

SREE VIVEKANANDA TEACHER EDUCATION CENTRE – AKKIKKAVU

THRISSUR DIST., KERALA – 680519 Phone: 04885-281738, 284331

(Approved by Government of Kerala & Recognized by NCTE)

(Under the Management of Sree Vivekananda Educational and Charitable Trust)



**SREE VIVEKANANDA TEACHER
EDUCATION CENTRE –
AKKIKKAVU**

**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

ANNUAL REPORT 2020-2023

IQAC CELL

The Internal Quality Assurance Cell (IQAC) of the College is well aware of its role in improving and assuring quality in academic and related activities of the College. The IQAC has taken steps to ensure adequate Students attendance in classrooms and in activities outside the classrooms. The IQAC oversees the feedback of all activities and this ensures evaluation and improvement of existing activities. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions and to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Sree Vivekananda Teacher Education Centre, Akkikavu has an active IQAC Cell. IQAC Cell initiates all the activities to ensure quality culture of the institution.

VISION OF THE INSTITUTION

“Empowering inner self through Education”.

”

MISSION OF THE INSTITUTION

“Learn, lead and serve”

VALUES

Love, Sincerity and patience

OBJECTIVES

- ❖ To mould competent, reflective, and adaptable educators who can meet the challenges of modern education.
- ❖ Equipping Effective educators with the necessary knowledge, skills, and attitudes.
- ❖ To provide Training in effective classroom management techniques to create conducive learning environments.
- ❖ Developing teaching methodologies and strategies that cater to diverse learning styles and needs.
- ❖ Instilling a sense of professional ethics and responsibility.
- ❖ Promoting understanding and appreciation of cultural diversity in educational settings.
- ❖ Offering hands-on teaching practice through internships and student teaching opportunities.
- ❖ Encouraging continuous professional development and lifelong learning habits.
- ❖ Training in effective student assessment and evaluation methods to measure and support student learning.
- ❖ To provide support for Holistic development through distinctive practices.
- ❖ To make upswings in the pedagogical functions of our institution in tune with ICT, Media and Culture.

About INTERNAL QUALITY ASSURANCE CELL (IQAC)

The formation of IQAC is the primary step in internalising and institutionalising quality enhancement initiatives in Sree Vivekananda Teacher Education Centre, Akkikkavu. The sense of belonging and participation of IQAC in all institutional activities are inevitable to its success. It will function as an institution's facilitative and participatory unit rather than just another hierarchical structure or record-keeping division. With its planned and interventionist strategies to eliminate flaws and improve quality, it has the potential to become a vehicle for bringing about quality enhancement.

IQAC VISION

To promote quality culture of Sree Vivekananda Teacher Education Centre Akkikkavu, as the prime concern through institutionalizing and internalizing all the quality-enhancing and sustaining initiatives taken with internal and external support.

THE PRIMARY AIM OF IQAC IS

- ❖ To develop a mechanism to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of Sree Vivekananda Teacher Education Centre Akkikkavu.
- ❖ To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices

FUNCTIONS OF IQAC

- ❖ Development and application of quality benchmarks;
- ❖ Setting parameters for various academic and administrative activities of the institution;
- ❖ Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;
- ❖ Collection and analysis of feedback from all the stakeholders on quality-related institutional processes;

- ❖ Dissemination of information on various quality parameters to all the stakeholders;
- ❖ Organization of workshops and seminars on quality-related themes and promotion of quality circles;
- ❖ Documentation of various programmes/activities leading to quality improvement;
- ❖ Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices;
- ❖ Periodical conduct of Academic and Administrative Audits along with their follow-up activities; and
- ❖ Preparation of SSR report and its timely submission.

COMPOSITION OF THE IQAC 2020-2021

1. Chairman : Lillymol K J(principal)
2. Coordinator : Surekha V S
3. Faculty Members : Sheeja M S
Sandhya K Kumar

**SREE VIVEKANANDA TEACHER EDUCATION CENTRE
AKKIKKAVU**

Minutes of IQAC Meeting 2020-2021

- ❖ Plan to Organise Orientation Class As part of mentoring services every year at the beginning of each program.
- ❖ Plan to Keep Mentoring Record/File of the mentees is kept by all mentors.
- ❖ Plan to Organise internal examination committee develops and performs an internal assessment method to examine the performance of the students.
- ❖ The calendar is planned and prepared after an exhaustive meeting of the faculty where all scholastic and co scholastic activities for the current academic year are decided.
- ❖ Plan To Activate Ventel cell It provides self-reliance, swachta, health and community involvement.
- ❖ PLAN TO upload different videos and photos of their workshop based on objectives and principles of VENTEL cell.
- ❖ Plan To Conduct Extension Services and Value Education.
- ❖ Plan To Conduct Awareness Class by Counselling Cell
- ❖ Plan for celebration of important days
- ❖ Plan for SSR Report preparation
- ❖ Plan for Gender awareness programme
- ❖ Plan for Outreach activity
- ❖ Plan for creating Disabled friendly atmosphere
- ❖ Quality cell elaboration as IQAC

- ❖ Planned to create online platform for conducting online classes
- ❖ Decided to provide online learning materials to students
- ❖ Wifi support for teachers
- ❖ Internship through online platform
- ❖ Evaluation and feedback of different Cells
- ❖ Maintenance of Ventel Cell
- ❖ Planning for online Celebration
- ❖ Activation of Biometric system
- ❖ Discussion of relevant matters permitted by the chair
- ❖ Plan for starting a You Tube Channel related with K-Tet coaching class for students' teachers by faculty members.

IQAC ACTION TAKEN 2020-2021

- ❖ All Teaching staff requested to submit their works related with SSR Report.
- ❖ Webinar was conducted due to Covid-19 Titled as “Ore Aakaasam”
- ❖ Due to Covid pandemic outreach activity postponed to next year
- ❖ Principal submitted a need proposal to the management related to ramp
- ❖ Informed teachers about the necessities of IQAC Activities
- ❖ Management took necessary action to create G-suit
- ❖ All teachers are requested to make online learning materials
- ❖ Management takes arrangements for providing Wifi
- ❖ Informed neighbourhood school to provide online platform to student teachers
- ❖ Action Plan prepared for the academic year was discussed and finalized based on decisions and suggestions related nature club and cultural activities
- ❖ Decided to arrange orientation class for new students on first and third week of November 2021 under the assistance of guidance and counselling cell
- ❖ Teacher provides the functioning details of concerned Cells
- ❖ All teachers are requested to create digital cell report
- ❖ Concerned teachers provide link for participating different competition for students
- ❖ Management was asked to strengthen biometric punching system as part of digitalization
- ❖ Organise activities for orienting the students to the programmes, boosting self-confidence and acquainting with the teacher dimensions
- ❖ To provide varied experiences related to teacher education for successfully manage the 21st century learners
- ❖ To facilitate involvement of faculty members in curricular development programmes and other educational endeavours at different levels and sectors of education.
- ❖ To continue the practices of celebrating days of National and International importance
- ❖ To ensure the services of Alumni, to enrich the teacher education programmes rendered by the Institution. To enhance value added programmes like Add-on courses, soft skill Development etc.

**SREE VIVEKANANDA TEACHER EDUCATION CENTRE
AKKIKKAVU**

Minutes of IQAC Meeting 2021-2022

- ❖ Plan to provide ICT enabled classes for effective teaching -learning process
 - ❖ Plan to organise NAAC Orientation Programme
 - ❖ Plan to provide Skill Development Programme
 - ❖ Planned for Lab Modification
 - ❖ Decided for Seminar presentation using ICT
 - ❖ Selection of NAAC coordinators
 - ❖ Planning for Alumni Registration
 - ❖ Planning Academic Audit
 - ❖ Planning MoU with other institutions
 - ❖ Meeting Revising Placement cell activities
 - ❖ Make sure the Participation in National Seminar
 - ❖ Setting Garden & Student friendly Campus
 - ❖ Plan to Utilise the Alumni Fund
 - ❖ Planned to Form Internal Complaining Cell
 - ❖ Decided to Redesigning the College website
- ❖ To plan academic activities for the next year
- ❖ To organize student induction programme for all the first-year students
- ❖ To inculcate human values and professional ethics in students
- ❖ To arrange clean campus activities
- ❖ To engage socially productive activities during the period of study in the institution
- ❖ To prepare academic calendar
- ❖ To arrange day celebration programmes

IQAC ACTION TAKEN 2021-2022

- ❖ Management furnishing smart TV in all class rooms to facilitates digital teaching environment.
- ❖ The management organized a "NAAC" orientation class to improve the quality of the institution and sensitize the teachers
- ❖ Organized "Self Defence Development Class" for students for self-protection under the leadership of Ladies Constables
- ❖ The management was convinced of the need for alumni registration and necessary steps were taken for registration
- ❖ Sensitized existing teachers about academic audit and its need and initiated steps to conduct academic audit
- ❖ Steps have been taken to "MoU" with similar institutes and other organizations of higher education standards to maintain high educational value and social standards besides improving the educational standard of the institution and implementing new technologies
- ❖ As part of Computerization (ICT) a new computer laboratory has been established and necessary equipment has been arranged for it.
- ❖ As part of faculty development, various teachers have been appointed to participate in national seminars conducted in other institutions to improve the quality of teachers
- ❖ As part of making the campus nature-friendly, garden construction and sapling planting activities have been started with the collective cooperation of students and teachers
- ❖ As part of making the campus nature-friendly, garden construction and sapling planting activities have been started with the collective cooperation of students and teachers
- ❖ It has been decided to give scholarship to the bright students who are economically backward
- ❖ An Internal Complaining Cell has been set up with the concept of problem free campus
- ❖ The website has been updated with up-to-date information about the institution
- ❖ The need for modernization of various laboratories was conveyed to the management
- ❖ Adequate training was given to student teachers on how to conduct seminars and various classes through 'ICT' medium
- ❖ "NAAC" coordinators were selected under the leadership of "IQAC" cell. The teacher was assigned the tasks of "NAAC"

**SREE VIVEKANANDA TEACHER EDUCATION CENTRE
AKKIKKAVU**

Minutes of IQAC Meeting 2022-2023

- ❖ Plan to conduct indoor games
- ❖ Action Plan for Modification of Auditorium
- ❖ Plan to modify computer lab
- ❖ Planned to arrange book bank
- ❖ A plan for arranging special place for yoga
- ❖ Seat arrangement under tree
- ❖ Planned to conduct national seminar
- ❖ Planned to organise intercollegiate quiz competition
- ❖ Planned for alumini meet
- ❖ Decided to provide endowment and financial support to needy pupil by alumini group
- ❖ Plan necessary arrangements for documentation of reports
- ❖ Plan the installation of a biogas plant.
- ❖ Made a plan for energy conservation and solar panel installation.
- ❖ Intended to implement a rainwater conservation strategy.
- ❖ Decided for computerised staffroom.

PLAN OF ACTION	ACHIEVEMENTS/OUTCOMES
<p>To organize activities for orienting the students to the programmes, boosting self-confidence and acquainting with the teacher dimensions</p> <p>To provide varied Experiences related to teacher education for successfully manage the 21st century learners</p> <p>To promote the skills of teacher trainees in various modes of writing and publishing.</p>	<p>Organised</p> <ul style="list-style-type: none"> • Talent day for the new batch students • Awareness programme for new batch students • Conducted quiz competitions, skill development programs, and class for mental health • Publication of digital magazine, seminar proceedings, etc. Establishing of display boards and classroom bulletin boards. • Celebrated festivals and days of significance. • Conducted study Tour and Community Living Camp • Spots Meet • Arts Festival • Cultural Visit • Participation in various competitions • Celebrate Vivekananda Jayanthi • Quiz Competition, • Participation in various seminars organized by other agencies • Seminar on • Mental Health, • Seminar on Gender Issues of society, • Drama and Theatre workshop, Career talk, • workshop on Preparation of Teaching Aids, • Short film/ Documentary workshop. <p>Participation in these activities provided a platform to nurture the skills of teacher trainees in various modes including writing and</p>

	publishing and provided varied experiences related to teacher education for successfully manage the 21st century learners.
To facilitate involvement of faculty members in curricular development programmes and other educational endeavours at different levels and sectors of education To enhance research practices among faculty members	The faculty members have contributed towards the revision of B Ed syllabus 2018, ❖ Participated in International and national seminars. ❖ Published text book
To initiate and execute various extension programmes beneficial for the society at large and to establish adequate dispositions among the student teachers to serve the society	Organized programmes to enhance to social outlook of students like, • Reviving with colours • contributed teaching learning resources to flood affected area• Distribute handmade mask to nearby area • Awareness class on for making wig to cancer patients, • Hair donation day on international cancer day Distribute food items and stationary items to flood affected area of porkulam panjayath. from these activities to initiate and execute various extension programmes beneficial for the society at large