ANNUAL QUALITY ASSURANCE REPORT (AQAR)
2017-2018

Submitted to

National Assessment and Accreditation Council
(NAAC)

by

BON SECOURS COLLEGE OF EDUCATION

(Nationally Re-accredited by NAAC with B++ Grade)
Vilar Bypass,
Thanajvur,
TamilNadu, India-613006

Part – A

i. Details of the Institution/Department

1.1 Name of the Institution/Department

Bon Secours College of Education

1.2 Address Line 1

Vilar bypass

Address Line 2

City/Town	Thanjavur
State	TamilNadu
Pin Code	613006
Institution/Department e-mail address	info.bonsecours.edu@gmail.com
Contact Nos.	04362-257647, 257433
Name of the Head of the Institution/ Department :	Dr.K.A.Antony Samy
Tel. No. with STD Code:	04362-257647,257433
Mobile:	9750199420
Name of the IQAC Co-ordinator (if any at Department Level):	Mrs.J.Rajalakshmi
Mobile:	9500432607
IQAC e-mail address (if any at Department Level):	bsceiqac@gmail.com

1.3 **NAAC Track ID**

TNCOTE80088

1.4 Website address:

www.bonsecoursedu.org

1.9 Institutional Status

University (State /Central/Deemed/Private)	Inter State Body Corporate
Affiliated College	**Yes**
Constituent College	**No**
Autonomous college of UGC	**No**
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)	**Yes-AICTE**
Type of Institution/Department (Co-education/ Men / Women)	Women
Type of Institution/Department (Urban/Rural/ Tribal	Rural
Financial Status(Grant-in-aid/ UGC 2(f) / UGC 12B)	Self-financed
Grant-in-aid(Grant-in-aid + Self Financing/Totally Self-financing)	Totally Self financing

1.10 Type of Faculty/Programme

Faculty	Yes/No
Arts	-
Science	-
Commerce	-
Law	-
PEI (Phys edu)	-
TEI (Edu)	Yes
Engineering	-
Health Science	-
Management	-
Others (Specify)	-

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

Special status	Yes/No
Autonomy by State/Central Govt. / University	-
University with Potential for Excellence	-
UGC-CPE	-
DST Star Scheme	-
UGC-CE	-
UGC-Special Assistance Programme	-
DST-FIST	-
UGC-Innovative PG programmes	-
UGC-COP Programmes	-
Any other (*Specify*)	-

2. IQAC Composition and Activities (if any at department level)

2.1 No. of Teachers

06

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2. 6 No. of any other stakeholder and community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

-

2.9 Total No. of members

12

2.10 No. of IQAC meetings held

03

2.11 No. of meetings with various stakeholders:

Meetings	Numbers
Total No.	19
Faculty	12
Non-Teaching Staff	02
Students	03
Alumni	02
Others	

2.12 Has IQAC received any funding from UGC during the year?

No

If yes, mention the amount

-

2.13 Seminars and Conferences (only quality related)

 (i) No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC(IF ANY AT DEPARTMENT LEVEL)

Total Nos.	International	National	State	Institution/Department Level
04	-	1		3

 (ii) Themes

- "Fine-Tuning Students Behavior through Values"- National Level Seminar
- Workshop on SPSS
- Seminar on Statistics for Students Evaluation
- Workshop on World Class Curriculum.

2.14 Significant Activities and contributions made by IQAC (IF ANY AT DEPARTMENT LEVEL)

- Conducted National Seminar.
- Creating Research Culture by organizing workshops related to research and statistics.
- Systematically planning, maintaining sustainability in quality and executing various activities .
- Documenting the events periodically with accuracy.

2.15 Plan of Action by IQAC (IF ANY AT DEPARTMENT LEVEL)/Outcome

 The plan of action chalked out by the IQAC (IF ANY AT DEPARTMENT LEVEL) in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Study skill training (Micro Teaching skill)	This training helped the pre-service teachers to acquire knowledge about teaching skills
2. Entry behaviour test	This test helped to identify and category the pre-service teachers.
3. Bridge course	It helped the pre-service teachers to recall previous knowledge in English. It also acts as a bridge between the degree course and teachers education programme. It motivates the slow learners to cope up with others
4. Student council election (E-voting)	It gives knowledge about democracy in selecting leaders. It also helped to develop leadership quality and co-operation.

5.	Talents day	The programme gives an ample opportunity to bring out the innate ability of the pre-service teachers.
6.	Computer basic training programme given to non-teaching staff members	This programme has given basic knowledge to operate computer to the non-teaching staff members.
7.	Workshop on lesson plan	This programme helped to improve the skill of writing lesson plan to pre-service teachers and staff members
8.	Honesty shop	This unique event helps to develop honesty behaviour among pre-service teachers
9.	Seminar on environmental education	This programme gives knowledge about maintain and protect our environment
10.	Workshop on stress management	This programme helped to manage the stress and getting relaxed
11.	Seminar on advanced technology in teaching and learning.	This programme helped to increase the higher usage of technology in teaching and learning
12.	Workshop on curriculum design	This event helped us to frame best curriculum for the welfare of the student's community.
13.	Blood donation camp	This unique venture helped to inculcate the behaviour of helping the needy. It also developed the social mindedness
14.	Consumer rights day)	This programme helped us to know about the legal rights of the consumers and ready to claim if the purchasable items found damaged

Provide the details of the action taken.

1. Study skill training (Micro Teaching skill) was given on 19.07.2017
2. Entry behaviour test was conducted on 01.08.17
3. Bridge course was conducted between 01.08.2017 to 06.08.2017
4. Student council election (E-voting) conducted on 11.08.2017
5. Talents day was staged on 09.08.17
6. Computer basic training programme was given to non-teaching staff members on 01.09.2017 by E.Dhanumalayan, Assistant Professor in Computer Science Education.
7. Workshop on lesson plan was given to staff and students on 17.08.2017 by Dr.Palanivel,Assistant Professor, Tamil University.
8. Honesty shop was opened on 01.09.2017 by Sr.Santhanamary
9. Seminar on environmental education was held on 05.02.2018
10. Workshop on stress management was conducted on 26.07.2017
11. Seminar on advanced technology in teaching and learning was conducted on 28.07.2017 by Mr.Ashok Kumar
12. Workshop on curriculum design was held on 31.07.2017 by Sr.Amalipushpam
13. Blood donation camp was held on 09.03.2018
14. Consumer rights day was held on15.03.2018 conducted by Mrs. Revathy, high court legal advisor .

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	1	-	-	-
UG	1	-	-	-
PG Diploma		-	-	-
Advanced Diploma		-	-	-
Diploma		-	-	-
Certificate	3	2	-	-
Others		-	-	-
Total	5	2	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Flexibility of the Curriculum	Yes
Choice Based Credit System	No
Core	No
Elective Option	No
Open Options	Yes

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	2

1.3 Feedback from stakeholders*   (On all aspects in numbers)

Alumni	Parents	Employers	Students
39	50	10	91

An analysis of the feedback is attached in the Annexure 1.3

Mode of feedback   :

Online	Computerized	Co-operating schools (for PEI)
-	Yes	Yes

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

The College adhere the syllabus and curriculum of TamilNadu Teachers Education University

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

No

Criterion – II
2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
24	20	1	1	2

2.2 No. of permanent faculty with Ph.D.

6

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2	-	-	-	-	-	-	-	2	-

2.4 No. of :

Guest faculty	2
Visiting faculty	6
Temporary faculty	-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	2	17	7
Presented papers	2	17	-
Resource Persons	-	-	3

2.6 Innovative processes adopted by the Institution/Department in Teaching and Learning:

- All faculties use technology enabled teaching and learning resources like LCD projectors, Smart board and other audio – visual aids for teaching.
- Power Point presentation is made compulsory for trainees.
- Video recordings of practice teaching are shown to trainees and peer feedback is sought.
- College provides Language Lab for staff and students for their language enrichment.
- New certificate courses on "Personality Development" and "Counseling and Guidance" have been introduced.
- Open Source Material (OSM) for Teaching and Learning – videos and PPTs on subject topics, Human values and competitive examinations and exercises prepared by staff and students are available in the college website for open access.
- On line Journal – "Bon secours Journal on Educational Research" is under the process of publication.
- The college provides SPSS-latest version for data analysis.
- Library automation software version is upgraded with "Delnet" to access web resources.
- Wi-Fi connection has been provided with aim to enhance the scholars' intellectual vigor in the field of research.

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

183Days

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

Double Valuation System

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

As member of Board of Study	As Faculty	As Curriculum Development workshop
-	-	-

2.10 Average percentage of attendance of students

B.Ed.-First Year: 95.68%	B.Ed.-Second Year: 94.68%
M.Ed.-First Year: 85.38%	M.Ed.-Second Year: 93%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed-I Yr	73	94.666	5.3338	-	-	100
B.Ed-II Yr	91	81.31	3.296	-	-	84.625
M.Ed-I Yr	1	-	100	-	-	100
M.Ed-IIYr	13	23.07	38.46	-	-	61.53

2.12 How does IQAC (if any at department level) Contribute/Monitor/Evaluate the Teaching & Learning processes :

Contribution:

- The IQAC conducted the perspective plan meeting on 28th June 2017 for the 2017-18 academic years.
- On 6th July 2017 meeting was conducted for the purpose of planning and offering guidelines regarding all academic activities.
- It finalized the list of coordinators for various academic activities.
- At the beginning of every month faculty meeting is conducted and action plans for various academic tasks are discussed and responsibilities are assigned.
- Every month uploading of academic plans prepared by respective faculty members on the college portal is done for easy access to the students.
- Preparation of academic calendar during the month of May.
- Organizing Faculty Development Programmes(FDP).
- Motivating staff members and M.Ed scholar to publish papers in UGC referred Journals.
- Assisting the faculty in the preparation of AQAR

Monitoring:

- At the end of every month, 'Monthly activities review meeting is conducted'.
- To help the departments in monitoring the mentoring process.
- IQAC monitoring the following activities:
    1. Tutorials – Lesson Plan
    2. Assignments – Seminars
    3. Add on content theory and lab equipments.
- Monitoring all the activities of the committees.
- Uploading the college web-site with latest programmes.

Evaluation:

- IQAC looks after the quality of teaching and learning processes in collaboration with staff and student council.
- Checking Academic Calendar programmes Execution.
- Evaluation based on University results.

- Having meeting with staff members and Student council.
- Evaluation of students performance in class tests, unit tests and model tests.
- Collecting feedback from Student internship school heads, mentors, teacher, school students and also parents and from alumni.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	24
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	10
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	-	-	-
Technical Staff	2	-	-	-

Criterion – III
3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC (if any at department level) in Sensitizing/Promoting Research

Climate in the institution

1. SPSS-Workshop on 10.03.18
2. Seminar-Statistics in Students Evaluation on 25.11.17
3. National Seminar-Fine Tuning Students Behavior through Values on 23.03.18

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	Yes	-	01
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals-	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	03	13	-

3.5 Details on Impact factor of publications:

Range	-
Average	-
h-index	-
Nos. in SCOPUS	-

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

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

3.7 No. of books published

I. With ISBN No.	05
II. Chapters in Edited Books	
III. Without ISBN No	

.

3.8 No. of University Departments receiving funds from

UGC-SAP	-
CAS	-
DST-FIST	-
DPE	-
DBT Scheme/funds	-

3.9 For colleges

Autonomy	-
CPE	-
DBT Star Scheme	-
INSPIRE	-
CE	-
Any Other (specify)	NAAC Re-Accredited with B^{++}

3.10 Revenue generated through consultancy

-

3.11 No. of conferences organized by the Institution/Department

Level	International	National	State	University	College
Number	-	01	-	-	-
Sponsoring agencies	-	-	-	-	-

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

03

3.13 No. of collaborations

International	-
National	-
Any other	MOUs with 3 Colleges

3.14 No. of linkages created during this year

01

3.15 Total budget for research for current year in lakhs :

From Funding agency	-
From Management of University/College	Rs.98,000/-
Total	Rs.98,000/-

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College/Department
01	-	-	01	-	-	-

3.18 No. of faculty from the Institution/Department

Who are Ph. D. Guides	-
Students registered under them	-

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

01

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

JRF	SRF	Project Fellows	Any other
-	-	-	-
-	-	-	-
-	-	-	-

3.21 No. of students Participated in NSS events:

University level	State level	National level	International level
-	-	-	-

3.22 No. of students participated in NCC events:

University level	State level	National level	International level
-	-	-	-

3.23 No. of Awards won in NSS:

University level	State level	National level	International level
-	-	-	-

3.24 No. of Awards won in NCC:

University level	State level	National level	International level
-	-	-	-

3.25 No. of Extension activities organized

University forum	College forum	NCC	NSS	Any other
-	-	-	-	YRC

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

Extension activities	05
Institutional Social Responsibility	04

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	11.27 Acr	-	-	-
Class rooms	15	-	-	15
Laboratories	5	1	Mgt.,	6
Seminar Halls	1	-	-	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	42	Mgt.,	46
Value of the equipment purchased during the year (Rs. in Lakhs)		2,60,141	Mgt.,	2,60,141
Others **Attached in an Annexure-4.1**		3,96,000	Mgt.,	3,96,000

4.2 Computerization of administration and library

Modern library software is added in our library named MODERN LIB software.

In Bon Secours College of Education, Data pertaining to staff and students are computerized. Particularly student details are kept safe and secured in the computer. In our system particularly admission, students details, mark and issue of transfer certificate to students are computerized. Internal marks are send through email. Apart from that ,SC/ST scholarship are

being registered and sent to the government. Salary details, electricity bill, telephone bill, net banking and other account details are maintained in the computer.

In our college library, we have the facilities like gate entry register.Internet facilities are available.Issuing and returning of books within the particular date, are regulated through the computer. Delnet, library stock register and new arrivals are also computerized.

4.3 Library services at Department Level:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7780	18,28,689	296	28,425	8,076	18,57,114
Reference Books	675	88,000	198	7953	873	95953
e-Books	DELNET	-	-	-	-	-
Journals	-	-	03	7800	08	-
e-Journals	DELNET	-	-	-	-	-
Digital Database	Yes	-	-	-	-	-
CD & Video	72	9000	10	1000	82	10000
Others (specify)	05	279	08	5404	13	5709

MAGAZINE

- Mangayar malar   -Rs   625/-
- Tamil computer   -Rs   450 /-
- Educational world   -Rs   2000/-
- Mooligai kuzhanthai   -Rs   120 /-
- Down to earth   -Rs   1000/-
- Pudhiya Thalaimurai &
  puthiya thalaimurai kalvi - Rs   999/-
- Namvazhvu   -Rs   350/-

JOURNALS

- DonBosco college of Education   -   Rs 500/-
- Research and Reflection on Education   -   Rs 400/-
- New Frontiers in education   -   Rs 1000/-
- The Indian educational research   -   Rs 500/-
- Edu Track   -   Rs 1000/-
- Bricks   -   Rs 2000 /-
- Vikashini   -   Rs 300/-
- New horizons   -   Rs 300/-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-Ments	Others
Existing	29	10	-	-	-	4	1	15
Added	15	15	-	-	-	-	-	-
Total	44	25	-	-	-	4	-	15

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

We provide the training to teachers and students for access of internet, and technology up-gradation, SPSS

4.6 Amount spent on maintenance in lakhs :

i) ICT	4,21,220
ii) Campus Infrastructure and facilities	13,50,678
iii) Equipment	3,93,633
iv) Others	32,648
Total :	**21,98,179**

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC (IF ANY AT DEPARTMENT LEVEL) in enhancing awareness about Student Support Services

IQAC does the following to enhance the student support services.
- Bridge Course
- Alumnae meet
- PTA meet
- Fee free certificate courses
- Seminars, Workshop & Orientation programmes
- Technology based education
- Soft skill training
- Lift service for disable
- Yoga
- Fees free regular spoken english class
- SPSS Package training/workshop
- Continuous Internal Assesment(CIA)
- Fees concession from the management

5.2 Efforts made by the Institution/Department for tracking the progression

- Interaction with the students
- Regular student feedback
- Honesty store scheme
- PTA meets
- Monthly plan

- Various club activities.

- Keen interest in periodical documentation.

5.3 (a) Total Number of students

UG		PG		Ph. D.		Others		Total	
Men	Women	Men	Women	Men	Women	Men	Women	Man	Women
NA	167	NA	15	NA	NA	NA	NA	NA	182

(b) No. of students outside the state

NIL

(c) No. of international students

	In numbers
Men	NIL
Women	NIL
Total	NIL

(d)

Last Year												This Year											
General		SC		ST		OBC		Physically Challenged		Total		General		SC		ST		OBC		Physically Challenged		Total	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
	1		26	NIL			155	NIL			182		3		18	NIL			159		1		180

(e)

Demand ratio	1:1.5
Dropout %	1.09%

5.4 Details of student support mechanism for coaching for competitive examinations (If any) No. of students beneficiaries

Open Source Material
Seminars for Facing Competitive Examination

No. of Students Beneficiaries – open to all

5.5 No. of students qualified in these examinations

NET	SET/STET	GATE	CAT	IAS/IPS	State PSC	UPSC	Others
01	01	NIL	NIL	NIL	NIL	NIL	NIL

5.6 Details of student counseling and career guidance

- All teacher educators act as mentors and guide the prospective teachers efficiently in academic preparation of assignments and projects and also counsel them on their personal

problems.Career guidance is provided to the student-teachers so as to enable them to choose correct career path. The following services are provided to prospective teachers:

- Academic Counseling Service

- Career Guidance Service

- Personal Guidance Service

- One day retreat for all the students on 17.03.2018

Professional counsellors and other senior sisters are also engaged on needed basis.

NO. OF STUDENTS BENEFIITED: 07

5.7 Details of campus placement

On campus			*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
6	81	30	12

5.8 Details of gender sensitization programmes

- Self-Awareness and Personality Development   - 04.08.17
- Women's Health and Hygiene   -05.12.17
- Marriage Counseling   -25.01.18
- Women's Day   -08.03.18
- Women's Health and Herbal Usages   -09.11.17

5.9 Students Activities

No. of students participated in Sports, Games and other

Events State/ University level	1
National level	NIL
International level	NIL

5.9.1 No. of students participated in cultural events

State/ University level	13
National level	NIL
International level	NIL

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

State/ University level	0
National level	NIL
International level	NIL

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

State/ University level	4
National level	NIL
International level	NIL

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from Institution/Department	23	2,84,000
Financial support from government	29	7,43,000
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives Fairs:

State/ University level	NIL
National level	NIL
International level	NIL

Student organised / initiatives Exhibition:

State/ University level	NIL
National level	NIL
International level	NIL

5.12   No. of social initiatives undertaken by the students

06

5.13 Major grievances of students (if any) redressed:

- Lift Facility for Physically Challenges Students provided.
- 24 Hrs power supply is ensured through Generator.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

➢ **Vision:**

   To mold the pre-service teachers who will be physically, intellectually, emotionally, socially and morally healthy and who will prepare their pupils to face the challenging needs of the society tomorrow.

➢ **Mission:**

Bon Secours College of Education is committed to excellence in helping students, reach their full potential by developing their academic competencies critical thinking skill, communication proficiency, civic responsibility and global awareness.

6.2 Does the Institution/Department has a management Information System

- ➢ Yes, it has the following modules.
- ➢ Students Details
- ➢ Mark report
- ➢ Students TC
- ➢ Conduct Certificate
- ➢ Scholarship details

6.3 Quality improvement strategies adopted by the Institution/Department for each of the following:

6.3.1 Curriculum Development

- ➢ Following the Syllabus and Curriculum of Tamil Nadu Teachers Education University (TNTEU), Chennai.
- ➢ Assignment & Seminars on current topics are assigned to students to cope up with current trend & technology.
- ➢ College has its own academic calendar to cover and complete the syllabus.
- ➢ At the beginning of academic year Entry Behaviour Test (01.08.2017) was conducted to assess the level of teaching Aptitude, General knowledge and language skills of the students.
- ➢ Various programmes like bridge course, remedial class and peer-tutoring system are organized.

6.3.2 Teaching and Learning

- ➢ Blog creation for every perspective teacher is ensured to share their views and post their creativity and course materials
- ➢ LCD with a laptop is used for effective delivery of instruction
- ➢ Power point presentations, screening video clips, group discussions, debates, field trips, nature-teaching, role-plays, self-paced learning are employed for suitable topics in different subject and situation for effective use of staff and students
- ➢ Well-equipped laboratories. Especially Computer lab cum language lab is furnished with many computers with advanced language software for the effective use of staff and students.
- ➢ Internet and Wi-Fi facilities are available to surf web resources at all time.
- ➢ Open source material (OSM) for Teaching and Learning-Videos and PPTs on subject topics, Human values and competitive examination exercises prepared by staff and pre-service teachers are available in college website for open access

6.3.3 Examination and Evaluation

- ➢ Examination committee ensure plan and conduct all the examination in a systematic disciplined way.

- Class tests like multiple choice questions, instant test are conducted frequently by respective teachers.
- The performance of the students is monitored by Continuous Internal Assessment (CIA).The CIA has the following components: Tests, assignments, Seminars. The CIA accounts for 30% marks for full course and 15% marks for half course. The University conducts the final examination at the end of each year for 70 marks for full course and 35 marks for half course..
- Unit tests-First Internal Exam-09.10.2017for B.Ed &M.Ed

       Second Internal Exam-14.12.2017for B.Ed &M.Ed

       Third Internal Exam-19.02.2018for B.Ed &M.Ed were conducted.
- Model exam –First Model Exam-19.04.2018for B.Ed &M.Ed

       Second Model Exam-07.05.2018 for B.Ed &M.Ed

       were conducted by the college and the result of every tests has been sent to the parents through E- mail and SMS. The examined papers are shown to the parents during Parents meet or at the time of issuing hall tickets.
- The controller of Examination take part in paper setting, scrutiny etc., and act as per university guidelines.

Year	Course	Pass Percentage
2015-2017 Batch	B.Ed	96.21
	M.Ed	60.41

6.3.4 Research and Development

- Organizing faculty development programme to enhance educational and life skills of teacher educators
- Publication of articles in International journal is ensured.
- Training was given to staff and M.Ed scholars to use SPSS package for data analysis. This was conducted on 3rd March, 2018.Mr.K.Muthusamy, Principal, Annai college of Education was the resource person and M.Ed scholars were allowed to do their statistical analysis using SPSS in the research cum Net lab which is very much useful in dissertation work.
- Encouraging staff to attend / organize / national / international / seminars / conferences
- Motivating staff to publish papers in peer reviewed journals with high impact factor
- Minor Research Project on 'A Study on Carelessness of High School Students in Trichy Region' has been submitted to NCERT
- Online journal –Bon Secours Journal on Educational Research (BONJER) has been published.
- Wi-Fi connection has been provided with an aim to enhance their intellectual vigor in the field of research

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Our Library occupies a place of pride by providing a comfortable and user friendly environment that enables research, innovation in learning and reading. In this knowledge gaining house printed books, periodicals, dissertations &CDs, free e-Journals &back volumes of journals are kept for the

learners. And this library is fully automated and Modernized with cloistered website, License database, and membership with Delnet. List of books, journals, magazine, etc :

a) Book s - 8264

    (i) Textbooks - 7404

    (ii) Reference books - 620

b) Magazines - 10

c) Journals subscribed

    (i) National Journals - 18

    (ii) International Journals - 3

d) Peer reviewed Journals - 2

e) Back Volumes of journal - 82

f) CDs/ DVDs - 72

g) Newspapers - 2

h) Databases - Modern Lib database

i) Books available in the Book Bank – 200

j) Photocopier – 1

K) M.Ed. dissertations – 229

l) e-information resources

    Total No. of e-book

    Total No. of e-journal title Delnet

6.3.6 Human Resource Management

Management Council

1.Very.Rev.Mother.Dr.Maria Philomi	-President
2.Rev.Sr.Pauline Theres Agnes Mary	-Vice-president
3.Rev.sr.Dr.A.Mariammal	-Secretary
4.Dr.K.A.Antony Samy	-Principal
5.Rev.Sr.Sandanamary	-Administrator
6.Rev.Sr.Mary Metilda	-Superintendent
7.Rev.Sr.Dr.Irani	-Member
8.Rev.Sr.Poorna Alphonso	-Member
9.Rev.Sr.AmaliPushpam	-Member

There are 24 teaching and 12 non-teaching staff are working.

The human resource of the college is managed in a free and democratic manner.

1. For the management of the student's affair, the college has a student's council whose elections are held every year by e-voting.

2. Campus interview is arranged in our college to provide employment.

3. All pass-out students are enlisted in alumni association for helping their future studies and placements.

4. Above all, there is a governing body that manages and develops the total human resource of the college. The principal keeps close contact with the Departments, office, Library and assesses the manpower. If any shortage found, then the governing body is informed and necessary steps are being taken for early recruitment.

5. Student's feedback is taken into account to minimize the short comings, if any.

6.3.7 Faculty and Staff recruitment

➢ The management advertises the post to be filled in newspapers and calls for personal interview. Notification was given on 26.03.2017 and 25.06.2017.

➢ Recruitment is done by the higher education coordinator and the staff selection board through face-to-face interview and the appointment is made as per the norms of NCTE, UGC and University. Interview was conducted on 04.01.2018,19.03.2018.

➢ The appointment will be confirmed after the probationary period of one year.

6.3.8 Industry Interaction / Collaboration

➢ The institution has collaborations with reputed colleges, schools and around the city and three MoUs has been signed for knowledge gaining, resource sharing, placement, extension and research activities.

➢ Sri Bharathi College of Education for women (NAAC Accredited with A grade) Kaikurichi, Pudukkottai Dt, Tamilnadu on 8th August, 2017.

➢ Sri Vekkaliamman College of Education (NAAC Accredited with A grade) Kazhudur, Tittakudi Tk. Tamilnadu on 8th March, 2017.

➢ Sri Venkateshwara College of Education (NAAC Accredited with B grade) Kazhudur, Tittakudi Tk. Tamilnadu on 14th December, 2016. 17

➢ We have collaboration with Vasan eye care, Nivee optical, Indian Dental Association Thanjavur branch and Rohini hospital, Thanjavur. They provide their support in our extension activities.

➢ Schools in the surrounding area are available for teaching practice. The institute has a linkage with all these institutions.

➢ Our institution has collaboration with First Aid training movement (St.John ambulance). Our student teachers are trained every year in fire fighting and life saving techniques by the First Aid services.

➢ There is a linkage with Indian Bank, Thanjavur. Training programme on bank activities, recruitment and loan facilities are given to our pre-service teachers.

➢ Our Institution has a linkage with sudha Driving School. Road safety programme is given by them.

6.3.9Admission of Students
➢ Admission of the students based on the norms of NCTE and Tamil Nadu Teachers Education University,Chennai.

➢ Since it is a religious minority institution it also follows the minority norms in admission.

- Personal Interview is also conducted by the management to all the candidates.
- Admission: details of the academic year 2017-2018

  Total Admission: 75

  Community Wise Strength:BC:53,MBC:11,DNC:2,SC/ST:9,OC:NIL

  Religion Wise Strength: Christian: 22, Hindu: 51, Muslim: 2

6.4 Welfare schemes for

Teaching	Provident Fund, Publication charge, Free tour,Uniform,Valuable gifts,Free Bus services
Non-teaching	Provident Fund
Students	SC,ST and Minority Scholarship available

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done

Yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	Management
Administrative	-		Yes	Management

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

For UG Programmes	No

For PG Programmes	No

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

-

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

The university encourages the college to go for autonomy. All possible assistance in applying for the same is rendered.

6.11 Activities and support from the Alumni Association

We have been are successfully conducting Alumni Association meeting once in a year-12.09.2017.Through our Alumnae we have got a lot of job opportunities to the second year Pre-Service teachers.

6.12 Activities and support from the Parent – Teacher Association

PTA Contributes its Support in smooth functioning of the College

6.13 Development programmes for support staff

Computer Training Programme was conducted on 09.09.2017.The Computer Science Department of the college organize informally Computer Awareness and Computer Literacy Programme for staff if required periodically.

6.14 Initiatives taken by the Institution/Department to make the campus eco-friendly

- Maintaining Herbal Garden
- Special Lecture on Herbal Plants and Women's health was given on 09.11.2017
- Environmental Awareness Programme-Role of students In Conservation of Nature on 05.02.2017
- Potted plants are placed in the open space to make the campus eco-friendly.
- Environmental friendly campus is maintained perfectly.

Criterion – VII

7. Innovations and Best Practices

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

Delnet Software, Smart Board, Elevator for physically challenged, Bio-Metric and SMS sevice.

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

S.No	Plan of Action	Action taken Report(ATR)	Date
1.	To know what are the skills used in the teaching for the Pre-service teacher	Study Skill Training	19.07.17
2.	To reduce the stress	Workshop on Stress Management for teachers	26.07.17
3.	To enable the process of teaching	Seminar on Advanced technology in Teaching	28.07.17
4.	To frame the proper curriculum	Workshop on world class curriculum design	31.07.17
5.	To know about Environmental Hazard	Seminar on Environmental Education	05.02.18

7.3 Give two Best Practices of the Institution/Department

1. **Title:**
   - Bons Torch

Objectives:
   - Each student teacher is to cover and assist students in their academic endeavor at free of cost
   - Each student teacher is to educate school students in their areas.

The context:
   - Academic backwardness of the school students

The practice:
- Student-teacher work for this program at their home itself regularly during evening hours and holidays

Evidence of success:
- School students are motivated and academic progress is noticed.

Problems:
- Lack of a Centre for meeting school students
- Frequent power failure

2. Title:
- MIS(Management Information System)

Objectives:
- Maintaining students information of admission, Academic progress, Scholarship,T.C etc.

The context:
- When maintained in registers manually data are not readymade.
- Time consuming to get essential data quick
- sometime manually arrived data are not accurate

The practice:
- Requires software have been installed in the pc in administration office and data are updated regularly

Evidence of success:
- This software helps to get all the student information accurately and quickly and it helps to store much more information

Problems:
- Inadequate availability of software in Tamil.
- Installation Cost of software is sometimes higher.

Other:
- OSM(Open Source Material)
- BON-FAS(Feedback Analysis System)
- E-Voting for Student Council Election

7.4 Contribution to environmental awareness / protection

- The enviro club of BSCE organizes various programmes on environmental awareness throughout the year. The programmes are conducted to sensitize the student community issues pertaining to the environment and make them to understand the integral role played by fauna and flora to the immediate surroundings.

- Herbal plants and women's health a programmes was conducted on 09.11.2017. The resource person Mrs.A.Pushpavelli, Herbalism trainer gave lecture about Herbal plants and women's health.

- Herbal Garden is maintained by our students.

- Students are motivated to donate medicinal plants on their birthday.

- There is a practice of giving plants as gift to Guests on various special occasion & functions

- Students are motivated not to use plastics and thermo cool sheets on various functions.

7.5 Whether environmental audit was conducted? Yes/ No

1. Consciously maintaining Bon's Herbal Garden.
   a. Preserved 200 herbal plants
   b. Identified 29 varieties of herbal plants
   c. Varieties of Flower Plants
2. No. of trees in the campus-193
3. Rain harvesting facility available

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

Strength: There are many club activities to sensitive various issues of national concern and developing the skills on various walks of life. College makes use feedback from stake holders.

➢ Good Infrastructure facilities are provided in our college
➢ Our college is provided with latest support technology

Weakness: Consultancy work in collaboration with national agencies and industries as resources of funding need to be improved.

Opportunities: Our College Conducts Various Seminars and Workshops related to the field of Education and Research. Full support is given by the management to all the Staff and Students.

Challenge: Students selected for Placement, but their Parents do not allow them to join the particular job in distant places due to fear of safety

8. **Plans of Institution/Department for next year**

➢ Improving water resource management by promoting more environmental initiatives in the campus
➢ Increasing the number of faculty development programme with a focus on ICT enabled teaching and learning
➢ Making Information and Communication Technology (ICT) as an integral part of the classroom in our college
➢ Plan to Conduct competitive exam coaching classes in our college
➢ Encouraging more students to participate in competitive examinations and Life skill examinations like typewriting & shorthand and motivating them to join in online certificate courses.

Name :Mrs.J.Rajalakshmi   *Name: Dr.K.A.Antony Samy*

Signature of the Coordinator   *Signature of the Chairperson*

ANNEXURE

ANNEXURE-CRITERION-I

1.3 FEEDBACK FROM STAKEHOLDERS

Feedback Mechanism helps to take future corrective measures in teaching and to strengthen curriculum and all other aspects.

1. Students Feed Back On Faculty Members n=91
2. Students Feed Back on Curriculum n=91
3. Feed Back from Alumini n=39
4. Feed Back on Pre-Service Teachers by School Students n=1820
5. Feed Back from the Guide Teacher n=91
6. Feed Back from Parents n=50
7. Feed Back from Employers n=10

STUDENTS FEED BACK ON FACULTY MEMBERS

STUDENTS FEED BACK ON FACULTY MEMBERS (2017-2018)

very good ■ good ■ satisfactory ■ unsatisfactory

2% 5% 29% 64%
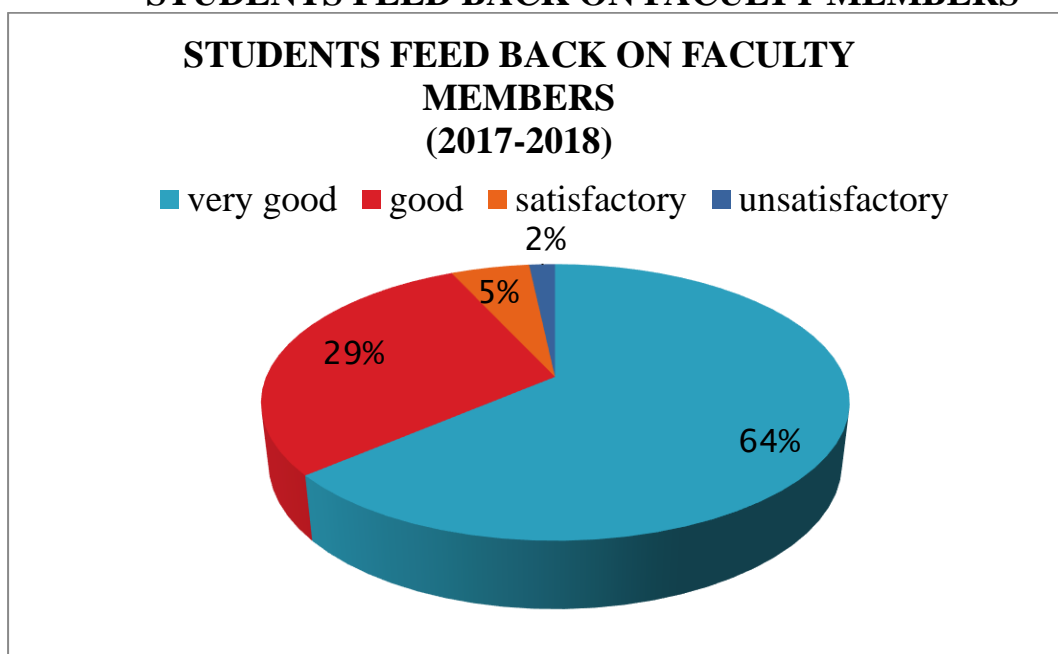
Feedback Received from Students n=91

Result from the Analysis:

➤ Less usage of electronic resources in the class room.
➤ Needed more opportunities for teacher student interaction in the class.

Action Taken:

The management has provided digital library and computer cum net laboratory. So the teacher can utilize and improve their knowledge on the concept of E-learning and practices the same in the class.

Faculty members are encouraged to enhance interaction in the class.

STUDENT'S FEED BACK ON CURRICULUM

STUDEND'S FEED BACK ON CURRICULUM(2017-20178)

■ VERY GOOD ■ GOOD ■ SATISFACTORY ■ UNSATISFACTORY

- 0%
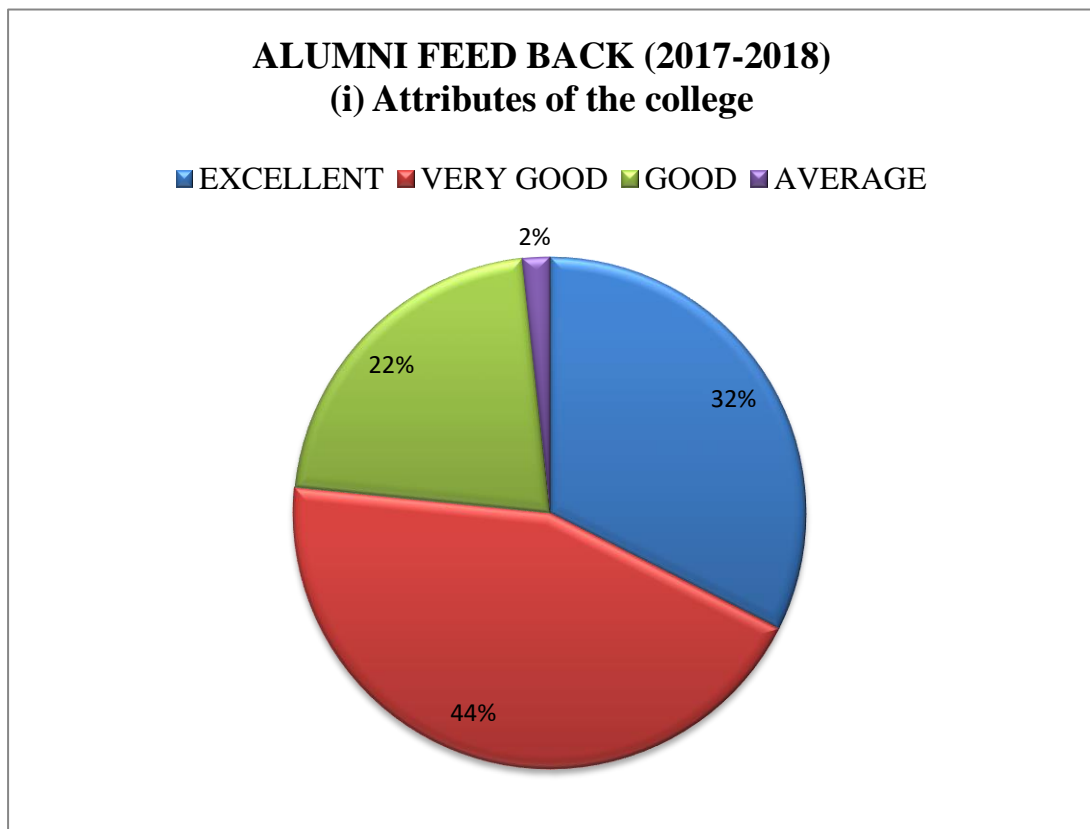- 4%
- 38%
- 58%
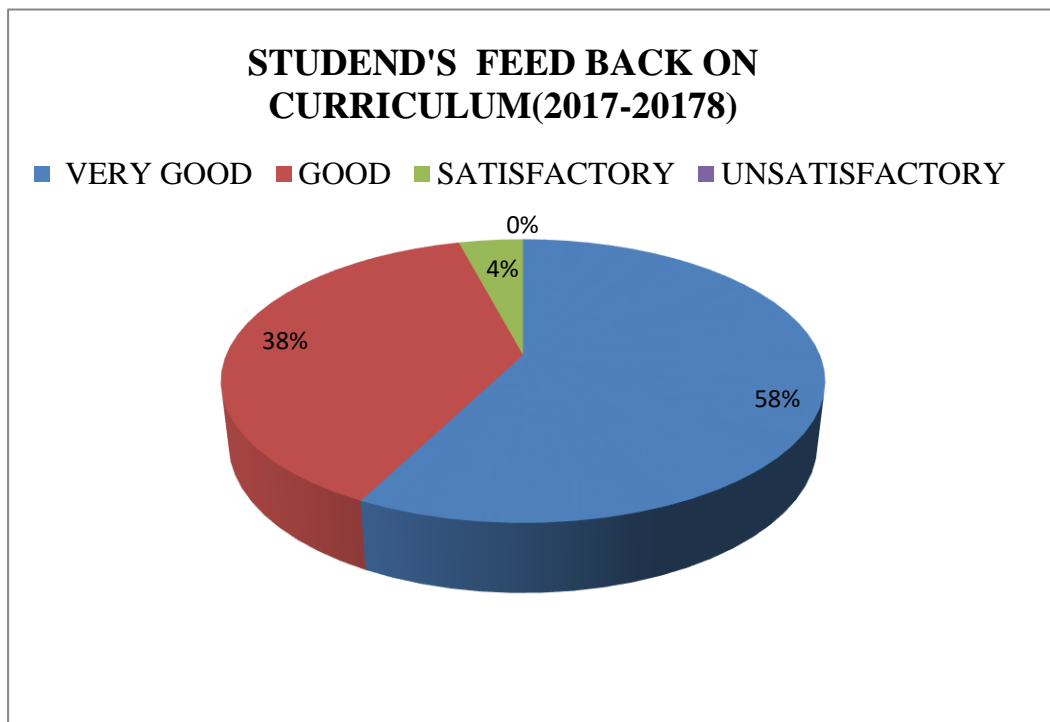
Feedback Received from Students n=91

Result from the Analysis:

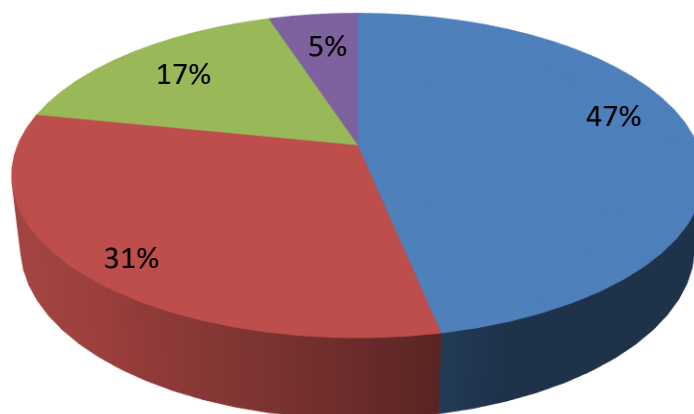Lack of Availability of the reference books in the library.

Action Taken:

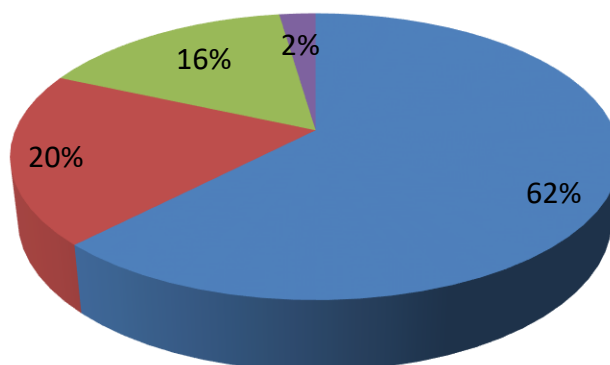No of books in the reference section has been increased from 175to 200.

ALUMNI FEED BACK

ALUMNI FEED BACK (2017-2018)
(i) Attributes of the college

■ EXCELLENT ■ VERY GOOD ■ GOOD ■ AVERAGE

- 2%
- 22%
- 32%
- 44%

(ii) FEED BACK ABOUT DEPARMENT& FACULTY

■ VERY MUCH ■ QUITE A BIT ■ SOME EXTENT ■ VERY LITTLE

(iii) FEED BACK ABOUT THE COLLEGE

■ VERY MUCH ■ QUITE A BIT ■ SOME EXTENT ■ VERY LITTLE

Feedback Received from alumni n=39

Result from the Analysis:

Less provision for co- curricular activities such as N.S.S

Request to conduct the alumni meet at the zonal level.

To institute prizes to the student teachers for their academic excellence for or co-curricular activities from the alumni's fund.

Permission to make use of the college library by the alumnae for their further studies and competitive examination.

Requesting the management to invite the alumnae for campus interview every year.

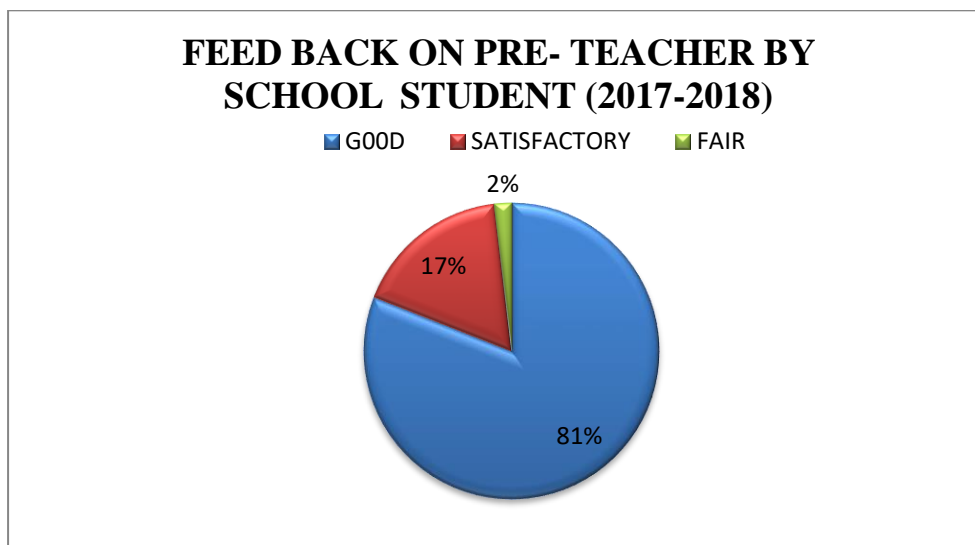**Action Taken:**

Steps have been taken to introduce N.S.S

The management will conduct the alumni meet at vedharanyam, nagapattinam, pattukkottai.

The management will give away the prizes for regular attendance and over all best student teachers.

The management will provide opportunity to make use of the library by the alumnae.

The management will allow the alumni students to attend the campus interview.

FEED BACK ON PRE-SERVICE TEACHER BY SCHOOL STUDENTS

FEED BACK ON PRE- TEACHER BY SCHOOL STUDENT (2017-2018)

■ GO0D   ■ SATISFACTORY   ■ FAIR

2%

17%

81%

Feedback Received from school students n=1820

Result from the Analysis:

Pre-service teachers use less audio video aids. They pay little attention to change of sensory focus at the time of teaching.
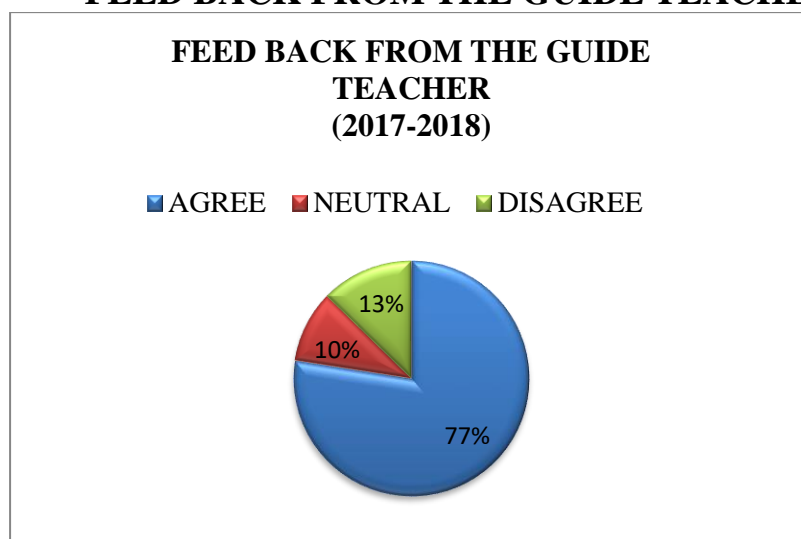
Action Taken:

During school visits teacher educators insisted on the student teachers to

i)   Use adequate audio video aids.

ii)   Take care of seeking pupil attention.

iii)   Insisted on the Pre-Service teachers to give attention Change   of sensory focus at the time of teaching. These instructions are very much useful to our   students   to identify their strengths

and weaknesses. Also our staff members motivated and guided them to use prepare more audio video aids for further teaching.

FEED BACK FROM THE GUIDE TEACHER

FEED BACK FROM THE GUIDE TEACHER (2017-2018)

■AGREE ■NEUTRAL ■DISAGREE

13%
10%
77%

Feedback from Guide teacher n=91

Result from the Analysis

Student teachers do not observe the school rules whole heartedly.

Action Taken

Before the intensive teaching practice period pre service teachers are instructed on class room management, teaching skills, clear rules, teacher's code of conduct, instructional techniques etc.

FEED BACK FROM THE PARENTS

FEED BACK FORM THE PARENTS (2017-2018)

■YES ■NO

2%
98%
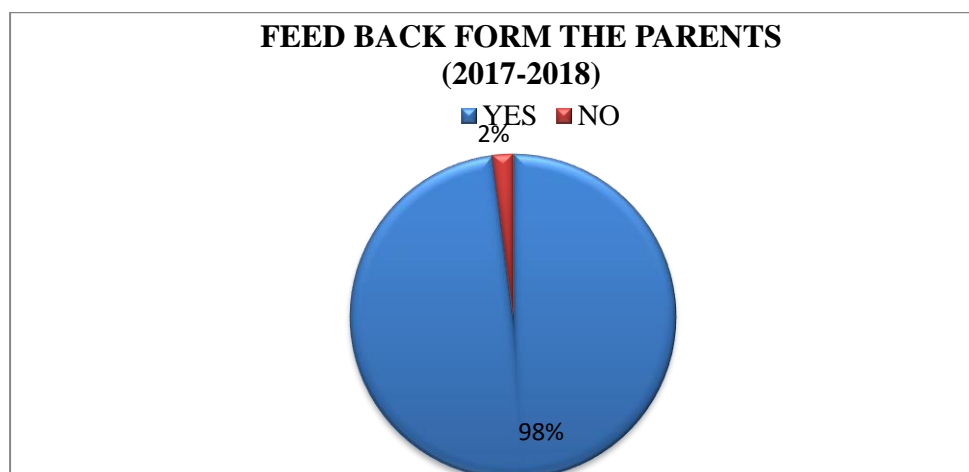
Feedback Received from Parents n=50

From the result of Analysis:

Report of   students' progress through e-mail/SMS

Action Taken:

1. Progress of Students and other information related are all informed to parents through mail.

Employers Feedback Form (2017-18)

Employers Feedback Form(2017-2018)

- Far from Satisfied
- Not Satisfied
- Satisfied
- Happy
- Very Happy

26%

54%

20%
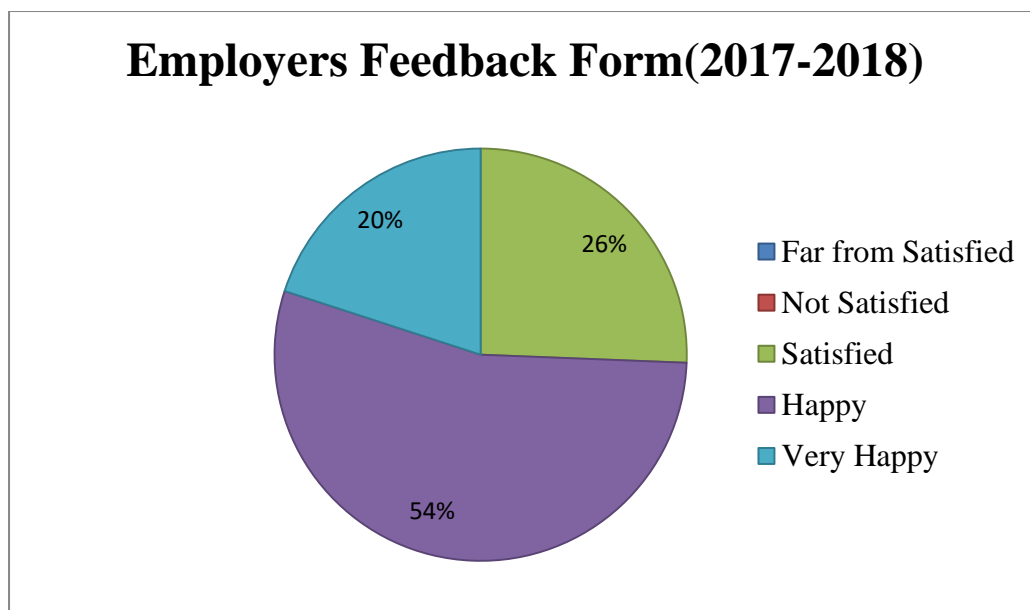
Feedback Received from Employer n=10

Result from the analysis:

Communication skills and fluency in English should be enhanced.

Action taken plan:

Spoken English class has been continuously conducted for both first year and second year pre service teachers.

ANNEXURE-CRITERION-IV

4.1 DETAILS OF INCREASE IN INFRASTRUCTURE FACILITIES

S.No	Equipment	Total no. of Equipment	Values
	Others		
	Aurora new scan	1	26,290
	Science Lab things	Liquids chemicals and equipment	53975
	Staff name board	2	14805
	SMS Software	1	25,000
	Bio-Matric device	1	7300
	Camera CMM lens	1	2400
	Speakers	2	9900
	DTH	1	2800
	Cordless Milk	2	3800
	Plastic Chairs	15	12825
	Computer Mother board	1	13,000
	Fire Safety	6	23990
	Lab Software		25,000
	Furniture (Table2, Alter1, Bordiam 5)	8	39,056

M Gmail

AQAR-2017-18 Report-Reg.

CAPU AQAR <capuaqar@gmail.com>   Mon, Mar 4, 2019 at 2:12 PM
To: Bon Secours <info.bonsecours.edu@gmail.com>

NAAC/AQAR ACK/ FEBRUARY/2019/
Bon Secours College of Education
Vilar bypass,
Thanjavur
TamilNadu

Subject: Acknowledgement of AQAR

We are Acknowledging the receipt of Online Submission of Annual Quality Assurance Report (AQAR)
for the Year: 2017-18

For any queries related to AQAR, you may kindly contact E-mail ID (capuaqar@gmail.com).

Wishing you success in your Quality Enhancement Process.
THANKS WITH REGARDS
CAPU-AQAR
(CENTRAL APPLICATION PROCESSING UNIT)

[Quoted text hidden]