	10	0
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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
K.S. Maniam Vidhya Bhavan (CBSE) school, Irukkur Scott Christian College, Nagercoil St. Tresas Matric Higher Secondary School, Vazhukkamparai Islamic Model Matric Higher Secondary School, Thiruvithancode Mother	29	15	Tamilnadu Private School Recruitment Association	21	10

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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
2020	10	B.Ed	Graduated from B.Ed	Aided self finance	Post -Graduation
2020	5	M.Ed	Education	Aided Self Finance	Post Graduation
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Poetry writing	Institution	12
Poste-rmaking on Anti Ragging	Institution	10
Essay Writing	Institution	25
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5.3 – Student Participation and Activities

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

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

The 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:

25

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
Finance and Accounts	PF
Student Admission and Support	Scholarships

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	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)
2019	NIL	NIL	Nil	Nil	Nil	Nil
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
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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
0	0	Scholarships

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

0

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
2019	Orientation Programme	21/08/2019	21/08/2019	21/08/2019	90
2019	Environmental Awareness Programme Swatch Bharath	03/10/2019	03/10/2019	03/10/2019	95
2019	Workshop on Yoga	26/08/2019	26/08/2019	26/08/2019	73
2019	Workshop on Preparation of Learning Material	13/09/2019	13/09/2019	13/09/2019	100
2019	Eye Donation Camp	30/10/2019	30/10/2019	30/10/2019	82

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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
Anti Ragging	21/09/2019	21/09/2019	50	0
Self Defense Programme	07/01/2020	08/01/2020	90	1
Fireless Cooking	21/02/2020	21/02/2020	30	0

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
0

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Ramp/Rails	Yes	0
Scribes for examination	Yes	0
Rest Rooms	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of	Number of	Date	Duration	Name of	Issues	Number of
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	initiatives to address locational advantages and disadvantages	initiatives taken to engage with and contribute to local community			initiative	addressed	participating students and staff
2020	Nil	Nil	Nil	000	00	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	16/07/2019	<p>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</p>

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
0	Nil	Nil	Nil
No file uploaded.			

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

1.Environmental Awareness Programme Swatch BHARATH by Dr. Rajeswari 2, Campus Cleaning and Herbal Gardening 3 Essay Writing Competition on Save Earth from Pollution 4.Awareness of Snake Bite 5 Ozone Day Celebration by ECO CLUB

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

SPECIAL TEACHING PRACTICES TO THE DESERVING TRAINEES BY THE COLLEGE. It is a generally accepted and practical assumption that a fraction of the student body is average based on merit. On the other hand, there are students with merit. A teacher in this situation must face obstacles during their training. In such a case, a teacher made an attempt to prepare trainees for DEO-assigned teaching practicums. Therefore, the noble objectives of the practise are to provide additional assistance to students who cannot follow the lectures as well as other meritorious students, regardless of caste, religion, or gender, and to promote trainee equality. It also tries to instil the trainees with an appreciation for teacher training and instructional methodologies. The desired effect is that they will receive exceptionally positive feedback upon completion of their teaching practicums. Beneficiaries should aid the poor without bias. The noble purpose is at the forefront of its design and implementation difficulties, which include both teething and severe obstacles. It was challenging to assemble the necessary resources. After so many attempts, our college established a programme on campus for faculty and other visitors to donate voluntarily. Our college ultimately determined the amount of students/trainees who fall into the group of underachieving pupils. For the purpose of evaluating the trainees IQ, a specialised intelligence test task has been administered. At end, our committee has agreed to impart distinctive instructional techniques to the deserving trainees by the college. It is crucial to emphasise that there are numerous types of pupils in our colleges. Everyone has a diverse family history. Some pupils are really impoverished, and their economic situation is pitiful. It was difficult to impart the specialised training of teaching techniques under such conditions. There was a second aspect of instructional practises, which was the problem in front of the trainees. After completing the course, they must devote additional time to particular teaching techniques. Therefore, it was subject to consideration. The coordinator and the members of the unit decided that we should provide

transportation facilities to the trainees and refreshment items. It will supply them with vitality and vigour. Consequently, the majority of college trainees consented to participate in the unique class of teaching practises. It is very important to coordinator of this cell to check all the activities created by the trainees and supervised by the experts. Ensuring the all-round support participation of all the faculties of this college. It was also important to maintain the criteria of college administration, but ultimately, we get success and trainees of our college, became satisfied with special teaching practices imparted by the team of experts. BEST PRACTICES NO 2 PERSONALITY DEVELOPMENT / SKILL DEVELOPMENT PROGRAMME The five day long community camp was started on January 6th 2020 to January 10th 2020. 21st century needs competent teachers for the effective transaction of curriculum in the classroom. Hence prospective teachers should be given rich and thought-provoking opportunities for professional growth. Effective transaction in the classroom is greatly influenced by the managerial skills a teacher develops. The process of education has been redefined and therefore, it is to be re-designed. The new era demands new dimensions in education. Teachers who play a pivotal role in the process of education have to acquire and master themselves the skills and competencies that are demanded by the age. In the national scenario access to general education is the fundamental right of the child. Also, quality education is the right of every child. For the attainment of quality in education, teachers are to be transformed. The purpose of this camp was to familiarize the teacher-trainees with 21st century skills. The programme also aimed to enhance the communication skills and interpersonal skills of the teacher -to trainees in order to function in the professional and social settings effectively to enrich the academic language skills (writing and presentation skills) for academic writing and presentations to understand effective planning, time management and implementation for setting goals and achieving both personal and professional goals to learn to evaluate oneself (self-appraisal and introspection) for further. ACTIVITIES CLAPPING GAME Feedback : At the end of this activity, the students have learnt, " what are the main factors that lead to failures in our day-to-day life". SIGNATURE GAME: Feedback : Finally, the students have learnt, "What were the essential qualities needed to become a good teacher". WORLD TOUR: Feedback : From the task, the students have learnt, "How the teacher have to build a good and effective team, how the small and weak chain breaks the entire team". TYPES OF TEACHERS, PERSONALITY LEADERS. Feedback : From this theory class the students came to know, "How to be a good personality teacher must be a teacher who serves the purpose". CHART PRESENTATION: Feedback : The students learnt, "The good teacher also have some creativity and innovative ideas". From this activity the students have learnt, "the major qualities needed to be a good teacher". ACTIVITY 4: ILLUSION GAME Feedback : End of the game they learnt, "How the good teamwork would get success and also realize the proverb WHERE THERE IS A WILL, THERE IS A WAY". ACTIVITY 5: FIRE GAME Feedback : How the SELF CONFIDENCE can overcome the fear. CREATIVE WALK A to Z GAME Feedback : The students came to know, " How the teacher can teach the students effectively and how to interact with the students". CREATIVE COOKING Feedback : "The teacher should have creative thoughts and unlimited imaginations". BALLOON GAME Feedback : From this activity the students realized what is life, how to live the life without hurting others, LIVE YOUR LIFE AND LET OTHERS LIVE. LEADER Feedback : From the theory class the students learnt, "how they can become a good teacher". GLASS WALK Feedback : The students were learnt, "if we have a fear on a thing, keep practicing on that, then we can face it successfully without any fear". BACK FLIP Feedback : From this activity the students realized "trust the persons who worth for our trust". BLOW THE BALLOON MOVE THE CUP Feedback : The teams move forward by the pressure given by the leaders. NO TITLE LEADER Feedback : This activity shows, NO TITLE LEADER concept. In some situations the team members would come forward to take the responsibility of a

leader in leader's absence. ANGLE GAME Feedback : The students realize, "if there was a problem try to know the both sides i.e., victim and victor, then only the leader will be a solution-oriented leader". Feedback : The students realize, "the team members should sacrifice some factors for the team's success and also the WIN-WIN concept is always the best concept". BALL GAME Feedback : "Timing is the important factor that influences the team's success". PAPER MODELS Feedback : The teacher can teach the students using the available resources. Effective teacher don't need excuses, they use the limited and minimum available resources and gave their maximum output. BONDING GAME Love has the power to hold all the relations. Love and respect the neighbours they are always near to us

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