



## YEARLY STATUS REPORT - 2022-2023

### Part A

#### Data of the Institution

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	OUR LADY COLLEGE OF EDUCATION
• Name of the Head of the institution	DR.Y.STANLY SELVA KUMAR
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Alternate phone No.	9500075917
• Mobile No:	9500075917
• Registered e-mail ID (Principal)	stanlyphd@gmail.com
• Alternate Email ID	ourladycollegeofeducation@gmail.com
• Address	Our Lady Nagar, Bharathi Nagar I street, Maduravoyal
• City/Town	Chennai
• State/UT	TamilNadu
• Pin Code	600095
<b>2.Institutional status</b>	
• Teacher Education/ Special Education/Physical Education:	Teacher Education
• Type of Institution	Co-education

• Location	Semi-Urban				
• Financial Status	Self-financing				
• Name of the Affiliating University	TamilNadu Teachers Education University				
• Name of the IQAC Co-ordinator/Director	Dr.G KALAICHELVI				
• Phone No.	9444006994				
• Alternate phone No.(IQAC)	9445350806				
• Mobile (IQAC)	9444006994				
• IQAC e-mail address	ourladynaccdocument@gmail.com				
• Alternate e-mail address (IQAC)	starlinshyla1976@gmail.com				
<b>3.Website address</b>	<a href="http://www.ourladycollegeofeducation.com">www.ourladycollegeofeducation.com</a>				
• Web-link of the AQAR: (Previous Academic Year)					
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.ourladycollegeofeducation.com/index.php">https://www.ourladycollegeofeducation.com/index.php</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 5	B	2.89	2014	21/02/2014	20/02/2019
<b>6.Date of Establishment of IQAC</b>			04/08/2010		
<b>7.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNTT etc.</b>					

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
MANAGEMENT FUND	FLOOD RELIEF WORK	SOOSAIYAPPAR EDUCATIONAL TRUST	16/10/2023	100000
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>		<b>Yes</b>		
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>		<a href="#">View File</a>		
<b>9. No. of IQAC meetings held during the year</b>		<b>4</b>		
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>		<b>Yes</b>		
<ul style="list-style-type: none"> <li>(Please upload, minutes of meetings and action taken report)</li> </ul>		<a href="#">View File</a>		
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>		<b>No</b>		
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>				
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>				
<p>1. To promote Learner centric education for students. Critical thinking, active learning, problem solving methods for teaching were stressed. 2. Purchase of new equipment, ICT tools for better curriculum delivery. Upgradation of laboratories, sports grounds, hostels and library. 3. To promote employability of students placements cell initiatives to create awareness about career opportunity. Entrepreneurship through start up guidance cell. 4. To initiate activities under the banner of G20 presidency. Efforts to create awareness about the theme "one earth, one family, one future". Students to work for climate change and sustainable developments. India's cultural heritage to be spread by students. 5. Enrollment for girls hostel started. Transport free for SC\ST students.</p>				

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year (web link may be provided).**

Plan of Action	Achievements/Outcomes
Creation of Theatre and Music Club in the college to engage students for spreading awareness on social issues through music and dramas.	The theatre club organized a skit- martyrdom day of Shaheed Bhagat Singh and Shaheed Major Harminder pal Singh, National voter day. Music recital were also performed on important occasion- republic day, national voters day, Martyrdom day etc.
Creation of Rain Water Harvesting System in the college.	To conserve water and promote sustainable practices
To enroll students in Farmer Club and Bio tech Club	Students volunteer practiced sustainable agriculture practices in the college campus. the biotech club and farmers club also cultivated mushrooms and bioenzymes
To enroll first time voters	Students 18 years and above were enrolled in the electoral rolls to participate in the election process.
To enroll first time voters	Students 18 years and above were enrolled in the electoral rolls to participate in the election process.

**13. Whether the AQAR was placed before statutory body?**

Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Nil	11/01/2022

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2022-2023	27/02/2024

### 15. Multidisciplinary / interdisciplinary

The New Education Policy, 2020 envisions structural changes while introducing a holistic and multidisciplinary curriculum that has the potential to transform both the learning environment and the learning process for students in the higher education institutions. It aims to promote holistic academic growth among students by allowing them to choose from a variety of subjects and programmes offered by the higher education institution. Our Lady College of Education, Maduravoyal, Chennai is a affiliated college that is affiliated with TNTEU, Chennai. It must adhere to a road map or set of guidelines developed and provided by the State Government. The College will adopt the guidelines or provisions developed by the University with regard to curriculum for implementing the multidisciplinary/interdisciplinary structure of the New Education Policy. At its level, the College promotes interdisciplinary activities by hosting special lectures, quizzes, science fairs, and other events on topics that cross disciplines.

### 16. Academic bank of credits (ABC):

The introduction of the concept of Academic Bank of Credit (ABC) is one of the novel provisions of the new National Education Policy 2020 (NEP 2020). ABC will be helpful to the students who are enrolled in undergraduate and postgraduate degree programmes by providing multiple entry and exit points with regard to various academic programmes. The ABC enables students to earn and secure credits from registered Higher Education Institutions as well as from schemes such as SWAYAM, NPTEL, and other upcoming Massive Open Online Courses. Our Lady College of Education, Maduravoyal, Chennai is an affiliated college to TNETU, Chennai, which is a state university; as such, it adheres to the curriculum and structure established by the affiliating university. The institution will adhere to the guidelines of the affiliated university and the state's Higher Education Department. The College will follow the roadmap prepared by the University or the Education Department to implement the ABC. At the College level, programmes have been initiated by several Departments such as Fine Arts and Home Science in which students are assigned credits/weightages in internal assessment on behalf of their work in various projects.

### 17. Skill development:

The College offers various skill oriented certificate courses that are directly linked with development of life skills and entrepreneurship.

- 1) Certificate course- Communication skill
- 2) Certificate course- Women empowerment
- 3) Certificate course- embroidery ,aari work
- 4) Certificate course- tailoring
- 5) Certificate in Creative Writing and Content Development
- 6) certificate on personality development
- 7) Certificate/Diploma in Entrepreneurship, Creativity and Innovation in Business

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

The college strives to incorporate elements of Indian Knowledge System in the pedagogical approaches. The faculty ensures that the knowledge of subject matter is imparted through mother tongue. While teaching, the faculty across the departments makes sure to impart the historical context, philosophy, and scientific temperament associated with various scientific discoveries and inventions. Further, the ancient Indian ideas, notions, and beliefs are also taught during special lectures and celebration of festivals and life and works on famous Indian Personalities. Various activities are held throughout the year by the Fine Arts and Home Science departments to instill the knowledge of India's rich and diverse culture in the students. The choice of medium of examinations also ensures that students are free to develop language of their choice.

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

The entire curriculum and teaching learning process of the college is focused towards preparing students for future job prospects. Many departments, for instance Home Science, Fine Arts, Information & Technology, etc. focuses on developing skills related to specific fields, directly linking the learning process with the outcomes. Students in the Home Science department are taught sewing, cooking, art, and craft so that they can become self-sufficient and earn a living. The IT department prepares students for a variety of technical positions. The college also hosts a job fair where several

schools participate and select students from across the courses. Students are also taught qualities such as confidence, impressive speaking skills, teamwork, honesty, and effective time management, which are useful in all aspects of life. They are given time bound assignments and group projects that help shape their overall personality.

## 20.Distance education/online education:

The College does not provide distant education. However, during the COVID-19 pandemic, the online teaching method was adopted using platforms such as Zoom, Google-Meet, Webex and others. All the faculty members received training on how to effectively implement online teaching. The schedule of online classes was provided to the students, and all professors faithfully adhered to it. The students were told to keep their videos on, and their attendance was only recorded after they confirmed their online presence. There were Whatsapp and Telegram groups formed for various subjects and batches where all necessary information was shared. During the online sessions, many faculty members recorded their lectures so that students could refer to them later. To assess the students' progress, online assignments and quizzes were administered. Additionally, various national and international holidays were observed online, ensuring that all students participated.

## Extended Profile

### 1.Student

2.1 160

Number of students on roll during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 200

Number of seats sanctioned during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 200

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.4 99 35

Number of outgoing / final year students during the year:

File Description	Documents
Data Template	<a href="#">View File</a>

2.5 Number of graduating students during the year 97

File Description	Documents
Data Template	<a href="#">View File</a>

2.6 134

Number of students enrolled during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 2. Institution

4.1 1500000

Total expenditure, excluding salary, during the year (INR in Lakhs):

4.2 50

Total number of computers on campus for academic purposes

## 3. Teacher

5.1 41

Number of full-time teachers during the year:



<b>Extended Profile</b>	
<b>1.Student</b>	
2.1 Number of students on roll during the year	<b>160</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats sanctioned during the year	<b>200</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	<b>200</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.4 Number of outgoing / final year students during the year:	<b>99 35</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.5 Number of graduating students during the year	<b>97</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.6 Number of students enrolled during the year	<b>134</b>
File Description	Documents
Data Template	<a href="#">View File</a>

<b>2.Institution</b>	
4.1 Total expenditure, excluding salary, during the year (INR in Lakhs):	1500000
4.2 Total number of computers on campus for academic purposes	50
<b>3.Teacher</b>	
5.1 Number of full-time teachers during the year:	41
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
Data Template	<a href="#">View File</a>
5.2 Number of sanctioned posts for the year:	41

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curriculum Planning

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

The primary goal of Our Lady College of Education is to provide good education to all the students enrolled. The college is affiliated to Tamil Nadu Teachers Education University (TNTEU), Chennai and strictly adheres to the syllabus of the University. The IQAC formulates the Academic Calendar much in advance so that there is sufficient time for the students and teachers to plan all activities well in advance. Blended learning, classroom sessions, workshops, seminars, assignments and lab work are stressed upon. The curriculum is designed in such a way that the students get his/her professional proficiency in the subject through teaching and training. Lesson-plans are prepared by the teachers. Weekly tests are conducted by the teachers. Assignments

are given and evaluated. Assessment is based on the performance of the students in various tests. Mid-semester tests are also taken. Each department has its own departmental calendar depicting quiz, seminar, debates, declamations and lectures are organized. Post assessment faculty members provide notes and other relevant material pertaining to syllabus according to the caliber of the student. Teachers try to give individual attention to the students.

File Description	Documents
Details of a. the procedure adopted including periodicity, kinds of activities b. Communication of decisions to all concerned c. Kinds of issues discussed	<a href="#">View File</a>
Plan developed for the academic year	<a href="#">View File</a>
Plans for mid- course correction wherever needed for the academic year	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**A. All of the above**

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

**1.1.3 - While planning institutional curriculum, focus is kept on the Programme Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs) for all programmes offered by the institution, which are stated and communicated to teachers and students through Website of the Institution Prospectus Student induction programme Orientation programme for teachers**

**A. All of the Above**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
URL to the page on website where the PLOs and CLOs are listed	<a href="https://www.ourladycollegeofeducation.com/course_BED.php">https://www.ourladycollegeofeducation.com/course_BED.php</a>
Prospectus for the academic year	<a href="#">View File</a>
Report and photographs with caption and date of student induction programmes	<a href="#">View File</a>
Report and photographs with caption and date of teacher orientation programmes	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

**1.2.1 - Curriculum provides adequate choice of courses to students as optional / electives including pedagogy courses for which teachers are available****1.2.1.1 - Number of optional / elective courses including pedagogy courses offered programme-wise during the year**

11

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Circular/document of the University showing duly approved list of optional /electives / pedagogy courses in the curriculum	<a href="#">View File</a>
Academic calendar showing time allotted for optional / electives / pedagogy courses	<a href="#">View File</a>
Any other relevant information	<a href="http://www.ourladycollegeofeducation.com">www.ourladycollegeofeducation.com</a>

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

17

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

6

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Brochure and Course content along with CLOs of value-added courses	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

160

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

160

File Description	Documents
List of the students enrolled in the value-added course as defined in 1.2.2	<a href="#">View File</a>
Course completion certificates	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**All of the above**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Relevant documents highlighting the institutional facilities provided to the students to avail self study courses as per Data Template	<a href="#">View File</a>
Document showing teachers' mentoring and assistance to students to avail of self-study courses	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**160**

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

**115**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Certificates / evidences for completing the self-study course(s)	<a href="#">View File</a>
List of students enrolled and completed in self study course(s)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The integration of pedagogy courses with the fundamental courses in education provides an opportunity for the students to apply in the classroom while in internship which develops the student's potentiality in the quest for knowledge and cherishes the innovative teaching methods contributed by theoretical education. Thus, the curriculum provided through pedagogy courses shapes the prospective teachers' intellectual and cognitive, affective and psychomotor skills. (III) Enhancing Professional Capacities include courses on Art Integrated Learning, Yoga for well-being, Digital Pedagogy, Guidance and Counselling skills, Reading and Reflecting on texts leads to better understanding of the related subjects and the applicability of the subjects at the B.Ed level. Thematic specialisation course at the M.Ed level enriches the learning capabilities of the students. (IV) Value-added Courses/Self-Study courses at the B.Ed and M.Ed levels equip the student teachers with self-realisation, self-esteem and resilience. This helps the student teachers to exhibit the values to the school students to make them self-reliant

File Description	Documents
List of activities conducted in support of each of the above	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
Photographs indicating the participation of students, if any	<a href="#">View File</a>

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

Development of the School System Students can better understand how the Indian educational system and other countries have evolved by taking courses in perspectives in education and Pedagogy Courses. Students also learn about the expanse and the diversity of the Indian school system, and teacher preparation during the introductory sessions to the core papers in Education. (ECI) Functioning of various Boards of Education System Students receive a thorough introduction to the operation of the various boards of education, including the State Board, the Central Board of Secondary Education (CBSE), the Indian Certificate of Secondary Education (ICSE), and other boards of education, through their core courses perspectives in education

File Description	Documents
Action plan indicating the way students are familiarized with the diversities in Indian school systems	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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



The IQAC plans a variety of curricular and extracurricular activities that will improve the quality of instruction. Students receive assistance in comprehending how academics relate to their potential careers as teachers. The courses in the B.Ed. and M.Ed. programs are designed with the suitable learning activities to combat the educational challenges academically and socially. Entry level tests and the exit level students capacities prove it.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Mechanism is in place for obtaining structured feedback on the curriculum – semester wise from various stakeholders. Structured feedback is obtained from Students Teachers Employers Alumni Practice Teaching Schools/TEI**

One of the above

File Description	Documents
Sample filled-in feedback forms of the stake holders	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Feedback collected

File Description	Documents
Stakeholder feedback analysis report with seal and signature of the Principal	<a href="#">View File</a>
Action taken report of the institution with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### TEACHING-LEARNING AND EVALUATION

**2.1 - Student Enrollment and Profile****2.1.1 - Enrolment of students during the year**

134

**2.1.1.1 - Number of students enrolled during the year**

134

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Document relating to sanction of intake from university	<a href="#">View File</a>
Approval letter of NCTE for intake of all programs	<a href="#">View File</a>
Approved admission list year-wise/ program-wise	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

160

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

160

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

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

0

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

0

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Certificate of EWS and Divyangjan	No File Uploaded
List of students enrolled from EWS and Divyangjan	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.2 - Honoring Student Diversity**

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

The mechanism of assessing learning levels of students in various programmes is continuous internal evaluation. On the basis of evaluation ,faculty members identify students who need special attention and coaching. In science department remedial classes for slow learners are held regularly. Students may bring their doubts to the teacher during practical class period and individual attention is given to students for clarifying doubts and other technical assignments. Advanced learners are also coached by providing extra learning materials and links for e content available. Many slow learners face difficulty in learning English language as they come from vernacular medium of study, special coaching is given to them to improve spoken English. In humanities and commerce remedial classes are given. Home science, fine arts, sports department give extra training to advance learners to improve performance. Skill development programmes are organised and the talents of students are honoured.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Documents showing the performance of students at the entry level	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<b>2.2.2 - Mechanisms are in place to honour student diversities in terms of learning needs; Student diversities are addressed on the basis of the learner profiles identified by the institution through Mentoring / Academic Counselling Peer Feedback / Tutoring Remedial Learning Engagement Learning Enhancement / Enrichment inputs Collaborative tasks Assistive Devices and Adaptive Structures (for the differently abled) Multilingual interactions and inputs</b>	<b>All of the above</b>
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File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Relevant documents highlighting the activities to address the student diversities	<a href="#">View File</a>
Reports with seal and signature of Principal	<a href="#">View File</a>
Photographs with caption and date, if any	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<b>2.2.3 - There are institutional provisions for catering to differential student needs; Appropriate learning exposures are provided to students No Special effort put forth in accordance with learner needs Only when students seek support As an institutionalized activity in accordance with learner needs Left to the judgment of the individual teacher/s Whenever need arises due to student diversity</b>	
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File Description	Documents
Relevant documents highlighting the activities to address the differential student needs	<a href="#">View File</a>
Reports with seal and signature of the Principal	<a href="#">View File</a>
Photographs with caption and date	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 2.2.4 - Student-Mentor ratio for the academic year

1:4

#### 2.2.4.1 - Number of mentors in the Institution

41

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Relevant documents of mentor-mentee activities with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

To meet the learning needs of students centric teaching pedagogies have been adopted in our college for all programmes. Class rooms equipped with ICT are used. Intractive mode of learning and learning practices like lectures, practical, tutorials. Individual and group presentations assignments and seminars, survey and fieldwork projects. Educational tours, community learning and workshops are conducted. Expert lectures to provide up to date knowledge to students are conducted. Personality development programmes and national level programmes for value added teaching to make students good citizens of the country. Laboratories are

regularly updated with the purchase of the latest equipment to provide experimental setup to the students to improve practical learning of theoretical concepts. Student's assignments and projects are done in laboratories for experimental learning. Students make posters, ppt's and projects and go for field studies. Science students adopt green areas and apply their knowledge of environment studies. To enhance innovative ideas and creativity of students, proper guidance and counseling helps students in building startup ideas

File Description	Documents
Course wise details of modes of teaching learning adopted during the academic year in each programme	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

5

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Link to LMS	<a href="http://www.umis.tn.gov.in">www.umis.tn.gov.in</a>
Any other relevant information	No File Uploaded

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

160

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Programme wise list of students using ICT support	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Landing page of the Gateway to the LMS used	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<b>2.3.4 - ICT support is used by students in various learning situations such as Understanding theory courses Practice teaching Internship Out of class room activities Biomechanical and Kinesiological activities Field sports</b>	<b>One of the above</b>
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File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Lesson plan / activity plan / activity report to substantiate the use of ICT by students in various learning situations	<a href="#">View File</a>
Geo-tagged photographs wherever applicable	<a href="#">View File</a>
Link of resources used	<b>Nil</b>
Any other relevant information	<a href="#">View File</a>

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

**Unity in diversity is the flavour of life. In education also teamwork brings fragrance of expertise and sharing among faculty and students. A strong thread like the expertise of the faculty binds them to focus on one Concept for the benefit of the students, mentor the students to the highest level of knowledge and understanding in a diversified point of view, helping them to**

develop divergent, convergent thinking for a better scholastic citizen of the nation. The kind of teamwork carried out by the faculty help them to radiate their bundle of verified knowledge to the society as well as to the teaching community. This approach helps the students to adopt on their teacher training courses and reflect them in their internship training to transform the students for a knowledgeable understanding and United society

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.3.6 - Institution provides exposure to students about recent developments in the field of education through Special lectures by experts Book reading & discussion on it Discussion on recent policies & regulations Teacher presented seminars for benefit of teachers & students Use of media for various aspects of education Discussions showcasing the linkages of various contexts of education- from local to regional to national to global**

One of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of the selected response/s	<a href="#">View File</a>
Reports of activities conducted related to recent developments in education with video graphic support, wherever possible	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The National Education Policy 2020 on Higher Education (P. 36-11.3) states, "A holistic and multidisciplinary education would aim to develop all capacities of human beings—intellectual, aesthetic, social, physical, emotional, and moral—in an integrated manner." OLCEemphasises a teacher-centric, student-centric, and technology-enabled teaching style that promotes creativity,



**innovativeness, critical thinking, life skills, leadership skills, and empathy among student-teachers.**

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 2.4 - Competency and Skill Development

**2.4.1 - Institution provides opportunities for developing competencies and skills in different functional areas through specially designed activities / experiences that include**  
**Organizing Learning (lesson plan)**  
**Developing Teaching Competencies**  
**Assessment of Learning Technology Use and Integration**  
**Organizing Field Visits**  
**Conducting Outreach/ Out of Classroom Activities**  
**Community Engagement**  
**Facilitating Inclusive Education**  
**Preparing Individualized Educational Plan(IEP)**

One/Two of the above

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

**2.4.2 - Students go through a set of activities as preparatory to school- based practice teaching and internship. Pre practice teaching / internship orientation / training encompasses certain significant skills and competencies such as Formulating learning objectives Content mapping Lesson planning/ Individualized Education Plans (IEP) Identifying varied student abilities Dealing with student diversity in classrooms Visualising differential learning activities**

Two/Three of the above

**according to student needs Addressing inclusiveness Assessing student learning Mobilizing relevant and varied learning resources Evolving ICT based learning situations Exposure to Braille /Indian languages /Community engagement**

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

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

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Details of the activities carried out during the academic year in respect of each response indicated	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.4.4 - Students are enabled to evolve the following tools of assessment for learning suited to the kinds of learning engagement provided to learners, and to analyse as well as interpret responses Teacher made written**

**tests essentially based on subject content  
Observation modes for individual and group  
activities Performance tests Oral assessment  
Rating Scales**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Samples prepared by students for each indicated assessment tool	<a href="#">View File</a>
Documents showing the different activities for evolving indicated assessment tools	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**One of the above**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of each response selected	<a href="#">View File</a>
Sample evidence showing the tasks carried out for each of the selected response	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.4.6 - Students develop competence to organize academic, cultural, sports and community related events through Planning and scheduling academic, cultural and sports events in school Planning and execution**

**of community related events Building teams and helping them to participate Involvement in preparatory arrangements Executing/conducting the event**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence showing the activities carried out for each of the selected response	<a href="#">View File</a>
Report of the events organized	<a href="#">View File</a>
Photographs with caption and date, wherever possible	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**All of the above**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Samples of assessed assignments for theory courses of different programmes	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**Semester - III**

**School Internship**

**Record Verification & Teaching Learning Assessment - External Evaluation**

S.No

Sub Code

Practicum Components & Online Course

Credits

Marks

PART -A - Assessment of Teaching Competency and Records

1

A1

Observation Record: Level- I & II

1

20

2

A2

Micro Teaching Record: Level - I & II

1

20

3

A3

Demonstration Record : Level - I & II

1

20

4

A4

Lesson Plan Record: Level - I & II

4  
80  
5  
A5

Instructional Materials Record: Level - I & II

1  
20  
6  
A6

Test and Measurement Record: Level -I & II

1  
20  
7  
A7

Case Study Record

1  
20  
8  
A8

Psychology Practical Record

2  
40

9

A9

Environmental Education Record

1

20

10

A10

Students Portfolios and Reflective Journals

1

20

11

A11

Teaching Competency- Level - I & II

6

120

TOTAL -A

20

400

PART -B - EPC-Records

1

EPC1

1. Reading and Reflecting on Texts

1

20

2

EPC2

2. Drama and Art in Education

1

20

3

EPC3

3. Critical Understanding of ICT

1

20

4

EPC4

4. Understanding the Self

1

20

TOTAL -B

4

80

PART -C - Online Course

1



ONC

Online Course-SWAYAM (any one course related to  
Pedagogy/Education/Basic Discipline Skills)

1

20

TOTAL -C

1

20

BD3PC

Total (A+B+C)

25

500

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.4.9 - Number of students attached to each school for internship during the academic year****2.4.9.1 - Number of final year students during the academic year**

132

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Plan of teacher engagement in school internship	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.4.10 - Nature of internee engagement**

Three/Four of the above

<p><b>during internship consists of Classroom teaching Mentoring Time-table preparation Student counseling PTA meetings Assessment of student learning – home assignments &amp; tests Organizing academic and cultural events Maintaining documents Administrative responsibilities- experience/exposure Preparation of progress reports</b></p>	
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Sample copies for each of selected activities claimed	<a href="#">View File</a>
School-wise internship reports showing student engagement in activities claimed	<a href="#">View File</a>
Wherever the documents are in regional language, provide English translated version	No File Uploaded
Any other relevant information	<a href="#">View File</a>
<p>2.4.11 - Institution adopts effective monitoring mechanisms during internship programme. Describe in not more than 100-200 words, the monitoring mechanisms adopted to ensure optimal impact of internship in schools with specific reference to the role of teacher educators, school principal, school teachers and peers.</p>	
<p>A monitoring mechanism is exercised for all scholastic activities, and for preparation of records during internship. Teacher educators create a checklist to assess for the final submission. All practical work assigned to students during internship is well discussed in college. Resources such as observation sheets, student assessment sheets, mentor assessment sheets, and the peer evaluation sheets, are supplied to the student teachers before going for internship</p>	
File Description	Documents
Documentary evidence in support of the response	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<p><b>2.4.12 - Performance of students during internship is assessed by the institution in</b></p>	<p>All of the above</p>

**terms of observations of different persons such as Self Peers (fellow interns) Teachers / School\* Teachers Principal / School\* Principal B. Ed Students / School\* Students (\* ‘Schools’ to be read as “TEIs” for PG programmes)**

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

**2.4.13 - Comprehensive appraisal of interns’ performance is in place. The criteria used for assessment include Effectiveness in class room teaching Competency acquired in evaluation process in schools Involvement in various activities of schools Regularity, initiative and commitment Extent of job readiness**

**Five of the above**

File Description	Documents
Format for criteria and weightages for interns’ performance appraisal used	<a href="#">View File</a>
Five filled in formats for each of the aspects claimed	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## **2.5 - Teacher Profile and Quality**

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

**41**

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

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

4

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Certificates of Doctoral Degree (Ph.D) of the faculty	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Nil

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

File Description	Documents
Copy of the appointment letters of the fulltime teachers	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The College takes the initiative and drives teachers to put forth efforts to keep themselves professionally updated through in-house

discussions on current developments and concerns in education, as well as an information exchange with colleagues and other institutions.

File Description	Documents
Documentary evidence to support the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 2.6 - Evaluation Process

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

- Every year the orientation assembly is held in the college and students are made aware of the internal assessment evaluation criteria, rules of internal examinations and the university rules of examinations, both theory and practical exams. Students are also made aware of the curriculum policy document prepared by the college and displayed on the website.
- Transparency and review of the internal assessment is available for students as they are shown their Marks and opportunity to review and improvement is provided to them.
- Internal Assessment is displayed on the Department Notice Board to ensure transparency and students are told to approach their teacher for clarifications.
- The attendance record, which is an important aspect of Internal Assessment, is also shown to students every month. Retest facility is available for students who miss mid semester exams due to valid reasons.
- The University rules permit students to apply for reevaluation in case students do not get passed marks. Students may apply for rechecking of the marks. Students may sit for improvement exam in case they wish to improve their scores. All these facilities require the students to pay fees to the university and fill in the requisite form in the allotted time.

File Description	Documents
Relevant documents related to Internal Evaluation System at the institution level with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Two of the above

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

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

The principal internal assessment collects all grievances related to the internal examinations. All the grievances are divided according to various programs and given to the head of the department concerned. Keeping the time limit of two weeks efforts are made to allow the student to view the answer sheets and the evaluator tries to satisfy the student. In case the student merits extra marks a new marksheet is prepared duly signed and counter signed by the principal for complete redressal of the grievances. These students may also approach their mentors for grievances related to internal assessment. The Psychology department's counseling cell provides free of cost counselling to students in

case their grievances does not result in increase in marks. In case the students have a grievance regarding the assignment/project assigned to them. The teacher incharge has the authority to change the allotted topics of assignments within the preview of the syllabus so that the student gets the assignment of their choice. This helps the students to complete all assignment and projects with positive attitude thereby reducing stress level. Unless and until the students are satisfied and the registrar examination does not sign the redressed grievance the matter is not closed

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The academic calendar is prepared by the calendar committee in consultation with faculty members and with the approval of the principal, taking significant events and the total number of working days into account and adhering to the standards of the National Council of Teacher Education and the Tamil Nadu Teachers Association.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 2.7 - Student Performance and Learning Outcomes

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

The dynamic course plans for all courses are developed by the teachers before the commencement of the academic year. The dynamic course plan encompasses aspects about the teaching transaction methodologies through the integration of ICT. assignments, constructive approaches, collaborative tasks, enrichment content,

presentation on recent developments, discussion on contextual linkages, group projects and special lectures are assigned which concentrates more on knowledge, understanding, analysis, application and skills

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 2.7.2 - Pass percentage of Students during the year

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Result sheet for each year received from the Affiliating University	<a href="#">View File</a>
Certified report from the Head of the Institution indicating pass percentage of students program-wise	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Learning and skill development are continuous processes. The college monitors the performance of students in a continuous process and checks, the progressiveness and reinforce through different academic activities. Learning tasks are given to the students according to the interest and cognitive level. This helps the trainees to develop the cognitive as well as professional attributes.

File Description	Documents
Documentary evidence showing the performance of students on various internal assessment tasks and the LOs achieved	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 2.7.4 - Performance of outgoing students in internal assessment



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

132

File Description	Documents
Number of students achieving on an average 70% or more in internal assessment activities during t	<a href="#">View File</a>
Record of student-wise / programme-wise / semester-wise internal assessment of students during the year	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The College conducts assessment from time to time which provides vital information regarding the institution's efforts to meet the needs of the students. This serves as the foundation for the institution's continuous efforts to create learning experiences that better meet the requirements of the students. Entry Page 68/136 01-07-2023 10:20:27 level test is administered for communication, proficiency in English, attitude and aptitude for teaching, measures various levels of the entrants. During the entry level test the students needs are understood. In order to fulfill the initial needs of the students, the institution plans systematically the teaching learning process as well as enhancing the teaching skills of the students for professional development.

File Description	Documents
Documentary evidence in respect to claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.8 - Student Satisfaction Survey****2.8.1 - Online student satisfaction survey regarding teaching learning process**

[https://www.ourladycollegeofeducation.com/course\\_BED.php](https://www.ourladycollegeofeducation.com/course_BED.php)

**RESEARCH AND OUTREACH ACTIVITIES**

<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Number of research projects funded by government and/ or non-government agencies during the year</b>	
2	
<b>File Description</b>	<b>Documents</b>
Data as per Data Template	<a href="#">View File</a>
Sanction letter from the funding agency	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>3.1.2 - Number of grants received for research projects from government and / or non-government agencies during the year (INR in Lakhs)</b>	
0	
<b>File Description</b>	<b>Documents</b>
Sanction letter from the funding agency	No File Uploaded
Income Expenditure statements highlighting the research grants received certified by the auditor	No File Uploaded
Any other relevant information	No File Uploaded
<b>3.1.3 - In-house support is provided by the institution to teachers for research purposes during the year in the form of Seed money for doctoral studies / research projects Granting study leave for research field work Undertaking appraisals of institutional functioning and documentation Facilitating research by providing organizational supports Organizing research circle / internal seminar / interactive session on research</b>	One of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Institutional Policy document detailing scheme of incentives	No File Uploaded
Sanction letters of award of incentives	No File Uploaded
Income Expenditure statements highlighting the relevant expenditure with seal and signature of the Principal	No File Uploaded
Documentary evidence for each of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

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

## **3.2 - Research Publications**

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

**2022**

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

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

12

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
• First page of the published book/chapter with seal and signature of the Principal	<a href="#">View File</a>
E-copies of outer jacket/contents page of the books, chapters and papers published along with ISBN number in national / international conference-proceedings per teacher	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 3.3 - Outreach Activities

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

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

7

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Report of each outreach activity organized along with video/ photographs with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

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

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

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

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

160

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

160

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of the claim along with photographs with caption and date	No File Uploaded
Any other relevant information	No File Uploaded

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

Students of Our Lady College of Education, Chennai enacted number of programs and activities to celebrate significant days in the academic year. The clubs of the college such as NSS, NCC and RedRibbon organize activities related to community development such as Cycle rally on birth anniversary of Shaheed Bhagat Singh, environmental awareness drive, tree plantation, blood donation camps and all the clubs of the college ensures that students imbibe the idea of Plastic free campus. The detailed report of the activities done to ensure continuous engagement of students with the community on various social issues are attached herewith.

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

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

18

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Appropriate certificates from the awarding agency	No File Uploaded
Any other relevant information	No File Uploaded

**3.4 - Collaboration and Linkages**

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

Nil

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

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

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

Nil

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Copies of the MoU's with institution / industry/ corporate houses	No File Uploaded
Any other relevant information	No File Uploaded

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

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Report of each activities with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

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

Creation and enhancement of infrastructure is an ongoing process in the institution. Even though the college has been established for more than 14years, it is able to cope up with the pressures of modern requirements of teaching learning in the institution. The college thrives on maintaining adequate infrastructure and other physical facilities in order to have sound teaching learning environment. There are 10 classrooms which are spacious and welllit equipped with furniture for students and faculty. The college proudly possesses its ICT enabled labs& classrooms which have been set up to teach effectively in order to enhance the students attention span in the class. There are twobig lecture halls in the science block which are used for regular classes as well as for special lecture sessions by experts or other activities. The college advisory committee reviews the course requirements, students' needs, working condition of different equipment, apparatus and also requirement of repair or purchase of any device from time-to-time. In the session 2022-23 new infrastructure has also been added keeping in the mind the needs of the students.Sitting spaces has been created bothinside the college building and outside within the college campus.

File Description	Documents
List of physical facilities available for teaching learning	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

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

11 2



File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Link to relevant page on the Institutional website	<a href="https://www.ourladycollegeofeducation.com/gallery.ph">https://www.ourladycollegeofeducation.com/gallery.ph</a>
Any other relevant information	<a href="#">View File</a>

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

800000

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statements highlighting the expenditure on infrastructure augmentation with seal and signature of CA and the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 4.2 - Library as a Learning Resource

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

The college library was established with humble collection of books. The present block has been extended, modernized and updated over the years. Library of the college was automated using ILMS software. The Nature of automation is Partial and its Version is eG3. Year of automation: 2020-21. But under the directions of the Director higher Education, the library automation during the year 2022-23 is switched over to KOHA LIMS. Further, the library has NList subscription that provides free access to e journals, e books and other academic databases. The students are also encouraged to visit and utilize this facility and access books and journals. In addition to this technical processing Module for new purchases (Data-entry, barcode generations and pasting) and circulation module for issue and returns of books to the readers have been initiated with KOHA software. Access to journal to all stake holders has been made available.

File Description	Documents
Bill for augmentation of library signed by the Principal	<a href="#">View File</a>
Web-link to library facilities, if available	<a href="https://ourladycollegeofeducation.com/gallery.php">https://ourladycollegeofeducation.com/gallery.php</a>
Any other relevant information	<a href="#">View File</a>

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

The library is a major learning resource of the institution accommodating the needs of the primary stakeholders of the institution. Library is fully automated to facilitate the service. Information regarding the new arrivals is made known to the staff and students through the library portal.

File Description	Documents
Landing page of the remote access webpage	<a href="#">View File</a>
Details of users and details of visits/downloads	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

One of the above

File Description	Documents
Data as per Data template	<a href="#">View File</a>
Receipts of subscription /membership to e-resources	No File Uploaded
E-copy of the letter of subscription /member ship in the name of institution	No File Uploaded
Any other relevant information	No File Uploaded

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

100000

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statements highlighting the expenditure on purchase of books, journals, e-resources with seal and signature of both the Principal and Chartered Accountant	No File Uploaded
Any other relevant information	No File Uploaded

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

450

File Description	Documents
Document showing the number of teachers and students using library / e-library per working day/ logins in remote access for 10 days each for five months during the academic year with seal and signature of both the librarian and principal	<a href="#">View File</a>
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	<a href="https://ourladycollegeofeducation.com/gallery.php">https://ourladycollegeofeducation.com/gallery.php</a>
Any other relevant information	No File Uploaded

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

One of the above

**Documents are obtained as and when teachers recommend Documents are obtained as gifts to College**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 4.3 - ICT Infrastructure

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

#### IT facilities

The College Campus is equipped with high speed broadband connections on optical fibre cable with Wi-Fi optical network technical of bandwidth upto 100 mbps. Website:-College website is dynamic and updated frequently as and when required concerned departments are updating their contents on their own. Important academic and administrative information is outstretched via website to students, parents, faculty and citizens. Various online application forms are made available to students.

e-surveillance:-For paper vigilance college campus is equipped with approximately 10 CCTV cameras, which covers every necessary area like college entrance & exit, all corridors, class rooms, labs, library etc. ICT enabled classrooms, computer labs & Seminar hall:-

- Each floor have one smart class room equipped with smart board.
- 1 Computer labs for I.T Students having approx.,50 computer systems fully updated with new version of windows and other necessary hardware.
- A newly built seminar hall with latest peripherals like mic & interactive smart board.

I.T facility for administration & faculty:-

- Different I.T facilities viz. projectors with screen, printers with scanners, photocopier machines, microphone systems and speakers etc. are available in the college and are effectively used for official work and academic purposes.
- Apart from computer labs, PC's with newly upgraded version

of hardware and software are used by various departments and administration to ease the work load and generate the maximum potential.

File Description	Documents
Document related to date of implementation and updation, receipt for updating the Wi-Fi	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 4.3.2 - Student – Computer ratio during the academic year

1.;4

File Description	Documents
Data as per data template	<a href="#">View File</a>
Purchase receipts and relevant pages of the Stock Register with seal and signature of the principal	No File Uploaded
Any other relevant information	No File Uploaded

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

B. 500 MBPS - 1GBPS

File Description	Documents
Receipt for connection indicating bandwidth	<a href="#">View File</a>
Bill for any one month during the academic year indicating internet connection plan, speed and bandwidth	<a href="#">View File</a>
Any other relevant Information	No File Uploaded

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

One of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Link to videos of the e-content development facilities	<a href="https://www.ourladycollegeofeducation.com/gallery.ph">https://www.ourladycollegeofeducation.com/gallery.ph</a>
List the equipment purchased for claimed facilities along with the relevant bills	No File Uploaded
Link to the e-content developed by the faculty of the institution	<a href="https://ourladycollegeofeducation.com/gallery.php">https://ourladycollegeofeducation.com/gallery.php</a>
Any other relevant information	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus and Infrastructure

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

500000

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statements highlighting relevant items with seal and signature of the Principal and Chartered Accountant	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

A submersible pump has been installed to deal with water scarcity problem as we had lot of grievances from students regarding water supply. Rain Water Harvesting Project is installed on all the buildings including (Administrative Block, Science Block and IT Block) by Soil And Conservation Department, Tamil Nadu. The college has requested Tamil Nadu teachers Education University Chennai for a new unit of BCA and inspection has been successfully done by the University for the above. To fulfill the requirements of the university as per their norms a new computer lab with 20

computers and updated equipment for providing access to software packages such as Python, Java, C, C++ etc, has been installed in a college with a capacity of 30 students.

Cafe & Documentation Centre:-There is book shop and photocopy unit providing services to the students as per their requirements like various job forms, project files, Internet cafe,etc.

Girls Common Room:-It has been created. Furniture and fixture was purchased for renovation of girls common room under RUSA equity grant. Vending Machine, Water cooler and Racks have been installed in girls common room.

File Description	Documents
Appropriate link(s) on the institutional website	<a href="https://www.ourladycollegeofeducation.com/gallery.ph">https://www.ourladycollegeofeducation.com/gallery.ph</a>
Any other relevant information	<a href="#">View File</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

Four of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Report on each capability building and skill enhancement initiative adopted with seal and signature of the Principal	<a href="#">View File</a>
Sample feedback sheets from the students participating in each of the initiative	<a href="#">View File</a>
Photographs with date and caption for each initiative	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Three/Four of the above

File Description	Documents
Geo-tagged photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**5.1.3 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

D. Any 1 of the above



File Description	Documents
Data as per Data Template for the applicable options	<a href="#">View File</a>
Institutional guidelines for students' grievance redressal	<a href="#">View File</a>
Composition of the student grievance redressal committee including sexual harassment and ragging	<a href="#">View File</a>
Samples of grievance submitted offline	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Two of the above

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

## 5.2 - Student Progression

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

Number of students placed as teachers/teacher educators	Total number of graduating students
32	135

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Reports of Placement Cell for during the year	<a href="#">View File</a>
Appointment letters of 10 percent graduates for each year	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

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

4

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Details of graduating students and their progression to higher education with seal and signature of the principal	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

3

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Copy of certificates for qualifying in the state/national examination	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

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

There is no student council or any similar body as university does not permit. But there is proper representation of students in various academic and administrative committees. Students form an integral part of the various subject societies such as English Literary Society, Science Club, Commerce society etc. as their Presidents, Secretaries and members. Further, there is a Students' Council in which students are selected from across the departments. These students participate actively in organizing and managing curriculum and extra-curriculum activities all year round.

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

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

Nil

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Reports of the events along with the photographs with captions and dates	<a href="#">View File</a>
Copy of circular / brochure indicating such kind of events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

5.4 - Alumni Engagement

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

The Alumni Association of the college is a registered body. College Principal is Patron- Chief. Its function is to make a strong bond between the college and its old students. It consists of The Patron, Executive Committee, and The General Body. The administrative body of the association comprises-The President, the general secretary, and the treasurer. Other members of the faculty who are also old students of the college are active. The administrative body holds meetings from time to time, evolves policies regarding the working of the association, and makes valuable contributions by interacting with students. Students are also sensitized to the needs of the institution and are also made aware of their responsibilities, towards the same. The college has a registered Alumni Association, which has 350 members. The association primarily assists the college in maintaining green spaces and has adopted a park known as OSA Park, for which the association is responsible for beautification and preservation. Alumni members provide academic aid to deserving students in the form of free books and scholarships. Students who have graduated can join the association for Rs. 200.

File Description	Documents
Details of office bearers and members of alumni association	<a href="#">View File</a>
Certificate of registration of Alumni Association, if registered	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

File Description	Documents
Documentary evidence for the selected claim	<a href="#">View File</a>
Income Expenditure statement highlighting the alumni contribution	<a href="#">View File</a>
Report of alumni participation in institutional functioning for the academic year	<a href="#">View File</a>
Any other relevant information.	<a href="#">View File</a>

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

2

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Agenda and minutes of the meeting of Alumni Association with seal and signature of the Principal and the Secretary of the Association	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The Alumni Association of the college is a registered body. College Principal is Patron- Chief. Its function is to make a strong bond between the college and its old students. It consists of The Patron, Executive Committee, and The General Body. The administrative body of the association comprises-The President, the general secretary, and the treasurer. Other members of the faculty who are also old students of the college are active. The administrative body holds meetings from time to time, evolves policies regarding the working of the association, and makes valuable contributions by interacting with students. Students are also sensitized to the needs of the institution and are also made aware of their responsibilities, towards the same. The college has a registered Alumni Association, which has 350 members. The association primarily assists the college in maintaining green

spaces and has adopted a park known as OSA Park, for which the association is responsible for beautification and preservation. Alumni members provide academic aid to deserving students in the form of free books and scholarships. Students who have graduated can join the association for Rs. 200.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

Our Lady College of Education envisions a lifeoriented education that equips students to is the messenger of change and assist their development for later stages of life. A continuous up graduation of all the resources is ensured to mould the young minds so that they can acquire sound knowledge and become capable of facing all the challenge of that life has to offer.

Aspire for truth the colleges motto in circulates value of integrity, patriotism and love for global peace.For all the round holistic development of the students the college empowers students from every section of society to achieve academic excellence cultural enrichment and employability.

The principal of the college being the administration, financial and academic head deposes the college council to participate in the decision making processin which all the senior most faculty members participate and mutually contribute towards the final decision. College Mission aims to promote for value based education, skill development andholistic development of students through academic pursuits and making them more employable and knowledgeable.

File Description	Documents
Vision and Mission statements of the institution	<a href="#">View File</a>
List of teachers, students and non-teaching staff on decision making bodies of the institution with seal and signature of the Principal	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The institution evokes a strong sense of commitment from all its members in various spheres of execution of work. The decision-making bodies outline the statement of purpose and the plan of action to focus on laying a strong foundation to attain the status of "College of potential excellence". Progressive, proactive and highly supportive management encourages all the teaching and non-teaching community and students to share their opinions democratically. Policy frameworks were critically drafted for all statutory and non-statutory bodies.

File Description	Documents
Relevant documents to indicate decentralization and participative management	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Transparency is vividly depicted through the minutes of all the meetings, of planning and implementation. UGC, State, University representatives are part of the Governing body, Academic council, Board of studies other than the selected members. Budget is presented to Finance Committee with university representative, Society and Governing Body for approval. Admission procedures, finance management, staff approval, examination reforms are all as per the norms with approval. Appointments of faculty as per the

NCTE norms & procedures and the finalized list is submitted to the parent University for Perusal. Settlement of Grants, utilization certificates, clearance certificates, and scholarships linked with epass, audits are all done. Maintain credibility and accountability whether online or offline pattern of examinations. Academic freedom is disseminated to the faculty at all phases. Beginning with orientation, planning of almanac, orientation, classroom dynamics, usage of infrastructure and periodically reported at the staff meetings through oral presentations or monitored through regular staff diaries for maintaining quality.

Extension services and MoU's with NGO's, special school and other organizations working towards the improvement of teacher competencies, teacher capacity development, entrepreneurial resources, technological advancements, are well maintained and transparency in the quality of the certificate courses introduced to augment the curriculum of this college.

File Description	Documents
Reports indicating the efforts made by the institution towards maintenance of transparency	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

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

The IQAC suggests and executes various activities to enhance the quality of teaching learning process. IQAC has undertaken several projects like Rain Water Harvesting system to upgrade ground water level, organic farming, Vermi Composting putting up a submersible to counter water shortage and provide clean and potable water to the students. Rain Water Harvesting System is one of the most ambitious projects so far. IQAC suggested its construction in the meeting dated 21 Jan, 2023 and the plan was approved by the Coordinator and members of the committee. This had to be planned and executed with the help of The Govt. Department of Soil and Water Conservation, Tamil Nadu. The Department of Soil and Water Conservation made several visits to the college to look for the right place for the system. After surveying the land, they sent a graphic plan along with the estimated costs. The funds for the project were provided under the RUSA grant. All work was done under the supervision of the teacher in-charges who were assigned



for the task by the Principal and the project got successfully completed in the current session only

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	<a href="https://www.ourladycollegeofeducation.com/gallery.php">https://www.ourladycollegeofeducation.com/gallery.php</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. Describe the functioning of the institutional bodies in not more than 100 - 200 words.

The college is a unit of the Tamil Nadu Government, so the appointments of the faculty (regular) are done by the TNPSC (Tamil Nadu Public Service Commission) and the Service rules are laid down by the Punjab Government. The other two categories of Part timers and Guest faculty are appointed by the college Principal along with a panel of Experts and Govt. nominee through a fair interview with due approval of the DPI (Tamil Nadu) and the affiliating University. The vacant posts are announced in national news-papers before the beginning of the procedure of recruitments. The Principal is the head of the institution. Subject Departments have the senior most teacher as the head of the dept who allots departmental duties. Committees are made by the Principal for getting work done. The Staff Council, IQAC, Library, PTA, NSS, NCC, Red Ribbon Club, Placement Cell are important organs of the college. Self financed courses and Add on courses are managed by their coordinators chosen by the Principal. Office Superintendent, clerical and lab staff and Class IV employees provide all required help

File Description	Documents
Link to organogram on the institutional website	<a href="https://www.ourladycollegeofeducation.com/gallery.php">https://www.ourladycollegeofeducation.com/gallery.php</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance are in**

**the following areas of operation Planning and Development Administration Finance and Accounts Student Admission and Support Examination System Biometric / digital attendance for staff Biometric / digital attendance for students**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Screen shots of user interfaces of each module	<a href="#">View File</a>
Annual e-governance report	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**Covid-19 arrested the young and grownup students and teacher within homes. Yet OLCE summoned its faculty through online to discuss on the possibilities of educational transaction. Headed by the Principal and IQAC convene an online meeting and decided to use internet facilities to reach their student teachers for seamless educational practices.**

File Description	Documents
Minutes of the meeting with seal and signature of the Principal	<a href="#">View File</a>
Action taken report with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### **6.3 - Faculty Empowerment Strategies**

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

**The college as an institution is firmly committed to the larger wellbeing of all its employees, Teaching or Non-teaching.**

Institution endorses a number of initiatives- teaching staff is encouraged to enhance their academic knowledge content and move towards a constructive framework of student centric teaching learning. Various FDP opportunities are provided to the teachers. Non teaching staff is trained in computer applications appropriate to their line of work.

**Welfare Measures:** The institution has implemented a variety of welfare measures. It provides insurance scheme for both teaching and non-teaching along with Retirement benefits in the form of CPF, NPS and encashment of earned leaves. The college also provides Medical Leave, Maternity and Paternity leave as per Tamil Nadu Government rules. The college also has crèche for the welfare of the children of teaching and nonteaching faculty

File Description	Documents
List of welfare measures provided by the institution with seal and signature of the Principal	<a href="#">View File</a>
List of beneficiaries of welfare measures provided by the institution with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**Nil**

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

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

Nil

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Brochures / Reports along with Photographs with date and caption	<a href="#">View File</a>
List of participants of each programme	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

25

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Copy of Course completion certificates	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The Annual Confidential Report is the performance indicator of the teachers and non teaching staff. It also reflects the active participation of a teacher in both the academic and administrative activities are appraisal system of the staff to evaluate their performance in various activities comprises of the Performa provided by the Government of Tamil Nadu, Higher Education Department. It is collected on regular basis at the end of the academic year. Conveners of various societies and teachers in charge of all the activities submit an annual report to the Principal. The college's non -teaching staff is made up of a diversified support team that serves its backbone in the administrative and accounting personal, laboratory staff, library employees and housekeeping staff is all included in this. In a report of the college, the non-teaching staff performance is documented in terms of the professional development courses they attended. Promotions from Assistant Professor to Associate Professor and then to Professor are based on UGC guidelines. The Principals are appointed on the basis of seniority.

File Description	Documents
Proforma used for performance appraisal for teaching and non-teaching staff with seal and signature of the Principal	<a href="#">View File</a>
Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

The college gets external and internal audits conducted regularly. There are two types of funds in the college. One, that are provided by the government (state and centre) and other which are collected from students, teachers, and other non-government sources.

1. Funds in the PTA are contributed by parents and teachers and there are funds with the society for ICT promotion and Hospitality and Tourism Department. An internal audit is conducted by a team of CAs that are hired by the college to perform the task. For the session 2022-23, professionals are in the process of completing the task.

2. A very small fraction of the university fee paid by the students is kept as college fund. Fee for practicals, id card and 25 more kinds of funds fall under Amalgamated Funds. An external audit is conducted by the dept. of the Accountant General to verify the compliance. The last audit pertaining to govt. side was done in 2020. Further, audit wef 2020 is awaited from the respective department. The unspent amount is carried forward to the next financial year.

File Description	Documents
Report of Auditors of during the year signed by the Principal.	<a href="#">View File</a>
List of audit objections and their compliance with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

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

Nil

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statements highlighting the relevant items with seal and signature of both the Chartered Accountant / Principal	<a href="#">View File</a>
Copy of letter from the NGO / Individual / Philanthropists stating the Fund / Donation given	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources are in place. Describe the procedure of mobilization of funds and its optimal utilization in not more

than 100 - 200 words.

Finance Committee regulates the financial process, preparing the budget, mobilising resources, monitoring expenditures, maintaining accounts, internal verification and external audit. As a result, the College implements various quality enhancement activities with its ability to mobilise resources from different sources for new research.

File Description	Documents
Documentary evidence regarding mobilization and utilization of funds with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

At regular intervals, talk by Alumni and other educationists are organized by the IQAC for the students to arouse interest in the teaching profession and prepare them for their internship in practice schools. IQAC arranges a number of activities for sensitizing the students and to promote civic awareness. Thus, the overall quality is managed through Internal Quality Assurance Cell in providing outcome-based education and the institution is driven towards continuous improvement.

File Description	Documents
List of activities responsible for ensuring quality culture in the Institution with seal and signature of the principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

IQAC has taken initiatives to identify the skill gaps and design unique programs for skill enhancement. The teaching faculty is provided with several professional development programmes to keep

abreast with the recent trends in education. In view of the enormous exposure provided by the IQAC of the college, the teachers are able to adopt multiple mode approach to teaching learning process and cater to the diverse needs of the learners.

File Description	Documents
Appropriate documents to show the visible improvement/s in Teaching-Learning Process with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Nil

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Report of the work done by IQAC or other quality mechanisms	<a href="#">View File</a>
List of quality initiatives undertaken by IQAC / other quality mechanism signed by the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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



File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Link to the minutes of the meeting of IQAC	<a href="https://www.ourladycollegeofeducation.com/index.php">https://www.ourladycollegeofeducation.com/index.php</a>
Link to Annual Quality Assurance Reports (AQAR) of IQAC	<a href="https://www.ourladycollegeofeducation.com/index.php">https://www.ourladycollegeofeducation.com/index.php</a>
Consolidated report of Academic Administrative Audit (AAA)	No File Uploaded
e-Copies of the accreditations and certifications	No File Uploaded
• Supporting document of participation in NIRF	No File Uploaded
Feedback analysis report	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Language Lab facilities in English and Tamil has been upgraded with interactive facilities. Integration of Technology in teaching has enriched the learning experiences of the student teachers. Augmenting the ICT resources, econtent development has enhanced the teaching - learning process and attainment of instructional objectives.

File Description	Documents
Relevant documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Institution has a stated energy policy streamlining ways of energy conservation, use of

alternate sources of energy for meeting its power requirements Describe the institution's energy policy streamlining ways of energy conservation, use of alternate sources of energy for meeting its power requirements in not more than 100 - 200 words.

The institution educates its employees and students about the importance of gender equity and the impact of bias and discrimination. The college has always prioritized creating a culture of respect, inclusivity, and equality, where all individuals feel valued and supported regardless of their gender or any other characteristic. Women's Day was celebrated on 07-03-2023 in which a paper-reading competition was held and both boys and girls actively participated in the celebration. In communicating about measures for promotion of gender equity, emphasis is laid on using a professional tone and avoiding discriminatory language or assumptions

File Description	Documents
Institution's energy policy document	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college is dedicated to implementing a meticulous waste management process from its genesis to its final disposition. Numerous waste receptacles have been strategically placed throughout the campus for the purpose of solid waste collection. These bins are regularly emptied, and the biodegradable waste is then funnelled into compost pits where it decomposes over time. In an effort to produce nutrient-rich natural fertilizer and biofertilizer, all biodegradable matter collected on campus, including that from the ground, college parks, waste bins, bushcutters and lawn-mowers, is placed in these pits. The campus maintains a comprehensive drainage system to ensure proper liquid waste management. The waste management protocols are such that the college generates no chemical, biomedical or radioactive debris. The quantity of electronic waste produced is marginal, as the waste management committee collaborates to repair any malfunctioning equipment. Only items completely beyond repair and furniture waste are sold to vendors for recycling. Most importantly, emphasis is laid on educating students about the importance of waste reduction and adopting proper waste management practices for a greener and cleaner environment. The college encourages the staff and students to use reusable water bottles

and make carry bags out of old and discarded clothes.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Two of the above

File Description	Documents
Documentary evidence in support of each selected response	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Income Expenditure statement highlighting the specific components	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

File Description	Documents
Income Expenditure statement highlighting the specific components	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

College buildings, restrooms, hostel rooms, classrooms, and office rooms are cleaned regularly. The support staff are involved in cleaning work and keeping the college building, floors, and outside clean. Students are also instructed to keep the campus clean and demonstration is given on the correct deposition of waste in the bins.

File Description	Documents
Documents and/or photographs in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Two of the above

File Description	Documents
Videos / Geotagged photographs related to Green Practices adopted by the institution	<a href="#">View File</a>
Circulars and relevant policy papers for the claims made	<a href="#">View File</a>
Snap shots and documents related to exclusive software packages used for paperless office	<a href="#">View File</a>
Income- Expenditure statement highlighting the specific components	<a href="#">View File</a>

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

1

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statement on green initiatives, energy and waste management	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The institution has been making concerted efforts to provide an environment that is inclusive, tolerant, and harmonious towards diverse groups. These efforts serve as the foundation for a just and equitable society that is inclusive of all individuals. The planning and execution of curricular, co-curricular and extracurricular activities reflect diverse perspectives, fostering understanding, and respect for different cultures and experiences. The college actively admits students from underrepresented groups and provides various resources and support that are tailored to the needs of diverse populations, such as students from other states, first-generation students, OBC, SC and ST students, and low-income students to help these students succeed. The students are familiarised with different Government policies, fellowships and scholarships meant for different categories to boost their academic careers. The college seeks feedback from the students to identify areas that need improvement and adjust policies and initiatives to better support the diverse community. Furthermore, the college hosts events where different cultures can be showcased and celebrated. At the college, an inclusive environment is provided not just for the students, but also for the teaching and non-teaching staff. To celebrate Labour Day, Principal, Dr.Y.Stanly Selvakumar, shared a cup of tea with the non-teaching staff.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.9 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts**

**C. Any 2 of the above**

**periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized**

File Description	Documents
Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University	<a href="#">View File</a>
Web-Link to the Code of Conduct displayed on the institution's website	<a href="#">View File</a>
Reports / minutes of the periodic programmes to appraise adherence to the Code of Conduct	<a href="#">View File</a>
Details of the Monitoring Committee, Professional ethics programmes, if any	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### Best Practice No. 1

**1. Title: Constructing Rainwater Harvesting System**

**2. Objective: Collect and store rainwater, rather than allowing it to runoff.**

**3. The Context: Tamil Nadu's first self-financing college to get this system under the aegis of the Soil and Conservation Department, Tamil Nadu.**

**4. The Practice: Steps: Selecting areas, designing filtration and storage systems, and regular maintenance.**

5. Evidence of Success:Optimum collection and storage of rainwater for later use, reduced demand for potable water on campus.

6. Problems Encountered and Resources Required:The only complication was selecting location and size of the system. Resources: Government approval, funding, expert consultation, pipes, pumps, fittings, filtration-storage systems, maintenance and cleaning.

**Best Practice No. 2**

1. Title: Upliftment and Empowerment of Girl Students

2. Objective:Promote gender equality, provide equal opportunities for education and employment, develop leadership skills, and create a safe-supportive learning environment.

3. The Context:The college creates a safe and inclusive environment that provides protection against gender-based violence.

4. The Practice: Installing sanitary napkins vending machines in girls' washrooms, organising awareness lectures and selfdefence workshops.

5. Evidence of Success: Girls developed self-confidence, physical strength, a sense of empowerment, understanding of personal hygiene, health, and well-being.

6. Problems Encountered and Resources Required: Designing programs that appeal to all participants is challenging. Resources: funding, infrastructure, trained staff or volunteers, and partnerships or consulting/inviting experts, other organizations or community groups.

File Description	Documents
Photos related to two best practices of the Institution	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.3 - Institutional Distinctiveness**

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

The formation of value-based teachers who have the right balance of Intellectual, emotional and social Quotient who will be an embodiment of life skills for their own personal lives and that of society at large.

File Description	Documents
Photo and /or video of institutional performance related to the one area of its distinctiveness	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>