

## **CRITERION – WISE ANALYSIS:**

### **CRITERION I: CURRICULAR ASPECTS**

#### **1.1 Curricular Design and Development**

**1. State the objectives of the institution and the major considerations addressed by them? (Intellectual, Academic, Training, Access to the Disadvantaged, Equity, Self development, Community and National Development, Issue of ecology and environment, Value Orientation, Employment, Global trends and demands, etc)**

#### **The objectives of Grace College of Education**

-

- i) To impart quality education through innovative learning environment.
- ii) To develop individual potential through participatory teaching and learning strategies.
- iii) To stimulate an interest towards Research and technology developments and their application in Education.
- iv) To establish a network between the related fields of Education and Society.

#### **Major considerations**

❖ Optimum intellectual development and academic growth through enriched curricular and co-curricular activities by conducting literary competitions and preparing students for other competitive exams.

- ❖ Academic excellence by continuous assessment in the form of unit tests, model exams, assignments and paper presentation.
- ❖ Imparting training in soft skills to help teacher trainees to develop a wholesome personality.
- ❖ Providing concession to the economically poor students.
- ❖ Fruitful use of library, healthy discussions with the faculty and experts, exposure to the problems and issues in the rural areas.
- ❖ Creating ecological and environmental awareness through the activities of the Eco club such as planting trees and plants, providing seedlings to the nearby villages.
- ❖ Inculcation of values like mutual respect, sincerity in work, self discipline, punctuality and commitment in the works through spiritual guidance, counselling, morning assembly prayers, thought for the day, passages from Thirukural and special messages from religious leaders and other experts.

**2. Specify the various steps in the curricular development processes. (Need assessment, development of information database pertaining to the feedback from faculty, students, alumni, employers and academic experts and formalizing the decisions in statutory academic bodies).**

This college is approved by NCTE and it is affiliated to Tamil Nadu Teacher Education University Chennai. Hence it follows the curriculum design and syllabi of Tamil Nadu Teacher Education University, the goals and objectives of the college are transmitted to the students by the efforts of the faculties by teaching beyond the classroom and beyond the curriculum.

❖ Feedback from teacher trainee is collected to find out whether the curriculum satisfies the needs of society. On the strength of the feedback additional programmes like Value Education classes, Communication skill classes and eco friendly programmes are conducted along with the prescribed curriculum by the University.

❖ Experts from different areas/fields address the staff and students and their suggestions are used to devise programme to meet the needs of the society.

### **3. How are the global trends in teacher education reflected in the curriculum and existing courses modified to meet the emerging needs?**

The curriculum has provision for electives to know the aptitude of students. The institution is fully aware of the global trends in various fields, uses ICT in teaching and learning process, creates green awareness and imparts value education.

❖ Value added topics are covered to prepare students to get absorbed into the global market. New trend based topics are provided to the students to prepare and present paper in the college level seminar.

❖ Based on the emerging trends created in the respective discipline, syllabus is prepared and proposed to the university. The university approved the same as its curriculum.

❖ Each optional and core paper has internal (20 marks) and external (80 marks) examination.

❖ Practical – 400 marks

❖ Theory – 600 marks

❖ The methods adapted to teaching learning and evaluation is based on the students' academic performance. This is assessed through the entry behavior test and students assessment profile.

❖ In order to ensure the effective teaching-learning practice, more efforts are taken to build up capacity and train students by using modern and student friendly teaching aids and techniques such as,

❖ OHP

❖ LCD

❖ Computer

❖ Green board

❖ Audio visual aids

❖ Internet

❖ Chart preparation

❖ Guest lectures

❖ Library reference

❖ Quiz

❖ Seminar

❖ Assignment

❖ Group discussion

❖ Debates

❖ Paper presentation

#### **4. How does the institution ensure that the curriculum bears some thrust on national issues like environment, value education and ICT?**

❖ This institution offered programmes for Value Education and Personality Development for character building.

❖ Field trips were conducted regularly.

❖ Guest lecturers also were given on value education and personality development

❖ Through the computer classes ICT is promoted

**5. Does the institution make use of ICT for curricular planning? If yes, give details**

Yes. The Curriculum is provided by the University. The college makes use of ICT in the preparation of Lesson plan, teaching aids and power point presentation. The students and staff have OHP, LCD and CD player for their use.

**1.2 Academic Flexibility**

**1. How does the institution attempts to provide experience to the students so that teaching becomes a reflective practice?**

To make teaching a reflective practice the institution follows a three stage activity. First there is provision for micro teaching to develop one skill at a time. The next stage is the link practice during which two or three skills are developed, for a group of twenty to twenty five students for twenty minutes. The third stage is macro teaching for forty five minutes. There is provision for teacher educators to observe the classes of teacher trainees. After these the teacher trainees are sent for teaching practice for forty consecutive days.

**2. How does the institution providing for adequate flexibility and scope in the operational curriculum for provide varied learning experiences to the students both in the campus and in the field?**

Our college follows the curriculum designed by the Tamil Nadu Teacher Education University. Besides this the college provide learning experience to the teacher trainees by giving them exposure to state level and national level seminars and symposiums addressed by eminent persons.

**3. What value added courses have been introduced by the institution during the last three years which would for example: Develop communication skills (verbal & written), ICT skills, life skills, community orientation, social responsibility etc.**

To develop communication skills, ICT skills, Life skills, community orientation and social responsibility, the institution provides the short term training programmes such as Spoken English, Computer and Internet training, Handwriting, Chart preparations, working models, awareness classes and preparation of socially useful products (e.g. Soap oil, Soap lotion, Ink, Plastic flowers, Washing soap, Phenol, Sanitary napkin and Gum) and physical fitness are arranged with the help of experts, TET Coaching classes and Diploma/PG Diploma Organized by Annamalai University .

**4. How does the institution ensure the inclusion of the following aspects in the curriculum?**

**i. Interdisciplinary Approach / Multidisciplinary**

❖ All the students learn the three core papers. They select electives according to their interest. The different subjects are not compartmentalized as some aspects of the syllabus in biological science and physical science are interlinked.

❖ There are some similarities in the different optional / electives. Above all these, preparations of teaching aids, lesson plan, methods of teaching and evaluation are also interrelated.

**ii. Multi Skill Development**

For the multi skill development the college has arranged various programmes for the students.

To promote patriotism and national integration the college celebrates Independence Day, Teacher's Day, Children's Day, National Education Day and Women's Day in addition to these the institution conducts Founder's Day, World Aids Day & Annual Day. These celebrations enable them to highlight their patriotism. For the skill development of the students all the important festivals are celebrated. Festivals such as Christmas, New Year, Pongal, Deepavali, Ramzan etc. are celebrated with many competitions and colourful entertainments which bring out and hone the skills of the students.

Youth Red cross, Red Ribbon Club, Health club, Eco club organize many activities for promotion of multi skills.

**Citizenship training camp is conducted every year and its main activities are as follows:**

- ❖ An awareness procession with slogans and placards is taken out on the first day of the camp. As a part of the camp our students clean the campus and the nearby school & Old Age Home, Etc.
- ❖ The theme of the camp is different every year.
- ❖ Planting medicinal and fruit trees in nearby villages and the surrounding areas of the college.
- ❖ Many other celebrations help the students to cultivate multi skills. Arts day, Talents day and sports day are conducted every year during which the teacher trainees showcase their talents. These celebrations go a long way in promoting multi skills.

### **iii. Inclusive Education**

- ❖ Special career guidance and counseling are provided to the physically challenged students.

❖ There is provision for educating physically challenged student along with other students if they had required eligibility.

❖ Students belonging to Backward Caste (BC), Most Backward Caste (MBC), Scheduled Tribe (ST) and Scheduled Caste (SC) are all admitted as per the university admission norms without any discrimination.

#### **iv. Practice Teaching**

Our teacher trainees are sent to different schools for teaching practice. The feedback received from the Headmasters of the schools concerned is helpful for evaluating the students performance and for future guidance.

#### **v. School experience / Internship**

As a part of B Ed syllabus during the course forty days will be distributed as practice teaching days. By this practice the teacher trainees are able to manage the students in different schools and attain teaching experience with proper lesson plan and teaching aids.

#### **vi. Work Experience / SUPW**

o Training has been given to make soap powder, ink, medicine for cold, agarbathies, soap oil, washing soap, plastic flowers, phenoil and sanitary napkins.

o To improve the students' quality, a part time teacher is appointed to give training for preparing working models.

o To create affinity and direct interaction with nature and its environment the college distributes fruit trees and plants to the students who plant them in and outside the college campus.

### **vii. Other Special Activities**

o To promote the talent of the students the college conduct debates on various topics, every year.

o Quiz programme is conducted to improve the General Knowledge of our students.

### **1.3 Feedback on Curriculum**

#### **1. How does the institution encourage feedback and communication from the students, Alumni, Employers, Community, Academic peers and other stake holders with reference to the curriculum?**

Feed back on curriculum is obtained in two ways namely Formal and Informal.

o Informal way of getting feedback is distributing questionnaires to the teacher students and collecting them duly filled in.

o Feedback on curriculum is also obtained through oral interaction with academic peers, and employers.

o Opinions of alumni are also collected and considered.

o The College is looking at the University results as an important and direct feedback for effecting necessary modifications in the running of the institution and the planning for the future.

**2. Is there a mechanism for analysis and use of the outcome from the feedback to review and identify areas for improvement and the changes to be brought in the curriculum? If yes give details on the same.**

Yes.

o Meetings are conducted by the management to analyze the feedback and results. The suggestion for the improvement of the College and the curricula are meticulously studied and strategies are made for quality sustenance and quality improvement.

o The institution arranges various types of programmes at various levels for updating and sharpening the skills of the faculty.

**3. What are the contributions of the institution to curriculum development? (Member of BoS / sending timely suggestions, feedback. etc.)**

Regular contact with members of BoS is maintained to elicit their opinion regarding the various suggestions based on feedback. The faculty members have been attending workshops arranged by the Government and University and the suggestions of the faculty have been effectively conveyed for necessary modifications in the curricula. Annual faculty meetings are held exclusively for evaluating the curricula and identifying the problems for onward transmission to the Boss for timely rectifications/ modifications/improvements.

## **1.4 Curriculum Update**

**1. Which courses have undergone a major curriculum revision during the last five years? How did these changes contribute to quality improvement and student satisfaction? (Provide details of only the major changes in the content that have been made).**

o The institution has a programme for Bachelor of Education (B Ed). Three major curriculum revisions have taken place during the last five years. We followed the syllabus of Tamil Nadu Teachers Education University, Chennai.

o These major curriculum changes have offered the faculty to be exposed with a range of experiences in curriculum development.

o New themes and subjects included in the content such as Environmental awareness, Computer Education and Value Education have opened up new avenues for contemplating on strategies for action oriented teaching methodology.

**2. What are the strategies adopted by the institution for curriculum revision and update? (Need assessment, student input, feedback from practicing schools etc.)**

The college has to follow the curriculum prescribed by university and hence it has no direct role in its revision and update. But feedback on the curriculum obtained from academic peers, employers, practicing schools, alumni and parents to meet the needs of society were sent to the University for Appropriate Modification of the syllabus/curriculum.

## **1.5 Best Practices in Curricular Aspects**

### **1. What is the quality sustenance and quality enhancement measures undertaken by the institution during the last five years in curricular aspects?**

Additional activities for each of the core papers, elective methodology, practical, seminars, psychology lab attitude and aptitude tests, interest inventory to find out interest in various activities such as teaching and ALM demonstration class have been undertaken for quality sustenance and enhancement.

### **2. What innovations /best practices in Curricular Aspects have been planned/ implemented by the institution?**

Preparations of Teaching and Learning materials with state of the art technology were carried out. Power point presentation both by teachers and students were effectively done as part of the pedagogic practice besides additional educational programmes.

## **2.1 Admission Process and Student Profile**

### **1. Give details of the admission process and admission policy (criteria for admission, adherence to the decisions of the regulatory bodies, equity, access, transparency, etc.) of the institution?**

- o The college follows in all earnestness, the eligibility criteria given in the guidelines by the university and government for admission of students. The percentage of marks prescribed for OC, BC, MBC, SC, ST, physically and visually challenged are strictly complied with.
- o Admission is given on the basis of the academic record of the candidate, and performance in an interview.
- o The College gives Admission notification in the local newspapers.
- o Percentage of marks obtained for the qualifying examination.
- o University norms and stipulations regarding reservations (SC/ST students are given special consideration).
- o Proximity of the candidate to the institution (so as to give preference to candidates from the local area)

### **The admission committee interviews the applicants. This committee comprises of the following:**

- o The Principal
- o The optional subject teachers
  
- o The optional teachers verify the certificates of the students and record whether they have produced all original certificates.

- o After certificate verification the students are sent to the principal for an interview.
- o The Namelist of admitted students get displayed in the notice board.

**2. How are the programmes advertised? What information is provided to prospective students about the programmes through advertisement and prospectus are other similar material of the institution?**

- o The admission programmes of the college are advertised in the local dailies, displayed on flex- board at public places. Details about the final date of submission of duly filled-in application forms, eligibility criteria and the optional subjects offered by the college are also published.

**3. How does the institution monitor admission decisions to ensure that the determined admission criteria are equitably applied to all applicants?**

Students approaching the institution with eligible marks first are given admission following the admission norms given by the university. No special entrance examination is conducted. There is no caste, religion or gender disparity in the admission process. It is the same for all sections of the student community and there is no discrimination.

**4. Specify the strategies if any, adopted by the institution to retain the diverse student population admitted to the institution (e.g. individuals of diverse economic, cultural, religious, gender, linguistic, backgrounds and physically challenged)**

o The students of diverse population from diverse backgrounds like economic, cultural, religious, gender, linguistic and physically challenged are admitted to the college.

To retain the financially very poor students, fee concessions are given, irrespective of caste, creed or sex. The specific rules laid down by the government/university are meticulously followed for admission to the course.

**5. Is there provision for assessing students' knowledge/ needs and skills before the commencement of teaching programmes? If yes, give details on the same.**

Yes. Provision is available to assess students' knowledge and skills for a particular programme after admission. These are as follows

**o Entry Behaviour Test**

At the beginning of the academic year all the 100 students are subjected to entry behaviour test with a questionnaire in each optional which contains questions to assess students' knowledge and skills for the teaching programmes. This has been lauded by the experts in the field as a unique feature of this college.

**o Interest- Based Transfer**

Students' experiencing difficulty to proceed with his/her optional II subjects (English) may get shifted to the other optional II (Tamil) in which their knowledge, skills and interest lie.

**o Oral interview**

Teachers also conduct oral interview to assess Leadership, Computer, General Knowledge and Communication Skill of students.

## **2.2 Catering to Diverse Needs**

### **1. Describe how the institution works towards creating an overall environment conducive to learning and development of the students?**

o The College attaches prime importance to the role of ambiance in the moulding of the student. First, class infrastructure, eco friendly campus, spacious labs, well equipped library, qualified faculty, efficient and good administration, playground and transport facilities give the student teachers of the institution a conducive learning environment. The institution is situated in a place which is eco friendly. Inside the campus, the students feel at home.

o Any doubts raised by the students are cleared immediately by the teachers. This approach of teachers helps the students to feel free in the learning environment. Students are also encouraged to interact with the teachers and freely express their opinion. This has been found to be helpful in improving their skills in learning as well as in communication.

### **2. How does the institution cater to the diverse learning needs of the students?**

o Equal importance is given to the learning subject, co-curricular activities, development of life skill, communication skills and practical aspects.

o Students are offered Bridge course at the beginning for a duration of two weeks. Remedial courses are offered to the educationally disadvantaged students. They are as follows.

#### **Bridge course**

The college has well organized system of conducting bridge course to all fresh students for a period of two weeks.

The subject content of this course includes

- o Communicative English
- o Computer- use of Internet, MS office
- o Socially Useful Productive Work
- o Motivational classes by experts

**Remedial course is given to weak students**

- o Group tutor system is followed. Each staff is given 11-12 students each to take special care of.
- o Involving them in frequent structural presentations.

**3. What are the activities envisioned in the curriculum for student teachers to understand the role of diversity and equity in teaching learning process?**

Provisions for skill development, teaching practice, citizenship training camp, effective use of ICT for all students including students with special name and marginalized sections of the society are included.

- o All the infrastructural facilities are available for all the students without the caste discrimination. Fee concessions, admissions and other helps are given according to their financial conditions and academic performance.

**4. How does the institution ensure that the teacher educators are knowledgeable and sensitive to cater to the diverse student needs?**

Teacher educators are encouraged to participate in various seminars to update their knowledge.

Talks given by experts also help them to increase their knowledge. They help the teacher educators to become knowledgeable and sensitive to cater to the diverse student needs.

o The student – teachers write their opinion freely about the teacher educators without mentioning the names and put them in the suggestion box. The Principal and correspondent visit the classes engaged by the teacher educators and assess their performance. The management authorities and principal make necessary enquiries about the difficulties of the students in each theory paper. From the different activities given to the students and their performance, the institution ensures that the teacher educators are knowledgeable to meet the diverse needs of the students.

**5. What are the various practices that help student teachers develop knowledge and skills related to diversity and inclusion and apply them effectively in classroom situations?**

Student teachers prepare power point presentation and teaching aids with the help of teacher educators and use OHP, LCD and other state of the art tools.

o Participation in morning assembly programmes helps the students to overcome their stage fear. Teacher Educators encourage the students to participate in debates and workshops. Quiz competitions are also conducted to analyze the knowledge of the students. Practice of Micro Teaching cycle helps them to improve their teaching skills.

Symposia are arranged in different theory papers to bring out students' ideas and opinions regarding the specific / prescribed themes. Group discussion helps the students to deliver their own views on the assigned topic.

**2.3 Teaching-Learning Process**

**1. How does the institution engage students in “active learning”? (use of learning resources such as library, website, focus group, individual projects, simulation, peer teaching, role-playing, internships, practicum etc.)**

o Since active learning is more important than passive learning, student centered activities such as debate, seminar, symposium, peer teaching and assignment are encouraged to cater to self learning.

o Focus groups are formed with a few students acting as mentors.

o Individual projects are undertaken by the students.

o Students observe teacher educators, expert teachers of neighbouring schools or peers and emulate/learn their ways. Students are formed into groups and mentors are appointed from among the faculty and they engage in peer teaching.

o The problems encountered by the students are identified and strategies suited for the particular problems are adopted. Besides remedial teaching programmes are conducted for such students.

o Students also present papers on different papers using LCD and other teaching aids.

o Internet facility is open to all students.

o Students make use of the books magazines, periodicals and websites for their active learning.

**2. How is “learning” made student- centered? Give a list of the participatory activities adopted by the institution and those, which contributed to self-management to knowledge, and skill development by the students?**

o Teachers facilitate participatory teaching-learning process in the classroom. The teaching plan given to the students is very specific with its topics/themes to be

taught in the specified hour. Both the teacher and student prepare the topic from various sources such as websites, books, periodicals and magazines. Students contribute to the knowledge for the specific topic in their own capacity. Non contributors are identified and are given special assistance, opportunity and counseling.

### **Other practices**

- o Debate, group discussion, Quiz are organized.
- o Study circles are formed for weak students as well as advanced learners.
- o Internet facility is open to all students for curricular enrichment.
- o When one group of students take model classes, others observe and evaluate their performance. This provides opportunity for reworking the scheme of teaching.
- o Self learning is made possible when students write critical review of text books and do website analysis.

### **3. What are the instructional approaches (various models of teachings used) and experiences provided for ensuring effective learning? Detail any innovative approach/methods developed and used.**

The instructional approaches are as follows:

- o Lecturer method with the help of suitable teaching aids such as charts, models, green board, white board, placards and power point.
- o Active learning method, demonstration method, communication method and power point presentation are some of the other methods followed.
- o Special attention and assistance for the slow learners.
- o Practice for improving handwriting for both English and Tamil.

o Experts' demonstrations on model teaching classes are arranged according to the specific student requirements.

**4. Does the institution have a provision for additional training in models of teaching? If Yes, provide details on the models of teaching and number of lessons given by each student.**

o Only the optional II students get a theoretical overview of few models and its lesson plan. They do not write the lesson plan for any model. The problem has been tackled by using the following methods.

1. Models of teaching are given for optional II subject students as prescribed in the curriculum. Each model along with a lesson is explained.

2. Training was given to the staff members in models of teaching by experts.

**5. Does the student teacher use micro teaching technique for developing teaching skills? If yes, list the skill practiced and number of lessons given by each student per skill.**

Yes, the students practice the following skills

o Skill of explanation

o Skill of lesson introduction

o Skill of reinforcement

o Skill of stimulus variation

o Skill of using black board

o Skill of probing questioning

o Every student teacher gives one lesson each for all the above skills.

**6. Detail the process of practice teaching in schools. (Lesson a student gives per day, lessons observed by the teacher educators, peers/ school teachers, feedback mechanism, monitoring mechanisms of lesson plans etc.)**

- o Two lessons are being taught by each of the student teachers per day during their practice teaching.
- o Teacher educator observes the students for 45 minutes. This is done thrice.
- o School teachers observe the classes of the student teachers assigned to them daily.
- o The lesson plans are corrected by the teacher educators. The lesson plans are also corrected by the school teachers and signed.

**7. Describe the process of Block teaching/ Internship of students in vogue.**

- o Student teachers are given demonstration classes by the optional teacher educator and another class by the model school teacher for each option
- o Students also prepare a lesson with lesson plan along with the teaching aids and teach the model school students.
- o Student teachers are sent to different schools with the permission of CEO for 40 days of teaching practice.
  
- o Student teachers prepare 20 lesson plans along with the respective teaching aids (Viz, Charts, models, real objects, flash cards, flannel cards, improvised apparatus etc.).

Of the 40 days first 5 days are spent in observation of model school teachers and other BEd college students. Classes will be observed by our student teachers and they also observe the classes of the peer group.

o The teacher educators visit the respective schools and observe the optional students for 45 minutes. This process takes place thrice. Student teachers are given necessary corrections by the teacher educators twice and the marks will be awarded on the basis of their third performance.

**8. Are the practice teaching sessions/ plan developed in partnership, cooperatively involving the school staff and mentor teachers? If yes, give details on the same.**

o The teaching practices are done in co-operation with the school staff. Each student will have a guide teacher. The guide teacher observes the class daily and gives necessary corrections. They also sign the lesson plan and teaching aids.

**9. How do you prepare the student teachers for managing the diverse learning needs of students in schools?**

o Student teachers were given adequate training on the methods to be followed in schools. Training was given to the students on the new methodologies to be used in schools. Active Learning Methodology is being adopted in the schools. Students were given good training in preparing lesson plans.

o They also actively participate in school assembly and the activities of science and other club activities.

**10. What are the major initiatives for encouraging student teachers to use/adopt technology in practice teaching?**

o Student teachers are trained in using the technology in classrooms. Preparation of power point and use of LCD projector are being highly encouraged by the teacher educators.

## **2.4 Teacher quality**

### **1. What is the ratio of student teachers to identified practice teaching schools? Give the details on what basis the decision has been taken?**

The ratio between student teachers and practice teaching school is 5:1 approximately.

For Government schools, the decision will be taken by the CEO and for the aided schools of our management, the Head Master/Head Mistress of the respective schools take the decision regarding the accommodation of our student teachers.

### **2. Describe the mechanism of giving feedback to the students and how it is used for performance improvement.**

After assessing the student teachers thrice, they are given immediate feedback regarding their performance with suggestion for improvement by the teacher educators from other schools. The feedback mechanism is of the open type. A format is being used to assess the overall performance of the student teachers.

### **3. How does the institution ensure that the student teachers are updated on the policy directions and educational needs of the schools?**

Student teachers know the policy laid down by the government and education department. They are also shown how such policies regarding curriculum, assessment and evaluation are implemented.

**4. How do the students and faculty keep pace with the recent developments in the school subjects and teaching methodologies?**

Active learning methodology (ALM) is followed, besides the four - column method prescribed by the university.

**5. What are the major initiatives of the institution for ensuring personal and professional/career development of the teaching staff of the institution (training, organizing and sponsoring professional development activities, promotional policies, etc)**

Institution arranges staff development programmes. The college arranges orientation programme for teachers. Teachers are permitted to attend and organize seminar, symposia inside and outside the college.

**6. Does the institution have any mechanism to reward and motivate staff members of good performance? If yes, give details**

Yes. The institution gives reward to motivate staff members who produce 100% results in each of the theory papers.

o Cash award is given during the College day celebration to the teaching staff who produce 100% results in the theory papers handled by them, every year.

o Appreciates the teacher educators who presented papers in National, International level seminars and conferences, by announcing their specific achievement during public meetings.

## **2.5 Evaluation Process and Reforms**

### **1. How are the barriers to student learning identified, communicated and addressed? (Conducive environment, infra structure, access to technology, teacher quality etc.)**

A feedback mechanism is adopted by the teacher educators to identify, communicate and address barriers related to conducive environment, infrastructure, and access to technology and teacher quality. Student teachers write their opinion frankly about their difficulties inside the campus. If the case is found genuine, the Principal takes immediate measures to overcome the difficulties. Some students openly express their difficulties to the Principal/ Teachers through their student representatives.

### **2. Provide details of various assessment/evaluation process (internal assessment, mid- term assessment, term evaluations, external evaluation) used for assessing student learning?**

Various assessment details are as follows:

- Weekly test
- Three terminal examinations
- One Model examination
- Final Theory exam
- Practical examination

### **3. How are the assessment/evaluation outcomes communicated and used in improving the performance of the students and curriculum transaction?**

The evaluation results are made known to the students within a week along with the remarks of the teachers. The marks are informed to the parents through letters. If students' performances are not up to the expected level, parents are asked to come to the college and the reason for their poor performance is evaluated. Students are made to repeat the exams. The student is also made to write an additional test paper and the marks are compared with the previous one.

### **4. How is ICT used in assessment and evaluation processes?**

ICT is used in different levels of assessment and evaluation.

- o The teachers evaluate the answer sheets according to the time schedule set by the principal. After the evaluation, the marks are tabulated and made into digital data by the faculty.
- o Preparation of charts and graphs using ICT makes an assessment of the teachers and the students more objective and transparent.
- o The university practical marks are prepared with the help of the computer.

## **2.6 Best Practices in Teaching –Learning and Evaluation Process**

### **1. Detail on any significant innovations in teaching/learning/evaluation introduced by the institution?**

- o Organizing debate and group discussion in class.
- o Organizing Quiz programme and distributing prizes to the best performers.
- o Study circle for weak students along with advanced learners.

- o Internet facility is open to all students for curricular enrichment.
- o Creating opportunity for students to take part in subject related competitions that is organized in the college and in other colleges.
- o All the programmes conducted in the college for the students are being evaluated. Morning assembly programme is being evaluated daily by the Principal and other staff members.

**2. How does the institution reflect on the best practice in the delivery of instruction, including use of technology?**

The institution provides all support to the staff members for adopting innovative teaching and learning practices. The use of technology in teaching-learning is also highly encouraged by the institution and necessary impetus has been brought in for augmenting the innovative techniques in teaching.

## **CRITERION III: RESEARCH CONSULTANCY AND EXTENSION**

### **3. 1 Promotion of Research**

#### **1. How does the institution motivate its teachers to take up research in education?**

- o The institution motivates its teachers to take up research in education. Study leave is sanctioned by the management to such teachers.
- o Teachers are provided with seed money

Teachers are also helped in Research, by providing assistance for the following:

- o Resource materials such as computers and stationary.
- o Internet
- o Library
- o Helping teachers to find Research guide and assistance
- o Reduction in workload by adjusting the teaching schedule.

#### **2. What are the thrust areas of research prioritized by the institution?**

The thrust areas of research prioritized by the institution for student teachers are

- o Action Research
- o Case study

#### **3. Does the institution encourage Action Research? If yes give details on some of the major outcomes and the impact.**

Yes, the institution encourages Action Research.

**Outcome:**

o Student-teachers understand the need and the manner to conduct Action Research in the future.

**Impact:**

o Student teachers conduct Action Research in the neighboring schools during their teaching practice time. Action Research is conducted on weak/ truant students and their problems are identified and solved by the student teachers.

**4. Give details of the conference/seminar/workshop attended and/organized by the faculty members in last five years.**

Details of the conference/seminar/workshop attended by the faculty members in last five years.

<b>Details</b>	<b>No. of teachers attended</b>	<b>No. of teachers present papers</b>
State level	4	4
National level	3	13

**3.2 Research and Publication Output**

**1. Give details of instructional and other materials developed including teaching aids and / or used by the institution for enhancing the quality of teaching during last three years.**

o Instructional and other materials developed including teaching aids and / or used by the institution for enhancing the quality of teaching during last three years are ;

o Over Head Projector(OHP)

o Liquid Crystal Display (LCD) Projector

o Internet facilities with well - Equipped Computer Lab

o Well - Equipped library facilities

o Experimental apparatus and chemicals related to Physical Science

o Experimental apparatus and specimens related to Biological Science

o Working models and static models of all subjects

**2. Give details on facilities available with the institution for developing instructional materials?**

Details of facilities available with the institution for developing instructional materials are:

o Library

o Psychology laboratory

o Science laboratory(Physics and Biology)

o PowerPoint

o Computer lab with Internet facilities

- o Exposure programmes from expertise of experts

**3. Did the institution develop any ICT/technology related instructional materials during last five years? Give details.**

Yes, the institution has developed ICT/technology related instructional materials.

**Details of ICT**

- o Internet
- o LCD, CDs, Power/Point presentation, and CDs related to teaching of English Grammar.

**4. Give details on various training programme and/or workshops on material development (both instructional and other material) (venue, date, resource person)**

**a. Workshop Organised by the institution**

- o Preparation of Improvised materials
- o Preparation of socially useful products workshop
- o Life skill training
- o Designing objectives for camp

**b. Training programme organised by the institution**

- o Training on teaching models (our teacher educators)
- o Training programme for Microteaching (our teacher educators)

**c. Workshop attended by the staff**

- o Action Research
- o Writing of Research report

**5. List the journals in which the faculty members have published papers in the last five years.**

The journals in which the faculty members have published papers in the last five years are:

❖ “Relationship between emotional competency and academic achievement of B.Ed Students”.

**6. Give details of the awards, honors and patents received by the faculty members in last five years.**

Nil

**7. Give details of the Minor / Major research projects completed by staff members of the institution in last five years.**

<b>S.No</b>	<b>Name of the staff</b>	<b>No of project</b>
1.	Dr. V. Mary Rita Martina	2 Nos
2.	Ms. O.E. Radhamani	1 No.
3.	Ms. M. Sasiclara	2 Nos
4.	Mr. H. Nandhi	1 No.
5.	Mr. P. Jayakumar	1 No.
6.	Mr.R. Naveen Kumar	1 No.
7.	Mr. T. Shanmugavel	1 No.
8.	Mr.S. Sathishkumar	1 No.

### **3.3 Consultancy**

**1. Did the institution provide consultancy services in last five years? If yes give details.**

The following consultancy services are being provided by the institution to the villagers/schools around the college, especially to the women self- help groups.

- Preparation of Art and Craft material

- Book binding
- Pot making and Pot painting
- Domestic utility item
- Cosmetics preparation
- Food preparation and preservation
- Preparation of stationery items

**2. Are faculty / staff members of the institute competent to undertake consultancy? If yes list the areas of competency of staff members and the steps initiated by the institution to publicize the available expertise.**

Yes. The institution publicizes the available expertise through visual and print media.

**Areas of competency** : Food preparation and preservation, domestic utility items, cosmetic preparation, preparation of Art and Craft materials, book binding, preparation of stationery items.

**3. How much revenue has generated through consultancy in the last five years? How is the revenue generated, shared among the concerned staff members and the institution?**

All the expenditure incurred in carrying out consultancy service is borne by the Management.

The Institution collect money from nearby schools for offering consultancy service. It is approximately 15,000/year

**4. How does the institution use the revenue generated through consultancy?**

The Institution collect money for consultancy service. It is used for the welfare of students, nearby schools & women self help groups.

### **3.4 Extension Activities**

#### **1. How has the local community benefited from the institution? (Contribution of the institution through various extension activities, outreach programmes, partnering with NGO's and GO's)**

Local community benefited substantially from the institution through the various extension activities are:

- Environmental Education, Pollution Awareness and Sanitation programmes
- Health and Environment Education for Industrial workers.
- Health Education, AIDS and Hygiene Awareness programme.
- Value Education programme.

It is heartening to note that the villagers are sensitized and better educated on various issues relating to community development efforts of the college. They are motivated to keep the environment clean. They are also increasingly aware of keeping good personal hygiene. This has boosted their confidence on self-employment.

#### **2. How has the institution benefited from the community? (Community participation in institutional development, institution-community networking, institution-school networking, etc.)**

- Various book authors and publishers donate complementary copies to the Library
- Alumni donate old books for the book bank maintained in the Institution.
- Schools have given appointments to the student teachers through on & off campus interviews
- Tamilnadu Fire Rescue Service gave demonstration in prevention fire accidents

- Southern Railway granted concession to the staff and student teachers for Educational Tours & First Aid Programmes

**3. What are the future plans and major activities the institution would like to take up for providing community orientation to students?**

- Additional intake of 100 students
- Additional courses including PG Programmes
- Massive programme for public awareness on environmental issues, family budgeting, hygiene and health care etc.
- Programme for educating the village community on self reliance.
- Programme for popularizing the slogan “clean and green environment”.

**4. Is there any project completed by the institution relating to the community development in the last five years? If yes give details.**

Nil

**5. How does the institution develop social and citizenship values and skills among its students?**

The institution develops social and citizenship values and skills among its students through the following programmes

- Citizenship camp
- Science Club
- Youth Red Cross
- Red Ribbon Club
- Eco Club

- Seminars
- Symposium
- Debates
- Celebration of important days such as Teachers Day, Childrens Day, National Education Day and Womens Day
- Industrial Visit
- Field trips and study tours
- Visiting special schools for direct interaction with physically and mentally challenged students.

### **3.5 Collaborations**

**1. Name the national level organizations, if any, with which the institution has established linkages in the last five years. Detail the benefits resulted out of such linkages.**

#### **Youth Red Cross**

Our Institution has tie up with Indian Red Cross Society

- Promotes life & health through training and education on safety, primary health care and healthy living

#### **Red Ribbon Club**

Our Institution has linkage with Tamilnadu State AIDS Contol.

**2. Name the international organizations with which the institution has established any linkage in the last five years. Detail the benefits resulted out of such linkages.**

Nil

**3. How did the linkages if any contribute the following?**

### **Curriculum Development**

o The Principal and faculty members attend seminars, courses and other meetings organized by UGC, University and other related organizations. It is very helpful in acquiring current information and instructions with regard to the syllabus and curriculum.

### **Teaching**

o The faculty members visit nearby colleges for observing the arrangements of teaching learning process for sharing their ideas and opinions with regard to teaching learning and developments in the field.

### **Training**

o During the Bridge Course, SUPW classes, Spoken English classes are provided to the student teachers.

### **Practice Teaching**

o Keeping linkages with the nearby 18 schools. The student teachers are sent to these schools for their practice teaching.

### **Research**

o Research programmes are encouraged by the institution for students and faculty members.

## **Extension**

o Extension activities are clubbed with professionally managed Schools.

## **Student placement**

o A campus interview was conducted in the previous year. Twenty five students attended this interview. Few of them were selected for the job.

### **4. What are the linkages of the institution with the school sector? (Institute-school-community networking)**

The institution has linkages with schools to promote Student placement, consultancy, extension and research, etc.

### **5. Are the faculty actively engaged in schools and with teachers and other school personnel to design, evaluate and deliver practice teaching. If yes give details.**

Yes. The faculty actively engage themselves in schools with teachers to design, evaluate and deliver practice teaching by meeting the school teachers and by discussing and analyzing the criteria of practice teaching. Then the schedule is designed and delivered.

### **6. How does the faculty collaborate with the school and other college or University faculty?**

The faculty members have constant touch with the school faculty and discuss the course programmes well in advance. Every effort is taken to improve the competencies of the student teachers. The subject experts from other colleges, special subject experts from various universities are invited for various guest lectures and seminars.

### **3.6 Best Practices in Research, consultancy and Extension**

#### **1. What are the major measures adopted by the institution to enhance the Quality research, Consultancy and extension activities during the last five years?**

The major measures adopted by the institution to enhance the Quality research, Consultancy and extension activities during the last five years are:

- o Faculty and students are encouraged to participate in seminars, conferences and workshops.
- o Presentation of papers in seminars, conferences and workshops by the faculty members and student teachers is encouraged.
- o Provision of library and internet facilities for reference
- o Health and hygiene awareness
- o AIDS awareness
- o Environment awareness
- o Helping slow learners of neighboring school
- o Training school children to use dictionaries

#### **2. What are the significant innovations / good practices in Research, consultancy and Extension activities of the institution?**

##### **Research**

- Lectures are provided with the facility of making adjustment in teaching schedule, when necessary.

- Special leave is sanctioned for carrying out specific research practices like literature collection and specimen collection.
- Faculty members are provided with incentive for obtaining Ph.D Degree.
- Registration Fee, TA and DA is borne by the management for faculty attending Seminars, Symposia, Conferences, Workshops.

### **Consultancy**

- Special Leave is granted for the purpose of consultancy and extension work.

## **CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES**

### **4.1 Physical Facilities**

**1. Does the institution have the physical infrastructure as per NCTE norms? If yes, specify the facilities and the amount invested for developing the infrastructure. Enclose the master plan of the building.**

Yes. The physical infrastructure facilities available in the college is strictly according to NCTE norms. The vast area of land on which the college is activated comprises of 1.51 acres.

The infrastructure of the college has been lauded as one of the best in B.Ed colleges. It provides for the following facilities.

- 10 number of spacious class rooms with modern teaching gadgets.
- Well equipped sophisticated and modernized laboratories for psychology lab, Science lab, Computer lab, Educational Technology lab, language lab and Workshop for preparing teaching aids.
- Spacious, administrative building with all facilities.
- 24 hours water supply and power supply
- Fully Automated and very spacious Digital well stacked Library with an On-line public access catalogue system.
- Spacious and well ventilated auditorium.
- Play ground.
- Health centre.

**2. How does the institution plan to meet the need for augmenting the infrastructure to keep pace with the academic growth?**

The infrastructure already have available beholds good and effective for (100 for B.Ed) students. The college already owns 1.51 acres of land and this land is enough for any future growth also. The laboratories are also maintained with sufficient and number of equipments required as per norms. Thus the augmentation is kept pace with the academic growth.

**3. List the infrastructure facilities available for Co-curricular activities and extracurricular activities including games and sports.**

**Co-curricular activities:**

- Field trip/educational trip is organized
- Organization and participation in seminar/workshops
- Organizes and participates in cultural activities
- Department-wise quiz, clubs are organized.

**Extracurricular activities and sports**

- Provides indoor games like chess, carom
- Dance and music classes or organized.
- Green clean campus is insisted.

**4. Give details on the physical infrastructure shared with other programmes of the institution or other institutions of the parent society or University**

The College is self-sufficient as far as the infrastructure is concerned. There is no need for sharing with any other college.

**5. Give details on the facilities available with the institution to ensure the health and hygiene of the staff and students.(rest rooms for women, wash room facilities for men and women, canteen, health center, etc.)**

- Separate rest rooms and toilets for men and women are provided.
- Health education programme, first aid and fire safety awareness is created.

**6. Is there any Hostel facility for students? If Yes, give details on capacity, no of rooms, Occupancy details, recreational facilities including sports and games, health and hygiene facilities, etc.**

No

#### **4.2 Maintenance of Infrastructure**

**1. What is the budget allocation and utilization in the last five years for the maintenance of the Following? Give justification for the allocation and unspent balance if any.**

o All the buildings on campus are well maintained

o The management bears all the maintenance expenses from its own resources.

	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>
<b>Building</b>	-	-	1,02,915	34,365	70,513
<b>Laboratories</b>	-	-	-	8,650	5,095
<b>Furniture</b>	-	-	-	892	500
<b>Equipments</b>	-	-	-	9350	7310
<b>Computers</b>	-	52500	22,412	28,526	32,784
<b>Transport</b>	-	7843	13,549	15,062	17,234

**2. How does the institution plan and ensure that the available infrastructure is optimally utilized?**

The systematic and regularized plan devised ensures the governance of scheduled Time Table for all the laboratories. No lab remains less used or unused. The programme for the year is planned for the optimal utilization of infrastructure.

The programme for the year is planned in such a way that the available infrastructure is optimally utilized for all the activities.

### **3. How does the institution consider the environmental issues associated with the infrastructure?**

- o The campus is rich in greenery and rural scenic beauty, Flowering plants, fruit trees are planted. It is declared a green campus.
- o Eco-club engages in planting trees and maintaining eco-friendly campus without damaging the natural scenic beauty.
- o Proper disposal of waste
- o Regular cleaning is done by attendants
- o Environmental Protection through awareness classes for staff, students and villages.

### **4.3. Library as a Learning Resource**

**1. Does the institution have a qualified librarian and sufficient technical staff to support the Library? (Materials collection and media/computer services)**

Yes. The library in the college has a fully qualified librarian with Assistant Librarian and sufficient number of technical support staff, who helps the librarian in material collection and rendering computer services. One computer with printer has been provided to the library for technical support.

**2.What are the library resources available to the staff and students? (Number of books-volumes and titles, journals-national and international, magazines, audio visual teaching-learning resources, , software, internet access, etc.)**

S.No	Details	Number
1.	Books	7554
2.	Text	1833
3.	Reference	5731
4.	Magazines	20
5.	Journals	20
6.	CD's/DVD's	55

**3. Does the institution have in place, a mechanism to systematically review the various library Resources for adequate access, relevance, etc. and to make acquisition decisions. If yes, give details including the composition and functioning of library committee.**

Yes. Library committee comprises of principal, librarian, technical staff, and teacher representatives.

**Functions**

- o Library committee meets once in a Year.
- o Policy and Regulations to update the library facilities
- o Plan for updating and improving collaboration with other institutions.

**4. Is your library computerized? If yes, give details.**

Yes, our library is computerized.

o The librarian has digitized student's data, books, journals, magazines names, vouchers and everything are made up to date with the computers. Internet facility is also available in the library.

**5. Does the institution library have computer, Internet and Reprographic facilities? If yes, give details on the access to the staff and students and the frequency of use.**

Yes. The institution library has Computers for retrieval of information relating to books, their titles/ authors, their availability, Internet facility for e-journals and e-materials, Bar code Printer and Reprographic facilities like Xerox machine and scanners. The library timing is 9.00 a.m. to 5.00 p.m.

**6. Does the institution make use of Inflibnet/Delnet/IUC facilities? If yes. Give details.**

Implementation of Inflibnet is in process

**7. Give details on the working days of the library? (Days the library is open in an academic year, Hours the library remains open per day etc.)**

The college library opens from 9.00 a.m. to 5.00 p.m at every working day from Monday to Saturday except the Sunday and other declared holiday. However the provision to open the library on Sunday & holiday is made under special circumstances such as examination preparations, seminar, work shop organization

etc

**8. How do the staff and students come to know of the new arrivals?**

- o New books are displayed in the library
- o List of new books is exhibited on the Notice Board.
- o Circular to staff and students

**9. Does the institution's library have a book bank? If yes, how is the book bank facility utilized by the students?**

Yes. The book bank issues books for the students who are economically backward. The students are provided with text books through the book bank.

**10. What are the special facilities offered by the library to the visually and physically challenged Persons?**

- o Audio cassettes are used for visually impaired students.
- o Physically challenged students were provided with books as per their requirements by the librarian.

**4.4 ICT as learning Resources**

**1. Give details of ICT facilities available in the institutions (Computer lab, hardware, software, Internet connectivity, access, audio visual, other media and materials) and how the Institutions ensure the optimum use of the facility.**

- Handicam

- Digital camera
- Round the clock Internet facility
- Computerized Library material access system
- The computer facility available in computer laboratory is utilized by all as per schedule.
- Well furnished computer lab with 35 systems
- LCD player with Projector
- OHP with screen

**2. Is there a provision in the curriculum for imparting computer skills to all students? If yes give details on the major skills included.**

Yes, the extra-curricular activities in the timetable provides ample span for the entire student teacher community in our college to undertake training in Educational Technology and Computer Skills. Computer in Education is provided as an elective subject for those who opt.

**3. How and to what extent does the institution incorporate and make use of the new technologies/ICT in curriculum transactional processes?**

Students prepare OHP Slides, CD's Audio Cassettes, etc., The Students also analyse various websites pertaining to their subjects. They also evaluate record their feedback on the same.

Classes are conducted with the help of audio visual aids. Seminars are

conducted through LCD presentations. Internet Browsing is the privilege enjoyed for the preparation of assignments and class preparation. The faculty members have prepared a number of CDs.

**4. What are major areas and initiatives for which student teachers use/adopt technology in practice teaching? (Developing lesson plans, classroom transactions, evaluation, preparation of teaching aids)**

The student teachers use technology in practice teaching in all the possible areas like developing lesson plans (by using transparency sheet audio cassettes etc.,) classroom transactions (OHP ,tape recorders) evaluation ( Evaluating using Transparencies, VCDs, Computerizing the mark sheets) and in the preparation of teaching aids.

#### **4.5 Other Facilities**

**1. How is the instructional infrastructure optimally used? Does the institution share its facilities with others for e.g. serve as information technology resource in education to the institution (beyond the programme), to other institutions and to the community.**

The institution organizes various events such as Seminars, Conferences, Symposium, workshops, etc. for the educational development of the student

teachers as well as of the faculty members. Computer system, LCD projectors and audio-visual devices are extensively utilized in these events. These devices are also been used in various competitions and cultural programmes organized by the institution.

**2. What are the various audio-visual facilities/materials (CDs, audio and video cassettes and other materials related to the program) available with the institution? How are the students teachers encouraged to optimally use them for learning including practice teaching?**

The various Audio – Visual facilities available are Radio, Tape Recorder, Audio Cassettes, Video Cassettes, CD, DVD, Players, TV, Computer LCD Projectors, Headphone, Video Camera. These are used in the session of Micro Teaching, Pre-Practice teaching, Seminars, Paper Presentations (Audio & Video) etc.

During the Micro teaching sessions their practice on various skills are recorded and are perused. The feedback is given for further improvement. During seminars and paper presentations, the programmes are recorded and further suggestions are rendered for improvement.

**3. What are the various general and methods laboratories available with the institution? How does the institution enhance the facilities and ensure maintenance of the equipment and other facilities?**

Psychology lab, Science Lab(s), Education Technology lab, Language Lab, Computer lab, Workshop for preparing teaching aids are the various general and methods Laboratories available with the institution. The institution enhances the facilities and ensures the maintenance of the equipments and other facilities periodically.

**4. Give Details on the facilities like multipurpose hall, workshop, music and sports, transports etc. available with the institution.**

Facilities like multipurpose hall for conducting seminars, conferences, workshops and club activities. Workshop for preparing teaching learning materials and Socially Useful Productive Work, musical instruments and sports, transports etc. are available with the institution.

**5. Are the classrooms equipped for the use of latest technologies for teaching? If yes, give details. If no, indicate the institution's future plans to modernize the classrooms.**

Yes

- o Green board
- o Dust free chalk
- o Raised podium for teachers to stand and teach.
- o OHP
- o LCD

**4.6 Best Practices in Infrastructure and Learning Resources**

**1. How does the faculty seek to model and reflect on the best practice in the diversity of instruction, including the use of technology?**

- Teachers who seek advice in this realm are trained to prepare power point presentations.
- Teacher Educators prepare power point presentations for the purpose of instruction.

- The various audio-visual facilities are used by the teacher-educators and the optimal use of the same is made including practice teaching.

**2. List innovative practices related to the use of ICT, with contributed to quality enhancement.**

Non-print materials like Teaching Aids, audio-visual facilities like television sets, tape recorders, computer systems, headphones, digital camera, a handy camera, Digitalized (computer aided instructional materials like–Databases, Online journals- CDs, DVDs, Videocassettes Audio cassettes are used.

**3. What innovations/best practices in infrastructure and learning resources are in vogue or adopted/adapted by the institution?**

Use of all modern teaching-learning tools and methodologies

- Learning made a fun
- Activity Based Learning
- Use of Various performing arts as a medium of teaching learning. The suggestions are told and corrections are made to improvise.

**CRITERION V: STUDENT SUPPORT AND PROGRESSION**

**5.1 Student Progression**

**1. How does the institution assess the students' preparedness for the programme and ensure that the receive appropriate academic and professional advise through the commencement of their professional education programme (students pre-requisite knowledge and skill to advance) to completion?**

o Through interview

- o Orientation programme about the course by principal and optional teachers
- o Bridge course

**2. How does the institution ensure that the campus environment promotes motivation, satisfaction, development and performance improvement of the students?**

The college concentrates on the following areas:

- o First class infrastructure
- o An eco friendly serene campus conducive to teaching and learning
- o Well experienced and qualified faculty
- o Computers with 24 hour internet facility
- o Spoken English classes by native speakers and experts
- o Student - centered teaching
- o Good Library
- o Opportunities to prove their talents.
- o SUPW classes
- o Publishing Magazines
- o Celebrating Festivals and National Days

**3. Give gender-wise drop-out rate after admission in the last five years and list possible reasons for the drop out. Describe (if any ) the mechanism adopted by the institution for controlling the drop out ?**

There was no case of dropouts during the last 5 years.

**4. What additional services are provided to students for enabling them to compete for the jobs and progress to higher education? How many students appeared/qualified in SLET, NET, Central/State services through competitive examination in the last two years?**

- o The college is constantly motivating students to take up the UPSC/TNPSC Examinations for employment.
- o A Career Guidance and a Counseling Club are established in order to help and direct interested students to take up these examinations. To develop their General knowledge, we conduct news reading programme every day during the assembly time.
- o To develop their language skill, students are asked to write any five new words in English along with their meanings and usage every day.
- o Conducting Spoken English Classes every year by Experts.

**5. What percentage of students on an average go for further studies/choose teaching as a career? Give details for the last three years?**

	<b>Year 1 (10-11) (%)</b>	<b>Year 2 (11-12) (%)</b>
<b>Higher studies</b>	5	10

<b>Employment (Total)</b>	-	8
<b>Teaching</b>	23	20
<b>Non teaching</b>		

**6. Does the institution provide training and access to library and other education related electronic information, audio/video resources, computer hardware and software related and other resources available to the student teachers after graduating from the institution? If yes give details on the same.**

General introduction of the library usage during the initial phase of the program have been delivered to all students. There is a facility of providing basic computer operations knowledge through short term training program during the course. It is a part of curriculum designed by the institution. During that students are also guided to use various hardware, software, audio-visual aids, using and access to the internet and all other available resources which supports them in their lesson planning and various other activities related to the program.

**7. Does the institution provide placement services? If yes, give details on the services provided for the last two years and the number of students who have benefited.**

Yes. Placement cell of the college has been sponsoring students details to different organizations, schools, colleges etc for jobs as well as placement for Higher Education in case of meritorious students.

Year	Number of students provided
2010-11	-
2011-12	06
2012-13	08

**8. What are the difficulties (if any) faced by placement cell? How does the institution overcome these difficulties?**

With the munificent patronage of the Management and efficient leadership of the Principal, the placement cell does not have any difficulty.

**9. Does the institution have arrangement with practice teaching schools for placement of the student teachers?**

Yes, the institution has tie up with all practice teaching schools. As per their requirement they select students. On the request of the schools' lesson plans are provided by the institution after suitable evaluation by the schools and the candidates find it easy to approach the school for the placement. Some of the students got the placement through the recommendation of the faculty of the institution in practice teaching schools regarding the performance of the student teacher.

**10. What are the resources (financial, human and ICT) provided by the institution to the placement cell?**

- o Financial support (Subscription to newspapers, Provide computer and internet facility)
- o Personal support and Reprographic Support for preparation and maintenance of bio-data .

**5.2 Student Support**

**1. How are the curricular (teaching-learning process), co-curricular and Extracurricular programmes planned, (developing academic calendar communication across the institution, feedback) evaluated and revised to achieve the objectives and effective implementation of the curriculum?**

There are several committees duly constituted for planning the curricular (teaching – learning) processes, hold meeting discuss, take decisions and execute the plans accordingly. Preparation of Academic Calendar is done by the academic committee. Communication across the institution is done by means of circulation and display on the notice board and through website. The feedbacks are obtained by supplying the students with feedback forms and through letters dropped in the suggestion box.

**2. How is the curricular planning done differently for physically challenged students?**

The institution provides all arrangements for physically challenged students for their lectures and all other activities. It is been done at the ground floor only so they don't have to go upstairs for any of the work related to course curriculum.

A telephone intercom is provided at the ground floor for their help like for getting books from library etc. They have been given extra time by the faculty members for the lecturers with the help of micro teaching and various material aids.

**3. Does the institution have mentoring arrangements? If yes, how is it organized?**

Every lecturer in the institution is being involved in the Mentor system, and is allotted a group of students to find out their strong and weak points which they do through informal contacts and with the wards and provide necessary

academic and personal counseling individually. The counseling varies from the individual requirements to high achievers, slow learner, students with personal problems. While the high achievers are given counseling for enhancing their talents by using the library and other resources, the students talented in sports are given special coaching for achievements.

**4. What are the various provisions in the institution, which support and enhance the effectiveness of the faculty in teaching and mentoring of students?**

- o Teachers who act as mentors keenly watch the academic progress of the students, offering guidance, counseling, remedial teaching and financial support.
- o Many faculty improvement classes are conducted by Resource Persons.

**5. Does the institution has its website? If yes, what is the information posted on the site and often is it updated?**

Yes. The information posted on the site are:

- o Write-up of the institution
- o Admission policy
- o Management
- o Subjects offered
- o Faculty and Staff
- o Photo gallery
- o Enquiry
- o Special programmes in the campus etc.

**6. Does the institution have a remedial programme for academically low achievers? If yes, give details.**

Yes

- o Providing counseling before the commencement of examination by Teachers, Principal and Correspondent
- o Conducting special test papers for low achievers.
- o Remedial teaching for low achievers

## **7. What specific teaching strategies are adopted for teaching**

### **a) Advanced learners**

- o Seminars
- o Symposium
- o Group Discussion
- o Panel Discussion.
- o Workshop
- o Discussion of minimum Five years University Question papers

### **b) Slow Learning**

- o Advised to concentrate on important university questions
- o Difficult areas will be re-taught.
- o Encourage group study and discussion.

## **8. What are the various guidance and counselling services available to the students? Give details.**

### **Academic Counselling Service**

- Gives counselling for various academic related issues.

#### **Career Guidance Service**

- Gives counselling regarding Career

#### **Personal Guidance Cell**

- Gives counselling for personal problems faced by the students.

#### **Placement Cell**

- Gives direction & counselling for placement of students

#### **Grievance and redressal Cell.**

- Gives solutions for various grievances faced by the students.

### **9. What is the grievance redressal mechanism adopted by the institution for students? What are the major grievances redressed in last two years?**

The institution has a grievance redressal cell. Its functions are :

- Suggestion boxes are placed at strategic points in the college to help the students to express their grievances.
  
- Periodical review meetings are conducted to address every issue that needs attention.

### **10. How is the progress of the candidates at different stages of programmes monitored and advised?**

The curricular progress of the candidates is assessed by conducting

o Unit tests and Model examinations.

o The co-curricular progress of the candidates is assessed by conducting Assembly Programme, Talents Day Programme, Competitions, club Activities, Debates, Quiz Programmes, Celebrating festivals, Participation and Paper presentation on

seminars conducted by our college and other colleges, participation in inter collegiate competitions and campfire Programmes.

o The extracurricular progress of the candidates is assessed by Sports day competitions.

o After evaluating their performance we give feedback for further improvement.

**11. How does the institution ensure the students' competency to begin practice teaching (Pre-practice preparation details) and what is the follow-up support in the field (practice teaching) provided to the students during practice teaching in schools?**

The students are provided with micro teaching classes during which micro teaching skills are imparted and practiced. Then they undergo the practice of stimulation classes. Pre-practice preparation details are briefed and the teacher educators ensure that the students gain confidence as well as good teaching experience.

During the school visit the teacher educators observe the classes taken by the student teachers and give their feedback in the form of record. The faculties also discuss with the guide teachers in the school about the performance level of the student teachers and take necessary steps for transition. Demonstration classes are given by staff and stimulation classes are then taken by the students.

### **5.3 Student Activities**

**1. Does the institution have an Alumni Association? If yes,**

**i. List the current office bearers**

**ii. Give the year of the last election**

**iii. List Alumni Association activities of last two years.**

**iv. Give details of the top ten alumni occupying prominent position.**

**v. Give details on the contribution of alumni to the growth and development of the institution.**

Yes, our institution has an Alumni Association.

**(i) Current office bearers:**

President : Mr. P. Nachimuthu

Vice President :

Secretary : Mr. S Madheswaran

Treasure : Mr. S. Senthilkumar

**(ii) Year of the last election: 2010**

**(iii) List Alumni Association activities of last two years:**

- Donation of Books for book bank
- Consultancy services
- Monetary Help for the students who are economically weak.
- Academic guidance.

**(iv) Details of the top ten alumni occupying prominent position:**

--	--

01	Ms. P. Jayabharathi
02	Ms. K. J. Dhanalakshmi
03	Mr. P . Elango
04	Mr. R. Shanmugam
05	Ms. D. Nithiyadevi
06	Mr. M. Manikandan
07	Mr. R. Kamaraj
08	Ms. M. Mythili
09	Ms. P. Sasikala
10	Ms. C. Bhuvaneshwari

**(v) Details on the contribution of alumni to the growth and development of the institution.**

- Alumni provide assistance and opportunity for the recruitment of the outgoing students.
- Alumni contribute their time and deliver lecture, render service to the community through the extension and the consultancy services provided by the institution.
- Alumni have donated books for the Book Bank.

**2. How does the institution encourage students to participate in extracurricular activities including sports and games? Give details on the achievements of students during the last two years.**

- The students who participate in as many extracurricular activities as possible are given “Best Outgoing Student” award.
- The expenditure occurred is borne by the Management.
- The students are appreciated by also giving advertisements in the leading news papers.

**3. How does the institution involve and encourage students to publish materials like catalogues, wall magazines, and other material .List the major publications/materials brought out by the students during the previous academic session.**

The institution encourages students to publish different materials by

- Giving information about the publication
- It is part of the research work and research has been a constant encouragement for the students of the institution
- Special sessions have been organized to brief the latest developments in concerned areas
- Respective teacher guardian supports students individually for writing and publishing their research work.

**4. Does the institution have a student council or any similar body? Give details on – constitution, major activities and funding**

Yes. There is a student council which attends to the needs of the students and shoulders the responsibility in co-ordination with the faculty to execute the work related to student activities.

**5. Give details of the various bodies and their activities (academic and administrative), which have student representation on it.**

Our main regulatory bodies are as follows:-

- Student council
- Alumni association
- Career and placement cell
- English literary club
- Tamil literary club
- Science club
- Maths club
- History club
- Grievance Cell
- Anti-ragging Committee

Students organize and take part in all the activities arranged in the respective clubs and associations.

**6. Does the institution have a mechanism to seek and use data and feedback from its graduates and from employers to improve the preparation of the programme and the growth and development of the institution?**

The institution collects feedback from students. The same analyzed. The technical committee of IQAC helps in this process of analysis. Such feedback from the students provides valuable inputs for improving the support services like library, sports activities, health centre, transportation, etc. as well as improving the program preparation which lead to growth and development of the institution with the appropriate pace.

The institution collects addresses of the employers through the feedback questionnaire from the alumni. The institution contact the employers with specific questionnaire to obtain feedback from the employers regarding the expertise, proficiency, efficiency, attitude to work in team spirit, aptitude to perform the assignment and the skills. The employers also point out deficiencies, if any. Based on these inputs, the institution modifies or revises the existing

curriculum execution and introduces developmental activities and events. This has improved the quality of performance of our alumni and brought in higher standards in the teaching-learning process.

## **5.4 Best Practices in Student Support and Progression**

### **1. Give details of institutional best practices in Student Support and Progression?**

There is a provision for welfare schemes for students. Prominent among them are:

#### **Academic**

- Tutor mentorship
- Remedial Teaching for slow learners
- Book Bank
- Guidance and Counselling
- Training – Personality Development

#### **Cultural**

- Organization of cultural and sports events/activities
- Youth festivals
- Encouragement for participation in inter-college activities etc.

#### **Social and Financial**

- Ensuring Reservation
- Scholarships and Free ships
- Travel concessions

## **CRITERION VI: GOVERNANCE AND LEADERSHIP**

### **6.1 Institutional Vision and Leadership**

**1. What are the institutions's stated purpose, vision, mission and values? How are they made known to the various stakeholders?**

**Vision:**

The College envisages, its efforts in the integral formation of committed, skilled and Empowered teachers in transforming the society with good values and competent Teachers to benefit the youth of our country.

**Mission:**

To produce the prospective teachers with hands on knowledge of novel approach in learning.

- To improve the standard of traditional teaching learning process through innovative practices.
- To bring out the productive competencies and innate potentialities of the student teachers through multi activities.
- To inculcate the practice of research in the field of Education.

### **Goals and Objectives**

- Academic upliftment of women students by eradicating illiteracy.
- Upliftment of rural women students by imparting higher education to them.
- To offer teacher education programmes of contemporary relevance
- To produce and ensure quality based pedagogy.
- To impart knowledge, skill and social and moral values.
- To strive for a sustainable community through teaching and extension activities.

The goals and objectives are made known to various stakeholders through

- Press
- Pamphlets
- Website
- Brochures
- Orientation Programs.

**2. Does the mission include the institution's goals and objectives in terms of addressing the needs of the of the society, the students it seeks to serve, the school sector, education institution's traditions and value orientations?**

Located in a rural background, the institution caters to the social needs of rural public. It inculcates in the students a democratic outlook in shaping the rural

public into responsible, resourceful and enterprising citizens, with a view of promoting the best national culture and civilization.

**3. Enumerate the top management's commitment, leadership role and involvement for effective and efficient transaction of teaching and learning processes (functioning and composition of various committees and board of management, BOG, etc.)**

o The institution is administered by the Correspondent, Principal and Superintendent of the college.

Management has arranged some committees for the efficient and effective transaction of teaching learning process

**4. How does the management ensure that responsibilities are defined and communicated to the staff of the institution?**

In the governing body meeting convened by the management, the program for the year is planned after serious discussion and then monitored effectively. The progress made is reviewed consistently. The head of the institution in turn communicates to the staff, the deliberations of the governing body, through regular staff meeting.

**5. How does the management ensure that valid information (from feedback and personal contacts etc.) is available for the management to review the activities of the institution?**

The head of the institution compiles all the feedback obtained from the various stakeholders including the current students and other reports regarding the performance of the faculty members, performance of the students, and proper delegation of the assigned responsibilities by staff members as well as by the

different committees of the institution. This compiled information goes to the management from time to time for the accurate assessment of the activities of the institution.

**6. How does the institution identify and address the barriers (if any) in achieving the vision/mission and goals?**

There are various means through which management of the institution identify the barriers in achieving the vision/mission and goals of the institution and able to address them:

- Feedback mechanism from the various stakeholders.
- Information provided by the staff members regarding needs as per the curriculum.

**7. How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes?**

The self appraisal report of the staff members serves as a touch-stone to find out the personal and professional improvement. Remuneration is given for the staff for their contribution and incentive is given for the staff members for centum result.

**8. Describe the leadership role of the head of the institution in governance and management of the curriculum, administration, allocation and utilization of resources for the preparation of students?**

The head of the institution

- Encourages the cycle Review, improvement, Evaluation and further

improvement

- Spends a considerable amount of time observing teaching of faculty members.
- Is aware of teachers' needs
- Allocates resources as a consequence of review.
  - Balances vision with realism – pursuing lofty aims while taking a realistic approach to resources, including staff energy as well as money.
  - Sets goals and motivates the staff to be committed to their achievement
  - Extends a collective and collegial approach to relationships, management, decision-making and planning.
  - Adhering to developmental plan and implementation plan
- Offers feedback in response to performance
  - Encourages long-term professional development and uses the development for the development of the institution.
- Delegates responsibilities and trusts colleagues to perform efficiently.

## **6.2 Organizational Arrangements**

**1. List the different committees constituted by the institution for management of different institutional activities? Give details of the meetings held and the decisions made, regarding academic management, finance, infrastructure, faculty, research, extension and linkages and examinations during the last year.**

### **Governing body and Staff council**

The staff council comprising Principal and faculty forward suggestions regarding finance, infrastructure, research, extension and linkages to the Governing body. Staff council is arranged every month according to the need of the college. Matters

related to all courses are discussed in this meeting. Curricular and extracurricular activities are decided in this meeting. For the smooth running of the institution different committees such as examination committee, celebration committee, magazine committee and Discipline Committee are formed.

### **Examination Committee**

o Examination committee collects the question papers for each term and model examinations and arranges examination rooms with the numbers of the students written on the desks. Examination time table, duty list, and roll numbers are also arranged by them. Exam answer sheets are prepared by the office attendant.

### **Celebration Committee**

o Celebration Committee makes arrangements for celebrating different festivals and National days.

### **Grievance Redressal committee**

To look into the grievances of the students and to redress the same. Student Council, College Council, Women Empowerment Committee work as a Grievance Redress Committee. These Committees take care of the students' problem.

### **Placement and training cell:**

To give Career Counseling, Academic Counseling and conduct training programmes pertaining to job opportunities for students. Placement and Training Cell provides opportunity of job to the student in various private school. The committee guides the student in their respective scope of subjects.

### **Alumni Associations**

To motivate them for professional and personal excellence.

**Library advisory committee:**

To take care of all activities related to effective functioning and using of the library. A Library Advisory Committee was established on dated 6.9.2010. The committee develops, governs and maintain the facilities in the library.

**Research committee:**

To plan, facilitate, execute and monitor research Extension and Consultancy activities. Our college staff member conduct time to time seminars on the problematic educational fields our staff member introduce the various research in field of education and motivate the student for research.

**3. To what extent is the administration decentralized? Give the structure and details of its functioning.**

The administration structure of the college is

(1) Governing body

(2) Staff council

(3) Department wise meeting

o All the academic and Non-academic matters come under the Governing Body. Teachers' appointment, additional curricular activities and changes are decided and implemented by the governing body. The Governing Body evaluates and assess each and every programme of the institution and the performance of the faculty members.

o The staff council prepares the master plan at the beginning of every year. They prepare their unit plan and strengthen their knowledge in their particular subject

using different libraries and internet. With the co-operation of the management they arrange different celebrations and competitions. With class tests, unit tests and model exams they assess the students' abilities in different subjects. They give special coaching to all the slow learners and the needy ones. Personal attention is given to each one at all levels.

o Students Council give suggestions for the different activities conducted by the institution. They support the management and staff to arrange programmes in the campus.

So the administration is effectively decentralized.

#### **4. How does the institution collaborate with other sections/departments and school personnel to improve and plan the quality of educational provisions?**

o Schools for teaching practice

o Demonstration classes

o Medical camp conducted for the villagers.

o Planting fruit trees in the houses of village

o Awareness procession is conducted

o Students visit different houses in the nearby village and give awareness talk on Health, Sanitation and Adult Education

o Teach the village students, the usage of dictionary and how to keep their surrounding clean.

**5. Does the institution use the various data and information obtained from the feedback in decision-making and performance improvement? If yes, give details.**

Yes.

o The institution uses the various data and information obtained from the feedback on decision-making and performance improvement.

o Feedback on students from the teachers.

o The Management receives opinion and suggestion of faculty member.

o All together discuss the points in taking decisions for the betterment of the institution.

**6. What are the institution's initiatives in promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty? (Skill sharing across departments' creating/providing conducive environment).**

**Co-operation and sharing of knowledge:** through Extension Lectures,

Resource Lecture, Seminar, Workshop and Orientation programmes.

**Innovation:** Language learning, Paper Analysis, Book Review, Computer

Learning, Guidance Bureau, News letter and Placement Cell.

**Empowerment of faculty:** Participation in Seminar, Workshop, Refresher and Orientation programme, Publication of articles in Educational

**6.2 Strategy Development and Deployment**

**1. Has the institution an MIS in place, to select, collect align and integrate data and information on academic and administrative aspects of the institution?**

Yes. We have the Management Information System, through this all the information sent to the management. The meeting of MIS held thrice in a year.

**2. How does the institution allocate resources (human and financial) for accomplishment and sustaining the changes resulting from the action plans?**

On the basis of the needs and requirements of the college, the management is allocating the resources through verification.

**3. How are the resources needed (human and financial) to support the implementation of the mission and goals, planned and obtained?**

o The college proceeds in such a way as to address and achieve its specific goals and objectives –

o All participants are made aware of the goals and objectives of the college.

o Teacher trainees and faculty members of respective departments set their goals and objectives that objectively address the institutional goals and mission.

o Annual plans of the departments and institutions are framed based on the goals and objectives.

o Activities are executed in order to achieve the goals and objectives which are monitored periodically at respective department and staff council.

o The system of working is made transparent.

**4. Describe the procedure of developing academic plan. How are the practice teaching school teachers, faculty and administrators involved in the planning process?**

The Academic Committee frames the academic plan. The Academic Committee consists of the Principal and the members of the faculty. The framed out academic plan is brought to the notice of School Headmaster, Guide Teacher. In order to make the practice teaching schedule given before the commencement of the session. This is the procedure that is being followed regularly.

**5. How are the objectives communicated and deployed at all levels to assure individual employee's contribution for institutional development?**

The staff members are kept informed of the objectives at the time of selection during orientation programme and through circulars. The periodical review is done by the Principal to ensure the governance of the same.

**6. How and with what frequency are the vision, mission and implementation plans monitored, evaluated and revised?**

**Planning**

In order to implement, monitor, evaluate and revise the vision and mission of the institution the college follows a well planned and systematic schedule.

o Preparing year plan before each academic year.

o Time tables are set for the bridge course and special classes are arranged for the students by experts

- o Monthly meeting between the management and faculty members to discuss monthly progress of different activities.
- o Refreshment courses are arranged for the faculty members.

### **Evaluation**

- o Unit tests
- o Model exams
- o University theory and practical exams
- o Paper presentation for the seminars, symposiums, debates and workshops.

### **7. How does the institution plan and deploy the new technology?**

- o The staff submit the requirements in the beginning of each academic year to the principal, who forwards them to the correspondent.
- o The correspondent in turn has discussion with the board for their approval and sanctions for the requirements such as computers, internet, intranet, OHP, etc.

### **6.3 Human Resource Management**

#### **1. How do you identify the faculty development needs and career progression of the staff?**

- o Meeting with parents to appraise them of the progress of their wards and take suitable remedial measures for slow learners.
- o The management is aware of the fact that faculty development is an asset. Hence it makes available facilities needed for the same.

- o Teacher educators are encouraged to go for higher studies, take up research and attend and present papers in many seminars, symposia and conferences.

With a view to achieving the above, the management provides the following

- o Internet facility.

- o Library facilities

- o Leave for higher studies, OD, adjustment of timetable to suit their convenience.

- o Seed money and registration fee

**2. What are the mechanisms in place for performance assessment (teaching, research, service) of faculty and staff? (Self-appraisal method, comprehensive evaluations by students and peers). Does the institution use the evaluations to improve teaching, research and service of the faculty and other staff?**

- o Self-appraisal form from the faculty

- o Feedback from students and peers

- o Complaint box

- o Feedback from parents

These are the review methods of the activities of faculty and staff.

- o Our Institution gets informal ways of feedback.

- o We obtain feedback on teaching, research and service through oral interaction with academic peers, employers, advisors and alumni.

**3. What are the welfare measures for the staff and faculty? (mention only those which affect and improve staff well-being, satisfaction and motivation)**

- o Cash awards for 100% result (Subject wise) and university ranks
- o Gifts on Teachers Day
- o Birth day celebration of teachers
- o Cash awards to teachers for full attendance.

**4. Has the institution conducted any staff development programme for skill up-gradation and training of the teaching and non-teaching staff? If yes, give details.**

- o In the light of the performance assessment through the various method mentioned above, the management takes many steps
- o Teachers are given orientation programme, lectures from experts on teaching strategies and stimulating interest in research.
- o Teacher educators are exposed to the latest developments in their subjects as well as the technological tools to be used in teaching.
- o The accountant and head clerk, librarian and physical education teacher attend training-programmes such as those on E-journals, on-line registration etc. arranged by the university.

**5. What are the strategies and implementation plans of the institution to recruit and retain diverse faculty and other staff who have the desired qualifications, knowledge and skills (Recruitment policy, salary structure, service conditions) and how does the institution align these with the**

**requirements of the statutory and regulatory bodies (NCTE, UGC, University etc.)?**

### **Recruitment Policy**

o According to the requirement of the institution, the management with the governing body advertise for qualified staff through advertisement in newspapers and local TV channels and select them through written test, open interview and demonstration classes.

### **Salary Structure**

According to the NCTE and University norms

o Xerox copies of the appointment order and certificates are sent to the University for approval.

o The filled profile form of each teacher is also sent to the university.

**6. What are the criteria for employing part-time/Ad-hoc faculty? How are the part-time/Ad-hoc faculty different from the regular faculty? (E.g. salary structure, workload, specializations).**

Not Applicable. (All Faculty members are full time and regular basis)

**7. What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty? (E.g. budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc. and supporting membership and active involvement in local, state, national and international professional associations).**

Advertisements are given in news papers, the staff members are retained as their salary is negotiable as per the experience and merits. The various steps taken are in line with the requirements of the statutory and regulatory bodies such as NCTE and University.

**8. What are the physical facilities provided to faculty? (Well maintained and functional office, instructional and other space to carry out their work effectively).**

The institution has the physical infrastructure as per NCTE norms. Spacious, administrative building with all facilities. Highly sophisticated and modernized Methods lab, Psychology lab, Science Lab, Computer lab Educational Technology lab, and language lab and Workshop for preparing teaching aids and all Well-maintained - functional office, instructional and other space to carry out their work effectively.

**9. What are the major mechanisms in place for faculty and other stakeholders to seek information and/or make complaints?**

- o Notice board
- o Complaint box
- o Feedback from students, parents and peers.

**10. Detail on the workload policies and practices that encourage faculty to be engaged in a wide range of professional and administrative activities including teaching, research, assessment, mentoring, working with schools and community engagement.**

The Workload norms as prescribed by the university are adopted strictly. The teachers in our college get full encouragement to involve themselves in a wide range of professional and academic activities in respect of various requirements of the college. As members of the various committees, they do a commendable job to enhance the quality of education. They also interact with schools and community around the institution.

**11. Does the institution have any mechanism to reward and motivate staff members? If yes, give details.**

The Institution has its own mechanism to reward & motivate staff members.

- o Cash awards to teachers for 100% of result
- o Special awards to teachers who enable students to attain University Ranks.
- o Awards given to teachers who limit availing of leave.
- o Staff members are motivated to continue their study and take up research by giving seed money, sanctioning leave and permitting the use of computer facilities and library.

**6.5 Financial Management and Resource Mobilization**

**1. Does the institution get financial support from the government? If yes, mention the grants received in the last three years under different heads. If no, give details of the source of revenue and income generated**

Our institution is under Self-finance scheme. As such, no financial support has been received from the Government.

**2. What is the quantum of resources mobilized through donations? Give information for the last three years.**

No donation is collected.

**3. Is the operational budget of the institution adequate to cover the day-to-day expenses? If no, how is the deficit met?**

Yes. Each expenditure is made on carefully allocated item-wise expenditure in the budget.

**4. What are the budgetary resources to fulfill the missions and offer quality programs? (Budget allocations over the past five years, depicted through income expenditure statements, future planning, resources allocated during the current year, and excess/deficit)**

Expenditure details enclosed.

**5. Are the accounts audited regularly? If yes, give the details of internal and external audit procedures and information on the outcome of last two audits. (Major pending audit paras, objections raised and dropped).**

Yes. The management deposes an auditor to audit the accounts for every financial year. No objections were raised and dropped.

**6. Has the institution computerized its finance management systems? If yes, give details.**

Yes. The trust takes care of the entire finance management system.

## **6. 6 Best practices in Governance and Leadership**

### **1. What are the significant best practices in Governance and Leadership carried out by the institution?**

- Decentralized administration
- Constitution and functioning of a number of committees
  - Suggestions and inputs from the committees are brought to the knowledge of the management which in turn takes care of these suggestions.

## **CRITERIA VII: INNOVATIVE PRACTICES**

### **7.1 Internal Quality Assurance System**

**1. Has the institution established Internal Quality Assurance Cell (IQAC)? If yes give its year of establishment, composition and major activities undertaken.**

The institution has established Internal Quality Assurance Cell (IQAC) recently.

The Internal Quality Assurance Cell plans and monitors all the academic activities.

**2. Describe the mechanism used by the institution to evaluate the achievement of goals and objectives.**

Steps are taken to impart quality education through innovative teaching learning environment.

o Each student's potential is carefully developed through participatory teaching and learning strategies.

o Students and teachers participate and present papers in seminars, symposiums, premises and debates.

- o They also participate in various competitions, community camp, sports day, celebration of festivals and all our national days – showcasing their skills.
- o Interest in higher studies and research and awareness of technological development and their applications in teaching learning process its stimulated.
- o A network between related fields of education and society is successfully established.

### **3. How does the institution ensure the quality of its academic programmes?**

The college ensures the quality of the academic programme by various means like internal auditing, expert review, observation by the secretary, and observation by Principal, cursory inspection by governing body members. Regular and periodical checking done by Principal, Regular feedback from parents and students etc.

### **4. How does the institution ensure the quality of its administration and financial management process?**

o The quality of the administration is ensured by decentralization. The governing body, staff council, student council, department and IQAC cell administer a task given to them effectively, thus avoiding concentration of powers in one body.

o The financial management is handled by the Trust.

### **5. How does the institution identify and share good practices with various constituents of the institution?**

The institution shares the various learning resources as per the necessity and the requirement of the various constituents of the institutions. The institution strives to impart value-based education, social responsibilities among its students.

## **7.2 Inclusive Practices**

### **1. How does the institution sensitize teachers to issues of inclusion and the focus given to these in the national policies and the school curriculum?**

The institution takes steps to sensitize teachers to issues of inclusion by

- o Creating awareness among teachers
- o Visiting special schools for physically and visually challenged children
- o Conducting programme for blind students.

### **2. What is the provision in the academic plan for students to learn about inclusion and exceptionalities as well as gender differences and their impact on learning?**

Students are sensitized to the social inclusion policies of the government and about the need for avoiding gender discrimination. It has impressed upon the student teachers that they must carry on the mission of eliminating gender discrimination while learning and teaching.

### **3. Detail on the various activities envisioned in the curriculum to create learning environment that foster positive social interaction, active engagement in learning and self motivation?**

Field Trip, Camp Activities, Art and Work Experience, Educational Technology, Information and Communication Technology Education, Action Research, Case Study, Consultancy and Extension activities in the programmes.

**4. How does the institution ensure that student teachers develop proficiency for working with children from diverse back ground and exceptionalities?**

First of all, student teachers are given strong awareness regarding the multiple dimensions of contradictions and diversity that characterize the nation. Awareness is also given to the teacher-students during the bridge-course regarding the social, cultural and economic disparities and the domestic problems such as alcoholism and divorce.

**5. How does the institution address the special needs of the physically challenged and differently able students enrolled in the institution?**

- o Institution helps the physically challenged students.
- o We give priority for the physically challenged students and admit them in the college.

**6. How does the institution handle and respond to gender sensitive issues (activities of men cell and other similar bodies dealing with gender sensitive issues)?**

The college takes the following measures to handle and respond to gender sensitive issues.

- o Creating awareness among the student teachers during bridge course .
- o Guidance and counseling are given to students by experts.
- o The principal and teacher educators also deal with related issues.

### **7.3 Stakeholder Relationships**

**1. How does the institution ensure the access to the information on organizational performance? (Academic and Administrative) to the stake holders?**

The institution provides the stake holders with good access to the information on organizational performance through press, pamphlets, website, brochures, orientation programmes.

**2. How does the institution share and use the information/data on success and failure of various process, satisfaction and dissatisfaction of the students and stake holders for bringing qualitative improvement?**

o The College invites the students and PTA Executive for analyzing the success and failures of various programmes as well as the level of satisfaction and dissatisfaction of the students. These are further used for identifying the causes of the problems and remedial measures are taken accordingly.

o Opinion of the other stakeholders such as the Alumni, society, parents etc are collected directly by the Institution for initiating remedial action and to effect quality improvement.

**3. What are the feedback mechanism in vogue to collect, collate and data from students, professional community, alumni and other stakeholders on program quality. How does the institution use information for quality improvements.**

We collect Feedback from

- Students
- Community
- Peers
- Employers
- Experts

The feedback thus collected are perused and scrutinized. They are analyzed and recorded. The Staff Council after detailed discussion arrives at a deployment of the suggestions for quality improvement and get the approval of the governing body.