PART –I
INSTITUTIONAL DATA

A. Profile of the Institution

1. Name and address of the institution:

Name	:	**DR. VELLASAMY NADAR COLLEGE OF EDUCATION**
Address:		Dr. T. Vellasamy Nadar Nagar, Thittai Road, Manakkarambai, Ramapuram Post, Thajnavur – 613 003

2. Website URL : www.vsamy.com

3. For communication : tvncedu@gmail.com

Office

Name	Telephone Number with STD Code	Fax No	E-Mail Address
Mrs. D.SUDHA, Principal I/C	04362-252149,252473	Tele Fax 04339-220819	princysidha@ gmail.com
Mrs. R. Rajeshwari Self - appraisal Co-ordinator	04362-252149,252473	Tele Fax 04339-220819	tvncedu@gmail.com

Residence

Name	Telephone Number with STD Code	Mobile Number
Mrs. D.SUDHA, PrincipalI/C	04362-252149,252473	09791470828
Mrs. R. Rajeshwari Self - appraisal Co-ordinator	04362-252149,252473	09894877337

√

4. Location of the Institution:

Urban ☐   Semi-urban ☐   Rural ☑   Tribal ☐

Any other (specify and indicate) ☐

5. Campus area in acres: | 5.66 Acres |

6. Is it a recognized minority institution?   Yes ☐   No ☑

7. Date of establishment of the institution:
Month & Year

MM	YYYY
08	2008

8. University/Board to which the institution is affiliated:

| Tamil Nadu Teachers Education University, Chennai |

9. Details of UGC recognition under sections 2(f) and 12(B) of the UGC Act.
Month & Year

2f
MM	YYYY
-	-

Month & Year

12B
MM	YYYY
-	-

10.   Type of Institution
a. By funding   i. Government ☐
                     ii. Grant-in-aid ☐
                     iii. Constituent ☐
                     iv. Self-financed ☑

                     v. Any other (specify and indicate) ☐

2

b. By Gender
    i. Only for Men ☐

    ii. Only for Women ☑

    iii. Co-education ☐

c. By Nature
    i. University Dept. ☐

    ii. IASE ☐

    iii. Autonomous College ☐

    iv. Affiliated College ☑

    v. Constituent College ☐

    vi. Dept. of Education of Composite College ☐

    vii. CTE ☐

    Viii. Any other (specify and indicate)

11. Does the University / State Education Act have provision for autonomy?

Yes ☑ No ☐

If yes, has the institution applied for autonomy?

Yes ☐ No ☑

12. Details of Teacher Education programmes offered by the institution:

Sl. No.	Level	Programme/ Course	Entry Qualification	Nature of Award	Duration	Medium of instruction
i)	Secondary/ Hr. secondary	B Ed	UG Degree	Bachelor Degree	1Year	Tamil & English

13. Give details of NCTE recognition (for each programme mentioned in Q.12 above)

Level	Programme	Order No. & Date	Valid upto	Sanctioned Intake
Secondary/ Sr.secondary	B Ed	F.SRO/NTCE/2007-2008/3715 Dated 11-08.2008	-	100
Other (specify)	-	-	-	-

B) Criterion-wise inputs

Criterion I: Curricular Aspects

1. Does the Institution have a stated
   Vision

Yes	✓	No	

   Mission

Yes	✓	No	

   Values

Yes	✓	No	

   Objectives

Yes	✓	No	

2. a) Does the institution offer self-financed programme(s)?

Yes	✓	No	

   If yes,

   a) How many programmes?

   One (B.Ed.,)

   b) Fee charged per programme

   Rs. 40,000

3. Are there programmes with semester system

   No

4. Is the institution representing/participating in the curriculum development/ revision processes of the regulatory bodies?

Yes		No	✓

   If yes, how many faculty are on the various curriculum development/vision committees/boards of universities/regulating authority.

   -

5. Number of methods/elective options (programme wise)

   D.Ed.

   -

   B.Ed.

   One

M.Ed. (Full Time) | - |

M.Ed. (Part Time) | - |

Any other (specify and indicate) | - |

6. Are there Programmes offered in modular form

| Yes | | No | ✓ |

| Number | - |

7. Are there Programmes where assessment of teachers by the students has been introduced

| Yes | ✓ | No | |

| Number | Two |

8. Are there Programmes with faculty exchange/visiting faculty

| Yes | | No | ✓ |

| Number | - |

9. Is there any mechanism to obtain feedback on the curricular aspects from the

- Heads of practice teaching schools | Yes | ✓ | No | |

- Academic peers | Yes | ✓ | No | |

- Alumni | Yes | ✓ | No | |

- Students | Yes | ✓ | No | |

- Employers | Yes | ✓ | No | |

10. How long does it take for the institution to introduce a new programme within the existing system?

-

11. Has the institution introduced any new courses in teacher education   during the last three years?

Yes		No	✔

Number	-

12. Are there courses in which major syllabus revision was done during the last five years?

Yes	✔	No	

Number	Two

13. Does the institution develop and deploy action plans for effective implementation of the curriculum?

Yes ✔ No

14. Does the institution encourage the faculty to prepare course outlines?

Yes ✔ No

Criterion II: Teaching-Learning and Evaluation

1. How are students selected for admission into various courses?
    a) Through an entrance test developed by the institution ☐

    b) Common entrance test conducted by the University/Government ☐

    c) Through an interview ☑

    d) Entrance test and interview ☐

    e) Merit at the qualifying examination ☑

    f) Any other (specify and indicate) ☐

    (If more than one method is followed, kindly specify the weightages)
2. Furnish the following information (for the previous academic year):
    a) Date of start of the academic year   01.08.2011

    b) Date of last admission   30-09-2011

    c) Date of closing of the academic year   07-05-2012

    d) Total teaching days   180

    e) Total working days   210

3. Total number of students admitted

Programme	Number of students			Reserved			Open		
	M	F	Total	M	F	Total	M	F	Total
B.Ed.	-	100	100	-	34	34	-	66	66

4. Are there any overseas students?   Yes ☐   No ☑

    If yes, how many?   -

5. What is the 'unit cost' of teacher education programme? (Unit cost = total annual recurring expenditure divided by the number of students/ trainees enrolled).

a) Unit cost excluding salary component

Rs. 18007

b) Unit cost including salary component

Rs. 23414

*(Please provide the unit cost for each of the programme offered by the institution as detailed at **Question 12** of profile of the institution)*

6. Highest and Lowest percentage of marks at the qualifying examination considered for admission during the previous academic session

Programmes	Open		Reserved	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
D.Ed.				
B.Ed.	89%	57%	81%	55%
M.Ed. (Full Time)				
M.Ed. (Part Time)				

7. Is there a provision for assessing students' knowledge and skills for the programme (after admission)?

Yes ✓   No ☐

8. Does the institution develop its academic calendar?

Yes ✓   No ☐

9. Time allotted (in percentage

Programmes	Theory	Practice Teaching	Practicum
D.Ed.	-	-	-
B.Ed.	110 Days	40 Days	30 Days
M.Ed. (Full Time)	-	-	-
M.Ed. (Part Time)	-	-	-

10. Pre-practice teaching at the institution

    a) Number of pre-practice teaching days

7	Days

    b) Minimum number of pre-practice teaching lessons given by each student

2	lessons

11. Practice Teaching at School

    a) Number of schools identified for practice teaching

24	schools

    b) Total number of practice teaching days

40	Days

    c) Minimum number of practice teaching lessons given by each student

40	Lesson Plans

12. How many lessons are given by the student teachers in simulation and pre-practice teaching in classroom situations?

No. of Lessons In simulation	No. 5	No. of Lessons Pre-practice teaching	No. 2

13. Is the scheme of evaluation made known to students at the beginning of the academic session?

Yes [✓]   No [ ]

14. Does the institution provide for continuous evaluation?

Yes [✓]   No [ ]

15. Weightage (in percentage) given to internal and external evaluation

Programmes	Internal	External
B.Ed.	20%	80%

16. Examinations

    a) Number of sessional tests held for each paper | 4 | Tests |

    b) Number of assignments for each paper | 5 | Numbers |

17. Access to ICT (Information and Communication Technology) and technology.

	Yes	No
Computers	Yes	
Intranet	Yes	
Internet	Yes	
Software / courseware (CDs)	Yes	
Audio resources	Yes	
Video resources	Yes	
Teaching Aids and other related materials	Yes	
Any other (specify and indicate)	-	

18. Are there courses with ICT enabled teaching-learning process?

Yes [✓] No [ ]

Number | 4

19. Does the institution offer computer science as a subject?

Yes [✓] No [ ]

If yes, is it offered as a compulsory or optional paper?

Compulsory [✓]   Optional [✓]

11

Criterion III: Research, Consultancy and Extension

1. Number of teachers with Ph. D and their percentage to the total faculty strength

Number	1	7	%

2. Does the Institution have ongoing research projects?

Yes		No	✔

If yes, provide the following details on the ongoing research projects

Funding agency	Amount (Rs)	Duration (years)	Collaboration, if any
	Not Applicable		

(Additional rows/columns may be inserted as per the requirement)

3. Number of completed research projects during last three years.

Not Applicable

4. How does the institution motivate its teachers to take up research in education? (Mark ✔ for positive response and X for negative response)

○ Teachers are given study leave   [∨]

○ Teachers are provided with seed money   [∨]

○ Adjustment in teaching schedule   [∨]

○ Providing secretarial support and other facilities   [∨]

○ Any other specify and indicate   [∨]

12

5. Does the institution provide financial support to research scholars?

Yes [✓]   No [ ]

6. Number of research degrees awarded during the last 5 years.
   a. Ph.D.   [-]

   b. M.Phil.   [-]

7. Does the institution support student research projects (UG & PG)?

Yes [✓]   No [ ]

8. Details of the Publications by the faculty (Last five years)

	Yes	No	Number
International journals		✓	
National journals – referred papers Non referred papers	✓	-	2
Academic articles in reputed magazines/news papers	✓	-	1
Books	✓	-	4
Any other (specify and indicate)	-	-	-

9. Are there awards, recognition, patents etc received by the faculty?

Yes [✓] No [ ]

Number [4]

10. Number of papers presented by the faculty and students (during last five years):

	Faculty	Students
National seminars	31	22
International seminars	2	1
Any other academic forum	55	17

11. What types of instructional materials have been developed by the institution? (Mark `✓' for yes and `X' for No.)

Self-instructional materials ⌄

Print materials ⌄

Non-print materials (e.g. Teaching ⌄

Aids/audio-visual, multimedia, etc.) ⌄

Digitalized (Computer aided instructional materials) ⌄

Question bank ⌄

12. Does the institution have a designated person for extension activities?

Yes ✓ No ☐

If yes, indicate the nature of the post.

Full-time ⌄ Part-time ☐ Additional charge ☐

13. Are there NSS and NCC programmes in the institution?

Yes ☐ No ✓

14. Are there any other outreach programmes provided by the institution?

Yes ✓ No ☐

15. Number of other curricular/co-curricular meets organized by other academic agencies/NGOs on Campus

5

14

16. Does the institution provide consultancy services?

Yes   [✓]   No   [ ]

In case of paid consultancy what is the net amount generated during last three years.

[-]

17. Does the institution have networking/linkage with other institutions/ organizations?

Local level	Yes
State level	Yes
National level	Yes
International level	No

Criterion IV: Infrastructure and Learning Resources

1. Built-up Area (in sq. mts.)

2500 Sq. Mts.

2. Are the following laboratories been established as per NCTE Norms?

   a) Methods lab   Yes ☑   No ☐

   b) Psychology lab   Yes ☑   No ☐

   c) Science Lab(s)   Yes ☑   No ☐

   d) Education Technology lab   Yes ☑   No ☐

   e) Computer lab   Yes ☑   No ☐

   f) Workshop for preparing teaching aids   Yes ☑   No ☐

3. How many Computer terminals are available with the institution?

1

4. What is the Budget allotted for computers (purchase and maintenance) during the previous academic year?

Rs.1,50,000

5. What is the Amount spent on maintenance of computer facilities during the previous academic year?

Rs. 51041

6. What is the Amount spent on maintenance and upgrading of laboratory facilities during the previous academic year?

Rs.50200

7. What is the Budget allocated for campus expansion (building) and upkeep for the current academic session/financial year?

Rs. 151882

8. Has the institution developed computer-aided learning packages?

   Yes ✓   No ☐

9. Total number of posts sanctioned   Open   Reserved

	M	F	M	F
Teaching	2	6	-	-
Non-teaching	2	4	-	-

10. Total number of posts vacant   Open   Reserved

	M	F	M	F
Teaching	-	-	-	-
Non-teaching	-	-	-	-

11. a. Number of regular and permanent teachers   Open   Reserved   (Gender-wise)

	M	F	M	F
Lecturers	2	6	-	-

	M	F	M	F
Readers	-	-	-	-

	M	F	M	F
Professors	-	-	-	-

b. Number of temporary/ad-hoc/part-time teachers (Gender-wise)   Open   Reserved

	M	F	M	F
Lecturers	-	-	-	-

	M	F	M	F
Readers	-	-	-	-

	M	F	M	F
Professors	-	-	-	-

c. Number of teachers from   Same state   8

Other states-

17

12. Teacher student ratio (program-wise)

Programme	Teacher student ratio
D.Ed.	-
B.Ed.	1:13
M.Ed. (Full Time)	-
M.Ed. (Part Time)	-

13. a. Non-teaching staff

Permanent

	Open		Reserved	
M	F	M	F
2	4	-	-

Temporary

M	F	M	F
-	-	-	-

b. Technical Assistants   Permanent

M	F	M	F
2	1	-	-

Temporary

M	F	M	F
-	-	-	-

14. Ratio of Teaching – non-teaching staff

15:11

15. Amount spent on the salaries of teaching faculty during the previous academic session (% of total expenditure)

40.6%

16. Is there an advisory committee for the library?

Yes ✓   No

17. Working hours of the Library

On working days   8.30 am to 6.30 pm

On holidays   9.30 am to4.30 pm

During examinations   8.30 am to 6.30 pm

18. Does the library have an Open access facility

Yes	✓	No	

19. Total collection of the following in the library

    a. Books

    - Textbooks

7015
1850

    - Reference books

    b. Magazines

10

    e. Journals subscribed

15

    - Indian journals

14

    - Foreign journals

1

    f. Peer reviewed journals

2

    g. Back volumes of journals

14

    h. E-information resources

    - Online journals/e-journals

32
140
Yes
40
72

    - CDs/ DVDs

    - Databases

    - Video Cassettes

    - Audio Cassettes

20. Mention the

    Total carpet area of the Library (in sq. mts.)

111

    Seating capacity of the Reading room

50

21. Status of automation of Library

    Yet to intimate

    Partially automated

    Fully automated ✓

22. Which of the following services/facilities are provided in the library?

Circulation   ✓

Clipping   ✓

Bibliographic compilation   ✓

Reference   ✓

Information display and notification   ✓

Book Bank   ✓

Photocopying   ✓

Computer and Printer   ✓

Internet   ✓

Online access facility   ✓

Inter-library borrowing   -

Power back up   ✓

User orientation /information literacy   ✓

Any other (please specify and indicate)   -

23. Are students allowed to retain books for examinations?

Yes	✓	No	

24. Furnish information on the following

Average number of books issued/returned per day   85

Maximum number of days books are permitted to be retained

       by students   7 days

       by faculty   10 days

Maximum number of books permitted for issue

       for students   2 books

       for faculty   4 books

Average number of users who visited/consulted per month   761

Ratio of library books (excluding textbooks and book bank facility)to the number of students enrolled   60:1

25. What is the percentage of library budget in relation to total budget of the institution

    10.05%

26. Provide the number of books/ journals/ periodicals that have been added to the library during the last three years and their cost.

| | I | | II | | III | |
| | 2009 - 2010 | | 2010-2011 | | 2011-2012 | |
	Number	Total cost (in Rs.)	Number	Total cost (in Rs.)	Number	Total cost (in Rs.)
Text books	600	2,50,157	600	2,57,568	600	2,79,812
Other books	40	4658	59	7819	61	8490
Journals/ Periodicals	11	27481	14	33,548	15	34,891
(Additional rows/columns may be inserted as per requirement)						

Criterion V: Student Support and Progression

1. Programme wise "dropout rate" for the last three batches

Programmes	Year 1	Year 2	Year 3
D.Ed.			
B.Ed.	-	-	-
M.Ed. (Full Time)			
M.Ed. (Part Time)			

2. Does the Institution have the tutor-ward/or any similar mentoring system?

Yes	✔	No	

    If yes, how many students are under the care of a mentor/tutor?

13:1

3. Does the institution offer Remedial instruction?

Yes	✔	No	

4. Does the institution offer Bridge courses?

Yes	✔	No	

5. Examination Results during past three years (provide year wise data)

	B. Ed		
	2009-2010	2010-2011	2011-2012
Pass percentage	91%	94%	95%
Number of first classes	63	22	22
Number of distinctions	22	79	56
Exemplary performances (Gold Medal and university ranks)	1	1	3

6. Number of students who have passed competitive examinations during the last three years (provide year wise data)

	I	II	III
NET	-	-	-
SLET/SET	-	-	-
Any other (specify and indicate)	-	-	-

7. Mention the number of students who have received financial aid during the past three years.

Financial Aid	2009-2010	2010-2011	2011-2012
Merit Scholarship	14	21	23
Merit-cum-means scholarship	-	-	-
Fee concession	24	33	37
Loan facilities	33	41	49
Any other specify and indicate	-	-	-

(Additional rows may be inserted as per requirement)

8. Is there a Health Centre available in the campus of the institution?

Yes	✔	No	

9. Does the institution provide Residential accommodation for:

Faculty

Yes		No	✔

Non-teaching staff

Yes		No	✔

10. Does the institution provide Hostel facility for its students?

Yes	✔	No	

If yes, number of students residing in hostels

Men 23

Women --

11. Does the institution provide indoor and outdoor sports facilities?

Sports fields	Yes	✔	No	

Indoor sports facilities	Yes	✔	No	

Gymnasium	Yes		No	✔

12. Availability of rest rooms for Women

Yes	✔	No	

13. Availability of rest rooms for men

Yes		No	✔

14. Is there transport facility available?

Yes	✔	No	

15. Does the Institution obtain feedback from students on their campus experience?

Yes	✔	No	

16. Give information on the Cultural Events (Last year data) in which the institution participated/organised.

	Organised			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate	-	-	-	✔		5
Inter-university	-	-	-	-	-	-
National	-	-	-	-	-	-
Any other (specify and indicate)	-	-	-	-	-	-

(Excluding college day celebration)

24

17. Give details of the participation of students during the past year at the university, state, regional, national and international sports meets.

	Participation of students (Numbers)	Outcome (Medal achievers)
State	-	-
Regional	-	-
National	-	-
International	-	-

18. Does the institution have an active Alumni Association?

Yes	✔	No	

If yes, give the year of establishment

2009

19. Does the institution have a Student Association/Council?

Yes ✔ No ☐

20. Does the institution regularly publish a college magazine?

Yes ✔ No ☐

21. Does the institution publish its updated prospectus annually?

Yes ✔ No ☐

22. Give the details on the progression of the students to employment/further study (Give percentage) for last three years

	2009-10 %	2010-11 %	2011-12 %
Higher studies	25	20	29
Employment (Total)	46	58	64
Teaching	70%	72%	79%
Non teaching	30%	28%	21%

23. Is there a placement cell in the institution?

Yes ✓   No ☐

If yes, how many students were employed through placement cell during the past three years.

2009-2010	2010-2011	2011-2012
23	29	58

24. Does the institution provide the following guidance and counselling services to students?   Yes   No

- Academic guidance and Counseling   ✓ ☐
- Personal Counseling   ✓ ☐
- Career Counseling   ✓ ☐

Criterion VI: Governance and Leadership

1. Does the institution have a functional Internal Quality Assurance Cell (IQAC) or any other similar body/committee

   Yes ☑   No ☐

2. Frequency of meetings of Academic and Administrative Bodies: (last year)

Governing Body/management	One in every three months
Staff council	One in every month
IQAC/or any other similar body/committee	Once in fifteen days
Internal Administrative Bodies contributing to quality improvement of the institutional processes. (mention only for three most important bodies)	1 Academic committee 2 faculty development committee 3 Guidance and counseling committee

3. What are the Welfare Schemes available for the teaching and non-teaching staff of the institution?

Loan facility	Yes	✓	No	
Medical assistance	Yes	✓	No	
Insurance	Yes		No	✓
Other (specify and indicate)	Yes	-	No	-

4. Number of career development programmes made available for non-teaching staff during the last three years

-	-	2

5. Furnish the following details for the past three years

   a. Number of teachers who have availed the Faculty Improvement
   Program   of the UGC/NCTE or any other recognized
   organisation

   | Not Applicable |

   b. Number of teachers who were sponsored for professional   development
   programmes by the institution

   National

   | - | - | 1 |

   International

   | - | - | - |

   c. Number of faculty development programmes organized by   the Institution:

   | - | - | - |

   d. Number of Seminars/ workshops/symposia on Curricular development,

   Teaching- learning, Assessment, etc. organised by the institution

   | 0 | 0 | 5 |

   e. Research development programmes attended by the faculty

   | - | - | 2 |

   f. Invited/endowment lectures at the institution

   | 0 | 1 | 0 |

   Any other area (specify the programme and indicate)

   | - | - | - |

6. How does the institution monitor the performance of the teaching and non-teaching
   staff?

   a. Self-appraisal

   | Yes | ✔ | No | |

   b. Student assessment of faculty performance

   | Yes | ✔ | No | |

   c. Expert assessment of faculty performance

   | Yes | ✔ | No | |

   d. Combination of one or more of the above

   | Yes | ✔ | No | |

   e. Any other (specify and indicate)

   | Yes | - | No | - |

7. Are the faculty assigned additional administrative work?

Yes	✓	No	

If yes, give the number of hours spent by the faculty per week

5 hours per week

8. **Provide the** income received under various heads of the account by the institution for previous academic session

Grant-in-aid	-
Fees	Rs. 41,50,000
Donation	-
Self-funded courses	
Any other (specify and indicate)	-

9. Expenditure statement (for last two years)

	Year 1 2010-11	Year2 2011-2012
Total sanctioned Budget		
% spent on the salary of faculty		
% spent on the salary of non-teaching employees	39.05	40.06
% spent on books and journals	1.99	2.74
% spent on developmental activities (expansion of building)	10.11	11.07
% spent on telephone, electricity and water	7.08	3.03
% spent on maintenance of building, sports facilities, hostels, residential complex and student amenities, etc.	13.66	15.05
% spent on maintenance of equipment, teaching aids, contingency etc.	5.04	10.18
% spent on research and scholarship (seminars, conferences, faculty development programs, faculty exchange, etc.)	10.59	10.29
% spent on travel	4.29	1.19
Any other (specify and indicate)	8.19	6.39
Total expenditure incurred	100	100

10. Specify the institutions surplus/deficit budget during the last three years? (specify the amount in the applicable boxes given below)

Surplus in Rs.	Deficit in Rs.
-	-
-	-
-	-

11. Is there an internal financial audit mechanism?

Yes ✔ No ☐

12. Is there an external financial audit mechanism?

Yes ✔ No ☐

13. ICT/Technology supported activities/units of the institution:

Administration	Yes	✔	No	
Finance	Yes	✔	No	
Student Records	Yes	✔	No	
Career Counselling	Yes	✔	No	
Aptitude Testing	Yes	✔	No	
Examinations/Evaluation/	Yes	✔	No	
Assessment	Yes	✔	No	
Any other (specify and indicate)	Yes	✔	No	

Interview

14. Does the institution have an efficient internal co-ordinating and monitoring mechanism?

Yes ☑   No ☐

15. Does the institution have an inbuilt mechanism to check the work efficiency of the non-teaching staff?

Yes ☑   No ☐

16. Are all the decisions taken by the institution during the last three years approved by a competent authority?

Yes ☑   No ☐

17. Does the institution have the freedom and the resources to appoint and pay temporary/ ad hoc / guest teaching staff?

Yes ☑   No ☐

18. Is a grievance redressal mechanism in vogue in the institution?
    a) for teachers   ☑

    b) for students   ☑

    c) for non - teaching staff   ☑

19. Are there any ongoing legal disputes pertaining to the institution?

Yes ☐   No ☑

20. Has the institution adopted any mechanism/process for internal academic audit/quality checks?

Yes ☑   No ☐

21. Is the institution sensitised to modern managerial concepts such as strategic planning, teamwork, decision-making, computerisation and TQM?

Yes ☑   No ☐

Criterion VII: Innovative Practices

1. Does the institution has an established Internal Quality Assurance Mechanisms ?

    Yes [✔]   No [ ]

2. Do students participate in the Quality Enhancement of the Institution?

    Yes [✔]   No [ ]

3. What is the percentage of the following student categories in the institution?

	Category	Men	%	Women	%
a	SC			33	33
b	ST			-	-
c	OBC			61	61
d	Physically challenged			-	-
e	General Category			4	4
f	Rural			79	79
g	Urban			21	21
h	DNC			2	2

4. What is the percentage of the staff in the following category?

	Category	Teaching staff	%	Non-teaching staff	%
a	SC	2	25	2	30
b	ST	-	-	-	-
c	OBC	6	75	5	70
d	Women	6	33	5	70
e	Physically challenged	-	-	-	-
f	General Category	-	-	-	-
g	Any other (specify)	-	-	-	-

5. What is the percentage incremental academic growth of the students for the last two batches?

Category	At Admission		On completion of the course	
	2009-10	2010-11	2009-10	2010-11
SC	37%	33%	37%	33%
ST	-	-	-	-
OBC & DNC	62%	63%	62%	63%
Physically Challenged	-	-	-	-
General Category	1%	4%	1%	4%
Rural	81%	79%	81%	79%
Urban	19%	21%	19%	21%
Total	100%	100%	100%	100%

PART II : The Evaluative Report

1. Executive Summary

The Dr. Vellasamy Nadar College of Education is situated at Manakkarambai Village, Tittai Road, Thanjavur Dt of TamilNadu. The college campus is 5 km away from Thanjavur Town and 35 km from Kumbakonam, district head quarters.

Dr. Vellasamy Nadar College of Education, sponsored by Chamber of Commerce Educational and Charitable Society, started its functioning from the year 2008. The college is recognized by the Government of Tamil Nadu, approved by NCTE (National Council for Teacher Education, New Delhi) and affiliated to Tamil Nadu Teachers Education University, Chennai. The course offered by the college is B.Ed., (Bachelor of Education) with one year duration.

REGULATORY BODIES

Dr. T. Vellasamy Nadar	- Chairman
Mr. T.V. Bethuraj	- Secretary & Correspondent
Mrs.B. Rajamuthu.,M.Sc.,	- Depty. Secretary
Mrs. D.Sudha	- Principal I/C
Mrs. R. Rajeshwari	- Vice Principal

Relationship with Practice Teaching Schools

We have been maintaining good relationship with the following schools in terms of sanding our students to the schools for teaching practice.

1. Srinivasa Rao Hr. Sec. School, Thiruvaiyaru
2. Kamarajar Girls Hr. Sec. School, Thiruvaiyaru
3. Govt.Hr.Sec.School, Keelapunavasal
4. Umamaheshwara Hr. Sec. School, Karanthai
5. Rajah's Govt. Hr. Sec. School, Palace, Thanjavur
6. Kalyana Sundaram Hr. Sec. School. Thanjavur
7. Govt.Hr.Sec.School, Ayyampet
8. Govt.Girls Hr.Sec.School, Papanasam

9. Alwin Hr.Sec.School, Thanjavur

10. St. Peter. Hr. Sec. School, East Gate, Thanjavur

11. Govt.Hr.Sec.School, Karambayam

12. Govt.Hr.Sec.School, Thirumalapadi

13. Siva Samy Iyer Hr. Sec. School, Thirukkattupalli

14. Govt.Hr.Sec.School, Thirupoondurai

15. Govt.Hr.Sec.School, Kulumoor

16. Govt. High School, Pacthoor

17. Govt.Hr.Sec.School, Marungulam

18. Govt.Boys Hr.Sec.School, Papanasam

19. Govindasamy Hr. Sec. School, Kabisthalam

20. Govt.Hr.Sec.School, Veeramangudi

21. Govt.Hr.Sec.School, Valuthoor

Relationship with Society

The Dr. Vellasamy Nadar College of Education has been continuously discharging the community oriented extension activities such as temple cleaning, tree plantation, adult literacy programmes, awareness oriented lectures, skill development programmes, mass rallies on environmental awareness, cultural activities, etc., in the villages around Thanjavur Taluk.

Challenges faced by the Institution in building the quality Education

a. The College is located in rural area and most of the students are from villages. In general, rural girls are demotivated for higher studies by their parents and society for the reason the girls have to travel long distance to the college and lack of transport facility from their livelihood. In order to motivate the rural girls and their parents, the college has arranged college bus facility to collect the students from their door steps.

b. Most of the students of this college belong to poor family and their parents are agriculturists. Hence the educational background of the students is average and below average. In odder to enhance the quality of education of the students, the college has arranged special coaching with well experienced faculty members.

c. Hostel facility has been arranged in the college campus in order to provide comfortable and safety stay of girls students.

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 following goals and objectives have been laid down by our College to realize the vision to fulfill the mission of the College.

- To help future prospective teachers to develop competence to each subjects of their specialization, on the basis of an adequate theory of learning and sound knowledge of the subjects.
- To enable the prospective teachers to use their skills in an intelligent manners.
- To enable them to receive quality education.
- To impart sound and all round education to the student teachers.
- To provide proper orientation to them, aimed at drawing their potentialities.
- To equip them with the futuristic outlook, suitable to the nation development.

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).

The teaching –learning process is strengthened through Lectures, Seminars, Paper Presentations, Demonstration Classes, Micro-Teaching Classes, Macro–Teaching Classes, Field Trips, Intensive Lab Work and Project Works. The use of audio-visual equipments and latest technological equipments substantially contribute towards this process. The student admission is done by the single window system of Tamilnadu Government and is on the basis of marks in the qualifying examinations, in addition to following the government of Tamilnadu rules on communal reservations. The teaching schedule and academic calendar are prepared methodologically and are informed to the students at the time of admission itself. The classes are handled by full time faculty, all of whom are qualified. All the teachers are encouraged to keep abreast of the latest developments in their respective subjects through the well-equipped library, seminar participations, Internet Browsing etc., Computer - Internet facilities are extended to all teachers and students. The library is automated and has a very good collection of books, Periodicals, Journals and Back Volumes. The pass percentage has been quite impressive in spite of the fact that the students admitted invariably do not have a good score in the qualifying examinations.

The Internal assessment system is another strong point. The college is following non-semester system, with provisions for continuous internal assessment for 20% of the marks. Although there is a single valuation in UG, there is a provision for retotalling/revaluation and the students can get the Xerox copy of the valued answer scripts. Thus there is an absolute transparency, which greatly adds to the creditability of the examination system. Initiatives have been made towards student adoption programme [tutorial system], bridge courses, remedial teaching etc for weaker students.

On the limitation side, the college does not have the power to design its own curricular and course patterns or to conduct the evaluation part

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

The need was felt to modify the existing syllabus, to meet national and global challenges. Therefore the college started some programmes:

- Language Learning
- Computer Learning
- Paper Analysis
- Book Review
- Science Practical (For Arts students)
- Guidance Bureau
- Class Seminar.

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

College feels a trust in curriculum regarding environment value & ICT because environment & value are the integrated part of life and ICT is the need of time in work of world so there should be strongly emphasis over them in curriculum so that imbalances can be corrected through the education.

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

Yes, college use ICT in curricular activities.

1.2   Academic Flexibility

1   **How does the institution attempt to provide experiences to the students so that teaching becomes a reflective practice?**

The teachers provide theoretical as well as practical knowledge to student-teachers by citing different examples. The student-teachers apply these

instructions in micro teaching as well as in macro teaching and Demonstration teaching to make it more communicative and effective. The teachers give feedback on their lesson-diaries to help them to understand the teaching in well manner.

Besides it, the college has adopted some activities like Seminar (paper presentation and discussion in the class), debate competition and presentation of lesson through overhead projector, Slide projector, LCD. All these activities are helpful to provide experiences to the students that make teaching reflective.

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

Through curriculum, the college is providing varied learning experiences to the students like: Seminar, computer learning, Language learning, Book review, Paper analysis, News letters, magazine, science practical (for arts students), social service, sports & games, Guidance programmes are running in the Institute.

- Overhead presentation is given whenever it is required during the presentation of seminar and lessons by students.
- Cultural activities are opted by their own interests.

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..

The teacher- training programme itself is a communicative skill programme, where teachers develop and nurture various skills through Micro Teaching, Macro Teaching, Seminar, panel discussion, symposium, workshop, essay and debate competition, unit tests, home assignment etc.

Verbal Skills: Skill of Introduction, Questioning, use of audio-visual aids, Reinforcement, Stimulus Variation, Explanation, Illustration, Narration, Analysis and Drawing Conclusion are developed.

Written Skill: Black board writing, preparation and use of charts, models, folders,

flash cards and transparencies.

ICT skills:

- Language Learning (Its syllabus in Annexure 10)
- Computer Learning (Its syllabus in Annexure 11)
- Use of Audio Visual aid (O.H.P/slide projector)

Life Skills:

- Sports and Games.
- Blood donation camp.
- AIDS awareness.
- Pulse Polio.
- Health Hygiene.

Community Orientation and Social responsibility:

- Social Service.
- Sports (Inter College Tournament)
- Awareness programme
- Literacy programme

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

    i. **Interdisciplinary/Multidisciplinary**

    ii. **Multi-skill development**

    iii. **Inclusive education**

    iv. **Practice teaching**

    v. **School experience / internship**

    vi. **Work experience /SUPW**

    vii. **Any other (specify and give details**

(Also list out the programmes/courses where the above aspects have been incorporated).

Interdisciplinary/Multidisciplinary : The students are provided ample opportunity

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to enrich their English knowledge and spoken fluency . They are allowed to attend interdisciplinary seminars, symposia, lectures, etc.

Multi skill development: The skills are developed mainly through micro and macro teaching, seminar, discussion, debate, computer, language learning. These multi skills are Introduction, Questioning, Use of audio-visual aids, Reinforcement, Stimulus Variation, Explanation, Illustration, Narration, Black board writing, preparation and use of charts, models, folders, flash cards and transparencies etc.

Inclusive Education: Creative students are identified through different activities. These activities are:

- Preparing collage, Poster, Charts and other teaching aids.
- Writing articles for Annual and Quarterly magazine.
- Debate.
- Essay Writing.
- Organization of Exhibition, Science fair.
- Play.

Practice Teaching: Micro Teaching: Preparation and practice of 6-6 micro lessons in each school subjects than Link lesson practice for 15- 30 mints. Demonstration teaching: Subject Expert or Teacher Educator use more than one skill and demonstrate the teaching method in front of the trainees. Macro Teaching: Preparation and practice of 20-20 macro lessons in each school subjects.

School Experience / Internship: The students take part in all the activities of school viz., curricular and extra curricular activities from morning assembly to the last period.

Work Experience: Preparation of different types of charts, models, folders, flash cards, programmed learning materials, slides, etc.,

Any Other (Specify): Case study, Text book Review, Paper Analysis, SAT-Student Achievement test, Action research, Citizen Camp, Educational Tour, Psychological tests, Unit test, Home assignment, magazine, Guidance Bureau.

1.3   Feedback on Curriculum

1   **How does the institution encourage feedback and communication**

from the Students, Alumni, Employers, Community, Academic peers and other stakeholders with reference to the curriculum?

The College encourages students and faculty to give feedback and communicate to the management.

There is a feedback Performa, the students fill up the Performa at the last working day of the training programme. Faculty also gives feedback and discusses it in meetings along with the management.

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, there is a mechanism of analysis and use the outcome from the feedback of students and faculty. Every year there is a review on the feedback submitted in the management meeting and resolution will be taken according to the problem. Then the necessary steps will be taken immediately to solve the problem which found in the previous year.

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

Based on feedbacks, agenda items are prepared and forwarded to the university for consideration by the respective Boards of studies. Every year we received suggestions from the teachers and students in this regard will be placed before the University Adhoc board.

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).**

We have the same syllabus from the beginning which was prescribed by

the Bharathidasan University, Trichy. When the Tamil Nadu Teachers university started at Chennai exclusively for teacher education, the new syllabus was introduced in the year 2008-2009. Then syllabus once again changed in the year 2009-2010. The University makes changes in the curriculum/syllabi once in five years.

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

The curricula for the various programmes run by the college are prepared by the university, since the college is an affiliated one. The university designs the syllabi and the curriculum.

1.5   Best Practices in curricular Aspects

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

For Quality sustenance and quality enhancement, college has an internal evaluation system. It is distributed into the following:

- 4 Unit Tests in each and every paper.
- 5 Home assignments in each and every compulsory paper.
- Class Seminar in one compulsory paper.
- Evaluation of Micro Teaching.
- Evaluation of Macro Teaching- 1-1 Internal criticism.
- Evaluation of Case-study, Book-review, Paper analysis, Achievement test, Psychological test, Science practical, Computer and language learning, observation and school Administration files.

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

- Book Review
- Test Paper Analysis
- Computer Learning
- Language Learning
- Student Counseling
- Tutorial class
- Personalized learning
- Supervise of mentor

These activities and programmes are planned and implemented by the college.

Criterion II: Teaching-Learning and Evaluation

2.1 Admission Process and Student Profile

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

Students are selected for admission through Merit at the qualifying examinations and Single Window System of Tamilnadu Government for B.Ed course programme is taken into consideration for Admission.

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

Applications are invited for the programmes offered by the college through Advertisements in leading newspapers, mass media and prospectus. Information regarding the objective of the programme, course-content, fee structure, Achievement, salient features, Infra structure facilities available in the college for the students is provided in the advertisements as well as the prospectus.

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

Admission will be made on merit on the basis of marks obtained in the qualifying examination. According to the applications received from the applicants, the rank list is prepared based on the marks obtained in the qualifying examination and on the guidelines of Tamilnadu Government on communal reservations for Under Graduate and Post Graduate

programmes. Weightage marks will be given for higher qualification, Sports students, NCC and NSS students.

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)**

Institute has a system through which all the Economic class student get equity in cultural participations. All students are familiarized each other to avoid cultural, religion diversity. For Economically weaker section of the society various scholarship schemes are for eligible students belongs to different categories.

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

Several diagnostic tests are used to assess the needs and skills of the students before the commencement of the teaching practice programe through micro teaching and simulation teaching. Teachers entirely assess the students in different skill domain and strengthen them through remedial classes. Before Demonstration teaching the college invites some subject expert from various schools and colleges. Demonstration teaching will be conducted before the teaching practice.

2.2   **Catering to Diverse Needs**

1   **Describe how the institution works towards creating an over all environment conducive to learning and development of the students?**

The institute has the practice to organize seminars, workshops, symposia, training programmes in which the faculty and the students actively participate. Eminent persons are called from profession to deliver the conceptual & factual knowledge in different aspects from time to time.

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

> ➢   Special coaching provisions for slow learners.
> ➢   Tutorials are effectively implemented for slow learners.
> ➢   Unit test systems in practice for academic improvement.
> ➢   To distinguish the slow and advance learners a process of internal assessment in practice.
> ➢   Special classes are arranged for slow learners.
> ➢   Total students divided into groups and monitor under control of mentors for a group.
> ➢   Supply of model question papers always done by the teacher before the exams to the students.
> ➢   Extra classes providing subject notes for the students.
> ➢   Internet facility, journals magazines are provided.
> ➢   Intra academic and non academic competitions are organized.
> ➢   Organization of social academic and non academic activities.
> ➢   Develops the leadership quality and creativity.

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

Through the organization of different activities of cultural programmes, competitions, discipline, code of conduct equal opportunity system are the activities that college adopts for diversity and equity in teaching learning process.

4   **How does the institution ensure that the teacher educators are**

knowledgeable and sensitive to cater to the diverse student needs?

To ensure the above mentioned aspect the institute has appointed well qualified and experienced staff to cater the knowledge based need of the students. The college encourages the students to organize and participate in the various programme. The institution insists the teacher to be Interactive Class room teaching only. It makes them sensitive towards 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?**

Content presentation through lecture method cum Demonstration with the help of several technological instruments as LCD, OHP & guide, and film projector through several lab demonstrations, question –answer method, extempore, quiz and other democratic teaching methods. Makes the student to prepare assignment referring library books. It develops the habits of using library and creative thing of both students and teachers.

2.3   Teaching-Learning Process

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

The college prepares the academic activities calendar as per the regulatory bodies Norm and standards. Apart from that the institute has its on academic calendar as well for better completion academic activities.

Frequently lecture method is used in teaching, however supplement to the teaching Models, Charts, O.H.P. LCD, Slide projector, etc. to student content learning. More effective Question & answer method and group

discussion are also used to encourage the students' active participation. Regularly assignments are given to the students after completion of each Unit in all subjects. Separate Personal Computer with Internet connection for all teaching faculty. It helps the teacher to improve and update their knowledge. Teachers are encouraged to use the technology in the class room teaching. In connection with the practical work teachers are insisted students to prepare Power Point Presentation in their major discipline. Apart from this all students are also motivated to use of internet, e-books, e-Library, group teaching, role playing, etc.,

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

Students are encouraged for question – answer in teaching through democratic strategies of teaching in class rooms. Teaching is student centre method. Classroom teaching is reciprocal interaction between teacher and students. Students are encouraged to say their point of view regards content. Student has to prepare assignments in all subject minimum 4 to 5. It motivates the student self learning. Providing self learning materials to students, using technology and teaching aids during the teaching hours. Infra structure and other facilities are provided in adequate. Group discussion, quiz, and seminars are organized ensure participation in other college programmes to make self learning knowledge development and skill information. Psychological method are used to identify the needs of students, special classes, tutorials are arranged to meet out the student needs. Students are motivated to participate in Inter college competition. Frequently college organizing paper presentation and lecture classes to invite the eminent person in the field of education.

3   **What are the instructional approaches (various models of teachings used) and experiences provided for ensuring effective learning?**

Detail any innovative approach/method developed and/used.

Teachers frequently used instruction approach adopting behavioral terminology of the content to make understand to the students through introduction, explanation, presentation and demonstration with logical creative thinking. In the classroom instruction the teachers use teaching aids and modern technology aids like OHP and LCD. Students are motivated to learn the lesson in creative manner. Teachers mostly adopt lecture cum demonstration or project method. It motivates the student to learn more.

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.**

Yes:- Models of teaching / teaching aids are prepared by the students for teaching reference to the number of lessons. Before Internship cum teaching practice students has to practice in micro teaching skill any six viz., Skill of Introduction, Skill of explaining, Skill of fluency in questioning, Skill of Stimulus variation, Skill of Reinforcement and Skill of using Black Board. Then the students are make to prepare micro lesson plan for microteaching practice.

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

The student teachers use micro- teaching technique for developing the different skills: Skill of Introduction, fluency questioning, explanation, reinforcement, stimulus variation, Black-Board, writing, illustration etc . Each student teacher has to choose any six skills out of fourteen as per the requirement of teaching subject. Each student has to practice two lessons on one skill for every teaching subject as practical work.

6   **Detail the process of practice teaching in schools. (Lessons a student gives per day, lessons observed by the teacher educators,**

peers/school teachers, feedback mechanism, monitoring mechanisms of lesson plans, etc.)

Guide teacher allots a lesson for each student in a day. A teacher educator observes three students per day. Total twenty lessons are observed by each peer and very few lesson plans are observed by the school teachers. They provided some guidelines and comments for every observation. Feedback mechanism is used by the teachers in the form of suggestions, instructions for every lesson plan. Some of the lesson plans are corrected by the staff members in the college itself.

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

The students take an internship cum teaching practice classes, with 10 days of observation and 30 days of teaching practice. In all these days students have to record 10 observations and 20 lesson plans for each optional subject. The end of this programme they have to conduct a Unit test for each optional and data analysis has done in the Test and measurement records. During the teaching practice student teacher have to maintain Case Study, Action Research, Physical Education record, Text Book Review, etc.,

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

Practice teaching sessions are developed and prepares by student teacher under the proper supervision of staff. Staff helps them in selections of topics to be planned in their teachings in few cases school teachers are also help the students in selecting and preparing lesson / teaching plans.

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

Experienced teachers are invited for guidance & direction in specific areas to manage the diverse learning needs of students in school. Alumni students working in different schools also help out the students with their teaching experience on different topics as per the needs of the student in schools, and explain about the needs of Guidance and counseling to student teachers.

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

The students are encouraged to use OHP's, Transparencies, slides, Tape recorders, Video cassettes, etc., Preparation of Instructional Material file, preparation and use of Audio Visual Aids based on Edger Dale's Cone of Experience. Preparation of Programmed Learning materials and preparation of Power Point Presentation. Student teachers are insisted to use 3D models and alive specimen in regular classroom to motivate the student learning. The institution has provided Technological equipments like VCD players, DVD players, CDs etc.

2.4 Teacher Quality

1 **Are the practice teaching plans developed in partnership, cooperatively involving the school staff and mentor teachers? If yes give details.**

Plans are developed co-operatively involving the concern school staff and mentor teachers in deciding and selecting topics for lesson plan for the teaching practice. Both Teacher Educator and student teacher extend their co-operation to all the departments.

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

The average ratio of students is 20:1 depending upon student strength of the school and whether the school is Primary, Secondary of Higher secondary.

Especially Higher Secondary Schools are identified for the student of Economics, Commerce and Post graduate student of methodology students. Matriculation schools are selected for the English medium students.

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

Theory- Week end Test, Unit test, Term Test, Sessional examinations and pre university examinations process are adopted to find out weak students and remedial teaching to improve the performance.

Practice- Skill development, Micro – Teaching, simulated teaching followed by the supervision is the process to improve the students practical performance. Model Practical exams help the student teacher to perform best in the University practical exams.

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

Time to time college invited experienced school teachers, Educationalist, Subject experts for guest lecturer. Alumni students to enrich the experience on the latest policy to provide direction for the need of school. Total students divided in to four group viz., Abdul Kalam, Gandhi, Nehru, and Singh, each group under control of one Captain and Deputy Captain. College Head Boy and Head Girl selected among the students. They have to organize the programme with the help of co-students inside and out side of the class rooms.

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

- Making use of Internet surfing and downloading recent information.
- Participating in workshops, seminars and presenting papers.
- Organizing seminars/ workshops and conferences.
- Undertaking visit to schools & other colleges
- Through exhibitions, fairs, Newspapers and magazines.
- In-service Training for faculties.
- Encourage the research work both the students and faculty.
- Providing incentive for the best performer.

6   **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.)**

The Institute encourages the teachers for doing research leading M.Phill & PhD. Degree. The staff members are motivated to attend the seminars, conferences, workshops with financial assistance to meet out the expenditures. The staff also ensured to organize seminar, workshops in college premises all the research, refresher, orientation programs lead to the incentive for the whole staff provided by the management.

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

Yes- College has the incremental policies, identification for rewards on the basis of academic and non academic performances. Fees construction and free transport facility for faculty children. Provided Incentive for the faculty who perform best result in the University Examinations.

2.5   Evaluation Process and Reforms

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

- Day to day interaction between teacher educator and student teachers in the class room teaching.
- Periodically feed back from the students for teachers.
- Feed back from the students regarding course content and other activities.
- Feed back from guest faculties for distinguish field.
- Consideration and conjunction of conceptual back grounds regarding course design.

2   **Provide details of various assessment /evaluation processes (internal assessment, mid term assessment, term end evaluations, external evaluation) used for assessing student learning?**

- Unit test after completion of every unit.
- Unit wise assignments are given to students in each subjects.
- Inter house competition are done as extempore quiz. etc are done.
- Pre university examination systems before the final examination.
- Final examination and evaluations are under the control of university.

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

After the assessment marks are showed to the students as well as the copies of the subjects. Tutorial and remedial classes are arranged to clear the doubts of the students .Entire process of evaluation and improvement is supervised by the subject teacher through communication of out comes. All

the remedial and tutorial classes are arranged as per the requirements.

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

Use of ICT is in practice in evaluation process through gathering, collecting and analyzing of data about teaching and learning which make us capable to diagnose the students program more accurately.

2.6 Best Practices in Teaching -Learning and Evaluation Process

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

Several college level workshops has been organized by the institute to introduce new dimensions / parameter in teaching learning situation especially in skill developments , lesson planning , evaluation, Techniques , suggestive measures has been send to the regularity bodies for necessary implementation.

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

Regular teaching aids are used , continuous evaluation, adequate faculty, proper classes, provision of feed back and remedial classes etc. are used as the best practice in teaching learning situation.

Slow and advanced students are identified and appropriate measures taken to fulfill their desire and needs.

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?**

- Study leaves are provided to the teachers
- Adjustments in teaching schedule are done for attending any research program.
- Financial helps are provided to the teacher.
- Typing, photo copying, internet facilities are available to their cabins.
- Special increments provision to the staff members to attend any national / international seminar/ workshop etc.
- Transportation facility to the staff to attending the program
- Provision of OD to the staff members to attending Seminars, Workshops, etc.,

2.   **What are the thrust areas of research prioritized by the institution?**
- School administration.
- Technological aspect.
- Management supervision and control.
- Emerging trends in teacher education.
- Evaluation techniques.
- Teaching practice
- Micro – teaching lesson planning

3.   **Does the institution encourage Action Research? If yes give details on some of the major outcomes and the impact.**
Yes, institution has the action research practice to sort out day to day

education concern problems. Action research has been done on the problems like less attendance, less discipline , student irregularity, Indiscipline activity, lack of subject interest as a result all the aspects under gone the result has been improved satisfactorily.

4   **Give details of the Conference / Seminar / Workshop attended and/organized by the faculty members in last five years.**

The lecturers have attended the State, National and International Seminar and conference organized by the Bharathidasan University and Self finance colleges in the district. Our institution organized the State Level Seminar on Teacher in Education: Today and Tomorrow. Two lecturers participate as a resource person in the workshop on Science and Technology for elementary and Second grade school teachers at Salem District.

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 the last three years.**

The faculty members hence prepared a number of CD's charts and models in related teaching subjects and micro teaching. Teachers use Programmed material, OHP and LCD in the class rooms.

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

Labs pertaining to different subjects are available. Specially work -ex- lab is available to develop the instructional material. College also send the faculties to different labs to develop the materials.

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

Yes – Compact Disc prepared on micro – teaching & teaching practice, power point presentation on special contents. Separate Web page and E-mail developed for institution.

4   **Give details on various training programs and/or workshops on material development (both instructional and other materials)**

              a. **Organized by the institution**
              b. **Attended by the staff**
              c. **Training provided to the staff**

Five work shops & Seminars attended by the staff members regarding material development of teaching aids used in teaching practice. A workshop was organized on Science and Technology in the College premise.

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

Efforts have been made by the faculty members to publish the papers in the journals. The papers are yet to be published in the journals which have been sent for.

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

Every year management honour the best teacher by presenting momentum and cash prize. Last year two faculties received the each prize from the management for their best academic performance.

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

No majors projects have been taken by the staff. Now steps to be taken to get major/minor projects from the university or the state government.

3.3 Consultancy

1   **Did the institution provide consultancy services in last five years? If**

yes, give details.

Yes – few staff members provide consultancy services to the different organization / institute / school as per the requirements at free of cost.

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 publicise the available expertise.**

Yes- Areas of competency

- Teacher training & interactive .
- Learning disabilities .
- Guidance & counselling .
- School administrative & discipline.

Consultancy is provided through personal interaction and college school level relationship.

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

Free consultancy is provided for the welfare being of the organization & society as a whole.

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

Through Literacy programme, Values of Education, Adopt surrounding village drop out student and educate the illiterate people.

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)**

- Through the various types of awareness camp, rallies associated with social in personal seminars .
- Health care camp , blood donation camp with government organization.
- Yoga , sports and meditation programmes for surrounding communities.
- Social education service programme as adult education child education, women education etc.

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

Donation in monitory terms , donation of books in library , services of consultancy guest lectures , social & personal guidance, co-operation for any programme conduction.

3   What are the future plans and major activities the institution would like to take up for providing community orientation to students?
- Community reform works
- General awareness camps (Aids , polio etc.)

4   Is there any project completed by the institution relating to the community development in the last five years? If yes, give details.
Yes – Education, medical awareness, Blood Donation camp and awareness programmes, rallies for environment protection etc.

5   How does the institution develop social and citizenship values and skills among its students?
Through the cultural activities, games and sports, community works, participation in other college activities, interactive session with guest

faculties, morning assembly, social speech, scout guide camp.

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.

Efforts are being made to have a linkage with Rotract Club of Thanjavur and organized Eye camp programme in surrounding Primary, Secondary Schools. Around 20,000 students eyes are examined and free treatment was given with the help of Rotract club.

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.

We are plan to start international organization linkage some abroad universities.

3   How did the linkages if any contribute to the following?

We plan to make the linkages with following area:

- **Curriculum Development**
- **Teaching**
- **Training**
- **Practice Teaching**
- **Research**
- **Consultancy**
- **Extension**
- **Publication**

4   What are the linkages of the institution with the school sector?

(Institute-school-community networking)

College has good linkages with a number of schools in the surrounding to accomplish the different activities as teaching practice, functions, games & sports etc and also has good networking with community personal for community developments.

| 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: All the faculty members are actively participated in teaching practice supervision to find out and correct the mistakes and design a perfect system of practice teaching for the student.

| 6 | **How does the faculty collaborate with school and other college or university faculty?** |

Institution collaborate with the school on the behalf of inter action approach and to the other college of the university to fulfill the need of curricular examinations and expertization.

3.6 Best Practices in Research, Consultancy and Extension

| 1 | **What are the major measures adopted by the institution to enhance the Quality of Research, Consultancy and Extension activities during the last five years?** |

Library with digital, internet facility, E- learning facility, a number of good journals available at college. Special provisions for the research work academic leave provision for the extension of research work, special increment policy for financial incumbent and recognition.

| 2 | **What are the significant innovations / good practices in Research, Consultancy and Extension activities of the institution?** |

College has constituted academic board and about to start a research journal.

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 college has all physical infrastructure facilities as per NCTE & other regulatory body norms.

The details of infrastructural facilities are given below :

- Land area - 5.66 Acres Sq.mt.
- Buildup area – 2500 sq.mt
- Class rooms -68.71 sq.mtr(each-8)
- Office – 68.71 Sq.mt.
- Staff Room – 68.71 Sq.mt.
- Women's Common Room – 68.71 Sq.mt.
- Physical Science Lab – 68.71 Sq.mt.
- Life Science Lab – 68.71 Sq.mt.
- Work shop – 68.71 Sq.mt.
- Library and Reading Room – 102 Sq.mt.
- Educational Technology – 36 Sq.mt.
- Computer Lab – 36 Sq.mt.
- Language Lab.-30 Sq.mt.
- Multipurpose Hall – 200 Sq.mt.
- Seminar Hall – 138.78 Sq.mt.
- Psychology Lab.- 68.71 sq.mt.
- Social Science Lab.- 68.71 sq.mt.
- Girls facilities- 20 sq.mt

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

College has proper maintenance and enhancement policy as per the academic growth as whole.

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

The college has well equipped infrastructure facilities for co- curricular and extra curricular activities. Sports outdoor, indoor sports activities hall, multi purpose hall, TT. Room, Badminton court, volleyball court, football court, open stage, khokho facility, work shop and seminar hall and space for yoga. Transport facility for out site Excursion Activities.

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

The infrastructural and instructional facilities are used exclusively for B.Ed courses only.

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.)**

College has appointed a residential doctor for 24 hours services, R.O. plant in campus for purifying the water, proper checking of food. College has arrangement of guest house rooms for girls and boys, canteen facility for all the students, wash rooms for men and women separately.

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.**

Yes, They are 20 rooms and around 40-50 students can accommodate in this hostel. The periodical health checking for residential doctor. Indoor and out door games are available for hostel student recreation purpose. The Hostel building for women is being constructed by the management for future requirement.

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.**

- **Building**
- **Laboratories**
- **Furniture**
- **Equipments**
- **Computers**

Transport/Vehicle

Infrastructure: Allocation, utilization , Balance.

- Land
- Building
- Furniture
- Equipments
- Transport

Budget is allocated in the beginning of the year optimally for all above items and spend fully. Supplementary budget provisions are made during the year if necessary/required. Auditer Statement Enclosed.

2   **How does the institution plan and ensure that the available**

infrastructure is optimally utilized?

The infrastructure is created as per the norms & requirement of regulatory body which optimally used for all the curricular, co- curricular and extra – curricular purposes for which it is meant. In addition the infrastructure. Facility is extended to cultural programmes and other community related events.

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

The college is situated in very peaceful atmosphere and free from noise pollution which is entirely and unhinderance to the teaching learning process.

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 college has well qualified and efficient librarian along with one assistant to help out both of them . Four computer, printer, photo copier machine has been provided to the library for technical support. Internet and e-library facilities also available in the library. National and International collection and Foreign journals are available in the library.

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.).

There are more than Seven thousands books, more than 16 journals, periodicals, more than twenty encyclopedia , Six educational surveys , 1500 reference books, five daily news papers , educational C.D. , Internet, Photocopy, Audio- visual cassettes, digital media, C.D. Rom , Micro films are available to benefit and facilities the student & staff of the institute.

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: The college has 3 members library committee which meets four times during every sessions for discussions purchase of books , journals, Periodicals , Newspapers, automation of the library , maintenance of library and effectively running of the book bank for students.

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

Yes: Library is Fully computerized. All the books and material are properly been coated and numbered for effective use and easy accessibility.

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.**

The Internet, photocopy facilities are available in the library in open mode for the students and staff members.

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

   Yes,

- Delnet Facility Available
- 24 Hours Internet Facility Available.

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 am to 5.30 pm at every working day from Monday to Saturday except the Sunday and other declared holiday. How ever the provision to open the library on Sunday & holiday is made for 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?**

All the new arrivals are displayed on the separate display rack and visible show case almirahs . The latest arrival list also displayed on library Notice Board.

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

Yes: The college library has a little book bank facility as per the need students utilized that. Book bank is organized with the books donated by pupils who leave the college as the end of completing course. Even the books donated by the parents / society also accepted and preserved in the book bank.

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

- Proper help is provided to retrieve the books from Almira and racks.
- Preference is given to such category persons/ students in issue & return the books / materials.

4.4   **ICT as learning Resource**

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

There are 40 number of computers with high configuration to provide ample opportunities for students and staff to access internet and web site programes . All offices are entirely equipped with computers and internet. All staff rooms, library and computer lab are facilitated with computer, printer and internet. ET Lab and other labs also equipped with the computers for academic use. Educational soft ware CD, audio visual aids, Slides and LCD, TV, Radio, DVD Player, OHP and film projector hardware are available in the

Lab.

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

There is no such provision in the curriculum for all students. But there is a compulsory paper for Optional subject and Elective paper. Institute provides basic computer training about MS-office, DAS, and internet surfing to all students.

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

- Teachers are trained and encouraged to power points presentation.
- Teachers prepare lesson presentation through the projector.
- Library material assess by the teachers.
- Internet surfing for academic up gradation by the teachers.
- Lesson Plan materials / content prepared in the form of CDs
- Students should prepare the web pages in the parental subject.

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

- Developing lesson plan and other related academic material.
- Classroom transaction of teaching learning process
- Preparation of results of unit and term tests.
- Making the attendance
- 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 program), to other institutions and to the community.**

Total infrastructure is used for instructional purpose. The information technology resource is used for community and near by school children.

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 student teachers encouraged to optimally use them for learning including practice teaching?**

O.H.P.-2 ,LCD-2, Slide Projector -1, Cassette Player-5, D.V.D. Player-5, T.V.4, Public addressing system-3, Microphones -10, C.Ds-60 ,

Student teachers use all the above mentioned items to perform different type of function / activities as teaching, cultural functions annual function, seminar and paper presentation etc.

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?**

All labs are well equipped with adequate materials and items as per the norms. Work Experience Lab, Educational Technology Lab, Psychology Lab, Physical Science Lab, Maths Lab, Bio-Science Lab, Social science Lab, Computer Lab, Language Lab, and Music, Art & Craft room / teaching aids preparation room consisting of raw material.

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

Yes : One Multipurpose Hall, Work shop, Art and Music room, Sports and Games rooms and college bus facilities are available in 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.**

Two class room / M.P.H. are equipped with LCD and O.H.P projectors for

making the teaching more effective and productive. In future college plans to modernize all the class rooms with projectors and any other technology.

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?**
Faculty members of the institution has the practice of class room teaching in through transparencies, PowerPoint presentation , demonstration through OHP and slide projector making CDs on teaching content at different levels of teaching.

2   **List innovative practices related to the use of ICT, which contributed to quality enhancement.**
- Use of projectors
- Use of models prepared by the subject teachers through power point.
- Use of internet in preparation of teaching lectures
- Prepare Programme Learning Materials in teaching learning process.

3   **What innovations/best practices in 'Infrastructure and Learning Resources' are in vogue or adopted/adapted by the institution?**
- Separate room arrangement for method teaching tutorial remedial classes.
- Separate room is arranged for student counseling.
- Optimum utilization of the resources and space in teaching learning situations.

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 they receive appropriate academic and professional advice through the commencement of their professional education programme (students pre-requisite knowledge and skill to advance) to completion?**

Through the various types of evaluation (Unit test, periodical test, Revision Test etc.) result is discussed with the appropriate feed back mechanism to the students to enhance academics in professional growth. Especially subject teachers are committed to improve the weakness of their subject students.

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

Institution has good infrastructure (class rooms, general facility, labs, Common room, staff room, Office, Principal room, workshop, canteen, etc.) Peace and pleasant atmosphere, good infra structural facilities, well experienced and qualified staff to promote and motivate students to learn with move anxiety and enthusiasm. Institute campus is entirely free from all types of pollution and other hindrances.

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?**

Nil.

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?**

There is the provision of extra – classes and coaching on Sunday and other holiday by the teachers and other expert which helps the student in awareness of preparation in all competitive exams. Two student teachers got rank in the TNPSC and more students got placement in government schools and colleges through TRB Examinations. Number of students appeared for the SLET and NET examinations this year and they are awaiting for results.

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

As per the institution records thirty to forty percent of pass out students involved themselves for further/ higher studies. The remaining students have chosen teaching as a career.

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.**

There is no such type of provision at institute level but it can be implemented in the next coming year.

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 the college has a placement cell to provide a platform and a place in the work field. The placement cell collects the information of job opportunities and in form to the student through displaying on notice Board or personally.

The placement cell has been established by the institute in 2008. Our institution have close relationship with surrounding aided and self finance schools and periodically get the vacancy position to inform the student. More students were successfully faced interview and written exam and they were placed in the reputed schools and colleges.

8   What are the difficulties (if any) faced by placement cell? How does the institution over come these difficulties?

- Language problem.
- Lack of I.T. knowledge.
- Suitable jobs for suitable students
- Communication Skills
- Personality and leadership qualities
- Less salary and other facilities

Special coaching and technical training are given to the students before the placement.

9   Does the institution have arrangements 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 selected students are placed them.

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

- Placement cell is fully financed by the institute
- All the required human facilities are provided

5.2 Student Support

1   How are the curricular (teaching- learning processes), co-curricular and extra curricular programmes planned, (developing academic calendar, communication across the institution, feedback) evaluated and revised

to achieve the objectives and effective implementation of the curriculum?

Institution develops its own academic calendar to executive the curriculum to be taught for extra- curricular activities. The college has formed different committees as cultural, discipline committee, sports organizing etc. to perform the task in full operation academic committee / academic board is entirely responsible for all academic performance. All the committees / board are associated with the college head for better coordination and performance.

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

Planning is done as per the requirement of physically handicapped students. Separate committee is looking after the planning of physically challenged students curricular and co-curricular activities.

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

Yes: Institution has a system through which the students are mentor specially test and assignment procedure is adopted to find out the weak students. After finding the students, they are divided into groups under mentor. All the students are provided proper guidance and help to overcome the weakness. Mentor promotes and evaluates their group student and report periodically to the head of the institution.

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

The college follows tutorial, extra class, remedial class to support and enhance the effectiveness of the teaching through mentoring process.

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

Yes: The institution is having website **www.vsamy.com.** All the information

regarding institute, staff information, facilities available, admission procedure, fee structures, course details etc. have been posted and its updating is done every month.

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

Yes: The remedial classes are arranged and organized for slow learners and below average students by the Mentors and also the subject teachers.

7   **What specific teaching strategies are adopted for teaching Advanced learners and (b) Slow Learners**

The institution finds slow and advance learners among the students. A formal teaching system is adopted for advance learners and special classes, remedial classes and guidance classes are arranged for slow learners. They are also counseled by the teachers as per their requirements.

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

Guidance and counseling Bureau is in full operation at college and all type of guidance as personal, professional, group etc. as are provided to the students on the behalf of their problems.

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

College has a redressal committee to short out all types of grievances of the students. The committee hears the grievances of girls and boys separately / collectively as per the nature of grievance and take necessary action / recommendation at its level or refer to the authorities.

10   **How is the progress of the candidates at different stages of programs monitored and advised?**

Student monitored by the institution / faculties through unit test , term test, pre – university examination , assignment , debates etc and advised the

students as per the requirement or weakness.

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 institute ensures the students' competency at the beginning of teaching practice through skill development, micro teaching and simulation; Each student practiced at least six teaching skills in each optional subject before going to practice teaching. A teacher educator remains in schools full time to support and supervise the subject student for teaching lesson planning and other teaching practice activities.

5.3 Student Activities

1   **Does the institution have an Alumni Association? If yes,**
        (i)   List the current office bearers

     ♠ Mrs.K.Mohana is a President,

     ♠ Mrs.V.E.Jebajothi is a Vice-president,

     ♠ Miss. V. Manjula is a Treasurer

     ♠ Mrs. P. Ponniyin selvi is a Co-Ordinator

       (ii)   Give the year of the last election
       Year 2011
        (iii)   List Alumni Association activities of last two years.
            (a) Book Donation
            (b) Placement Service
            (c) Participate Culture Programme
            (d) Student Interaction

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

- S. Kokilambal-Lecturer, Dr.Nalli Kuppusamy Arts College,Tanjore
- V.E.Jebajothi-Leturer ,Dr.Nalli Kuppusamy Arts College,Tanjore
- A. Arputhabvalli-Teacher, Srinivasa Matric. School, Tiruvaiyaru
- S. Sathiya-Lecture, SRJ College of Education, Tanjore
- P. Nathiya-Teacher, Morning Star Matric School, Tanjore
- P. Rekha-Teacher, Morning Star Matric School, Tanjore
- T. Mythili-Teacher, Srinivasa Matric. School, Orathanadu
- R. Kalaiyarasi-Teacher, Srinivasa Matric. School, Orathanadu
- A. Nadhiya, - Teacher, RDB Matric School, Papanasam
- P. Durgadevi – Teacher, St. Filomina Hr. Sec. School, Kulumoor

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

Yes, the institution has an alumni association. College Prinicipal is the Organizer, Mrs.K.Mohana is a President,Mrs.V.E.Jebajothi is a Vice-president, Miss.V. Manjula is a Treasurer, They are 5 members Director. Last election held on 2011. Alumni Association organized community works, Placement service, Institution development, etc.,   Few of alumni are working as a lecturer in different colleges; where as a large number of the students are working in primary & secondary schools. Every two months last Saturday alumni meeting are organized in the college. In the meeting, discussion about the growth and development of the institution and issue if any.

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

Along with the B.Ed. course . The institute provides leisure time for recreational activities like Rangoli competition, folk song, pot painting, art & craft, folk dance, and other cultural activities. For the physical fitness and

extra activities institute has a proper arrangement of indoor, out door facilities, Top petitioners in all activities are rewarded which motivate the students for activity participations. There are two student participated in the State Level University Sports meet and won Second and Third Prize in Long jump and Athletics.

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

The institution provides financial aid, raw material; technological assistance and other technical support to the students to encourage for publish materials.

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

Organize and supervise various college activities under the able guidance of concerned teachers.

Student council acts as mediator between students and college authorities.

Student council maintains discipline in the college on regular as well as during function days.

Funding:-

College provides funds from Amalgamated Fund maintained by college.

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

- Discipline committee
- Cultural committee
- Academic committee
- Library Advisory committee
- Sports committee
- Staff Selection committee

- Steering committee
- Examination committee.

All the committees are responsible to ensure for their field work.

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?**

Yes : The institution has developed a comprehensive system for different type of feed back for quality enhancement. It consist a collective student feedback on teacher performance and institution's work as whole feed back also obtained from the teachers voluntary or collectively for necessary change and improvements.

5.4   Best Practices in Student Support and Progression

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

The institute has the following practices for student support-

- Institute prepares different plans for student exposure activities as excursion tours, conduction of functions, participation in functions, competitions programs at any other place on institution expenditure.

- Institute grant aids to the students in preparation of teaching aids and other related expenditure.

- Institute provides free photo copies, papers and other materials related to academics.

- Institution provides free medical, transportation and extra academic facilities.

- Institute has provision of scholarship for meritorious and weaker section students.

Criterion VI: Governance and Leadership

6.1 Institutional Vision and Leadership

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

Institute has very clear-cut Aim, Vision and Mission for its academic mobility.

Aims - institute aims to endeavor, encourage and fulfillment of the student need with latest educational facilities by providing qualitative environment education –industrial partnership to inculcation of   the moral and ethical values , promotion of creative spirit and innovation of excellence.

VISION - Institute vision is to put best efforts to provide professional & quantitative education and quality through the leadership to fulfill society needs & aspirations.

Mission - Institute Mission is to develop skill, dedication commitment orientation humanity, morality, ethics, and qualitative education for individuals, Institute make known all aims, vision & missions to the people through website, prospectus, annual publication, mass media   and displaying.

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

Yes: The institute is committed to provide the excellence in education covering its all aims and objective through teaching learning and extension activities based on the society needs. Institute endeavors to impart liberal, modern and sound education in teacher education programme inculcating the sense of humanity, sprit of values national integration, democratic out look to develop multi dimensional personality.

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.)

The correspondent of the institute has a whole time affairs with the institution function and provide requisite leadership, guidance for the functions/ system of the institution with deep interest and high commitment, institute management works with a good synergy to uplift and betterment of all institute affairs .It provides a good platform for academic mobility through various strategies, guidance leadership and control.

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

The Institute management and head of the Institution works together to frame and execute the policies and responsibilities of the institutions and always communicated to the staff through the responsibility charts, meeting circulars etc.

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

Head of the institution collects / information's by feedback and personal contacts and provide to the management as suggestive measures and to review the activities of the institution.

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

The institute identifies the various barriers through the suggestion uncompleted task feed back from students and society , alumni suggestion etc., and try to meet out the barriers by adopting appropriate method as per the nature.

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

The management of the institute encourage the involvement of the staff and its efficiency by adopting general policies as increment , HR benefits, Remuneration, reward and reorganization for their work and contribution by providing existence to their academic improvement programs and personal progress

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 designation of the Head of the Institution is 'Principal' and following duties have been defined for this post by the management of the college:

        (i)   The principal shall be the main executive and academic officer of the college and shall exercise general supervision and control institutional affairs (academic, co-academic and others).

        (ii)   The principal shall be the member secretary of the managing committee of the college.

        (iii)   The principal shall be responsible and accountable for proper and efficient functioning of the college. He shall also exercise all powers necessary for maintaining discipline in the college.

        (iv)   The principal shall be responsible for convening meetings of faculty members of the college for taking decisions that are in

the interest of the college.

(v) The principal shall prepare an annual report of the college describing academic and co-academic activities undertaken during the previous session and make it available to the management of the college. He shall also make available the annual examination results report to the management.

The principal shall function as leader in coordination with the faculty members planning and organization of institutional activities.
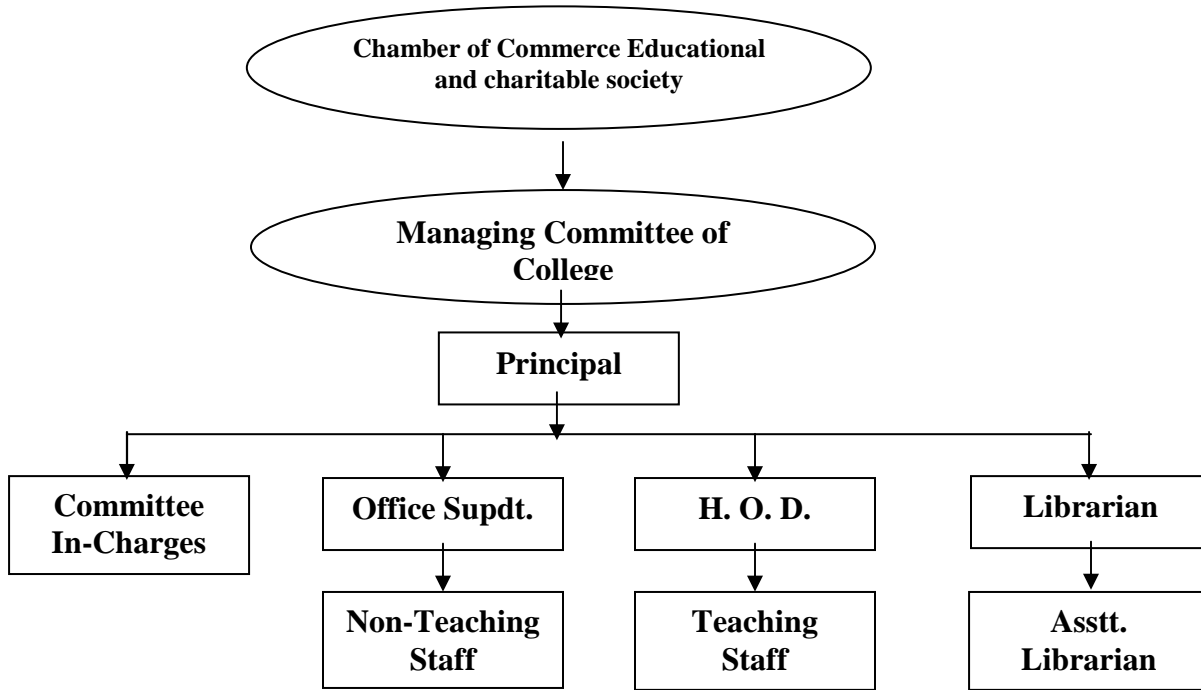
6.2 Organizational Arrangements

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.**

- Management/ governing body:- Over all management of the college.
- Academic committee:- To look into academic affairs ,preparation of academic calendar , prospectus etc.
- Discipline committee:-Overall discipline maintenance of the college
- Cultural committee:- To arrange the resources, facilities and decide the time place etc for extra curricular activities, programs and functions.
- Sports committee: To organize sports activity for the college.
- Library Advisory committee:-To advice for introduction of books, journals   and overall responsibility of library affairs.

- Grievance redressal committee:- To review the grievances of students and redress them
- IQAC committee:-Enhancing and sustainability of quality
- Examination committee:- to look after all examination related affair

2   **Give the organizational structure and the details of the academic and administrative bodies of the institution.**

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        │       and charitable society     │
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        │      Managing Committee of       │
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│Committee│ │Office Supdt.│ │  H. O. D. │ │ Librarian │
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         │Non-Teaching │  │  Teaching │ │  Asstt.  │
         │   Staff     │  │   Staff   │ │ Librarian│
         └────────────┘  └────────────┘ └──────────┘
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3   **To what extent is the administration decentralized? Give the structure and details of its functioning.**

The institution has entirely provision of decentralization of powers to accomplish the task. Powers are decentralized in hierarchical way to all the heads, co-coordinators and committees. On the behalf of given power they all performed their duties.

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

The institution collaborate with its departments on the behalf of levels, power designated and activities with proper synergy system .IQAC works to suggest and improve to improve the quality of education of the institute.

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

The institution uses the various data and information as main tool to improve quality. Decisions have been made taking into consideration the information through feedback into following areas.

- Workshop, Seminar for teacher education.
- Automation updation of library.
- Updation of teaching programmes.
- Updation of evaluation programmes.

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).**

The staff members collaborate with one another so as to provide best quality training to prospective teachers. Sometimes, teachers of one programme are also engaged in taking classes of other programmes on the basis of their special competencies. The faculty members also employ team teaching strategy in certain topics as per the requirements. The teachers through personal discussions share their different experiences. The decisions are taken in meetings of staff council and approved by the Management which is then implemented by faculty members and students. The teachers who have not enough knowledge of handling and using modern electronic gadgets, equipments and computers have learned and acquired such skills from other teachers who are well-versed in such modern technologies. Various committees that are constituted in the college for smooth organization and functioning of various academic and co-academic activities have the representation of staff members and students of both the two programmes which has helped in creating a healthy and congenial environment for learning in the college.

6.3 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:- The institution has a procedure of MIS for academic and administrative mobility and up-gradation. Staff members participate in various programmes, seminar, workshops is a good source of collection of the data information which able the institute to execute the latest up gradation.

2   **How does the institution allocate resources (human and financial) for**

accomplishment and sustaining the changes resulting from the action plans?

The institute arranges human and financial resources as per the need of the institution through demarking and allocation of money in Institutes annual evaluation /Budget.

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

At the beginning of academic year institute implement all the human and financial resources to full fill the needs. Arise more needs, during the tenure then extra staff members are recruited and extra money is allotted by over budgeting.

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

Every year institute review its objective's regarding academic mobility to overcome the previous weakness in academics., In preparation of academic objective for the next implementation suggestions are derived from school staff of practice teaching & experts take place and staff, administrators also contributes as per their specialization.

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

Institute's objectives are communicated to the employees on the behalf of classification as per the proficiency, capacity of the employee. Generally communication of objectives is done through the duty responsibility chart.

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

Institute has constituted various committees for fulfillment and implementation of institutes aim, vision & mission. Heads of different committees monitored the progress of work and ensure its successful monitoring by the provision weekly meetings.

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

Institute requires planning and deployment of the new technological aspects in terms of new introduction's & enhancements.

6.4 Human Resource Management

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

The faculty development needs and carrier progression are identified on the basis of individual upgradation of profile, necessity, feed back from student for staff and self appraisal report in terms of carrier progression. Various facilities are provided by the institute through seminars, work shops &research presentation / participation.

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?

Yes:- Institute has a procedure of feedback mechanism to find out improve areas of faculty members. The weak areas are find out through the feedback from students, alumni , parents , pre-institution , practice teaching schools and teacher of the institute.

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

Institute has several welfare measures as

- Group insurance.
- Free education for two kids.
- Interest free loan facility.
- Medical assistance (free checkups, medical test etc.)
- Transport facility in emergency and from almost every out door corner of the city to the institute free of cost

Ambulance facility 24 hours at residing campus of the institute.

| 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.** |

Every year in the month of July and August Staff Development Programme is organized for the staff(teaching ,Non teaching) by the institute in which various distinguish experts in the profession are called to deliver the lecturer's and do skill development in all teaching aspects.

| 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.)?** |

For the recruitment of staff (Teaching, Non-teaching) institute established a personal office with all facilities. Through that institute advertised its posts & scrutinized personnel on the qualification as prescribed by regulatory bodies. Scrutinized persons are called to appear before the selecting committee, it selects the persons on the behalf of performance & qualifications and approved their candidature. All the selected staff members are given salaries as per prescribed norm of regulatory bodies. Service conditions of the institutions are as per the direction of the regularity bodies.

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

All the staff on regular basis. No adhoc or temporary appointments except Physical Education and Craft teachers are made by the institution.
  ➤ Salary structure – Consolidate pay range from 15000 to 19500
  ➤ Workload for each staff – Average 10 to 12 hours per week

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).**
Institute has the provisions of professional development of the faculty .It follows the procedure on strict basis and implement the provisions as under:-
  • Workshop attendance mandatory for all faculty members at least once in a year.
  • Research articles/ in magazines are mandatory for every faculty at least twice in a year.
  • Financial supports are provided in all terms to meet out the professional development needs of the faculties

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

Institute provides facilities to the faculty as under :-

- Well maintained airy, spacious individual/ sharing basis cabins.
- Well equipped computer facility with internet.
- All items are available to fulfill teaching needs of the teacher
- Tea & other requirements are managed by the institutes at free of cost.

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

Suggestion and complaint box, notice board circular display, institute's, E-mail ID are available for information/ suggestion complaints.

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.**

Institution has a good policy regarding the work load of the faculty .It is to be decided as per the rules and regulations of the regularity bodies and it has to be implemented in such a way so that a teacher can spare the time for all other above maintained activities . It is ensured that the work distribution is equal to all the staff.

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

Yes :- The institution has very excellence mechanism regarding rewarding and motivating of its staff mainly as :-

- Highly result oriented faculty members are identified and certificate of high Excellency are given apart from consolidated prizes for

their inner motivation.

- Special increment /promotion policy.
- Distinguished post appointments

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

No financial support from government. Main source of income is fee collection from student.

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

Nil.

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

Yes : - The operational budget is sufficient and adequate.

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)

To over come the expenditure of quality programs (seminar, conference, workshop) institute made special arrangements in its budget of income & expenditure.

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, Audit Report enclosed.

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

Yes. The management deputes an auditor to audit the accounts for ever financial year.

6. 6 Best practices in Governance and Leadership

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

- Organization of the institution by democratic leadership system.
- Institution organization is run under decentralization of powers.
- System of organization is entirely MBO & task analysis oriented.

Criterion 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.**

Yes, the institute has established Internal Quality Assurance Cell in the year 2010.

Major activities:- Monitoring , administration, examination etc.

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

The institute has adopted a mechanism regarding the achievement of goals, objective and quality assurance.

Institution has a proper procedure of execution of policies, term evaluation and I.Q.A.C for internal academic audit and evaluation, self –evaluation of the teachers as well as students ,continuous monitoring and evaluation of the process (academic non- academic) for check-up and feedback of different existence in terms of college aims and objectives.

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

Enriched library , qualified staff, good infrastructural facilities, timely completion of courses , regular classes , practical knowledge , through workshops, guest lectures, interaction with in-service teacher school principals , TDP for future teachers and basic computer knowledge through academic class schedule.

4   **How does the institution ensure the quality of its administration and financial management processes?**

- The institute has a strong mechanism for internal audit evaluation system under the supervision of college management.
- The I.Q.A.C. is also involved in ensuring the internal academic quality.

Programme exists questionnaire seeks information from students on the quality of college administration, their suggestions and criticisms are taken into serious considerations.

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

The institute identifies various types of needs through feedback from students, teacher educators, non-teaching staff, alumni etc. Through direct Observation of the heads, principal, director and management .Needs of the institution are fulfilled on the advise and suggestions of different committees I.Q.A.C's recommendations and suggestions provided to the management of the institution. After these good practices are shared with various constituents of the institute.

7.2 Inclusive Practices

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

The institute motivates and encourages the teachers to participate in the seminars. Workshops held time to time on burning topics, inclusive practices, policy matters, like reservation policy, women education, gender empowerment, opportunity to education, primary education, education to all etc. which constitute a great concern towards National Policies and the implementation which somewhere effects school curriculum.

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?**

Time to time debates, open discussions, general awareness programmes & guest lectures by experts on specialized topics are imparted to cover up the techniques of teaching and learning.

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

The institute undertakes and involved in various kind of extension programmes and out reach activities which promote and create a social mechanism on individual relationship , active engagement in the learning and self – motivations.

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

The institute organized different activities envisaged in curriculum and out side as case-study, action- research , different types of psychological tests, association with games and sports ,participation in various type of projects like primary education , child labor abolition etc.

5   How does the institution address to the special needs of the physically challenged and differently-abled students enrolled in the institution?

The institute has the different methods to meet out the different needs of physically challenged student i.e., arrangement of classes, seating arrangements and helping instruments in teaching learning process.

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

Since our college provide special arrangement for both boys and girls students. Separate rest room for both gender students. Separate In-charge and mentors are looking after the students. So Gender sensitive issues will

not arise in our college.

7. 3 Stakeholder Relationships

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

Through

- Prospectus
- News paper & TV adds
- Letters notice board

2   **How does the institution share and use the information/data on success and failures of various processes, satisfaction and dissatisfaction of students and stakeholders for bringing qualitative improvement?**

If a programme is successful, feedback & suggestions are collected from stake holders to make that programme better in future. If a programme is fail, causes of the failures are indentified and effort is made to remove them in similar future programmes.

3   **What are the feedback mechanisms in vogue to collect, collate and data from students, professional community, Alumni and other stakeholders on program quality? How does the institution use the information for quality improvement?**

Following mechanisms are employed to collect data/feedback from various s for quality improvements:

    (i) Feedback from students regarding campus experiences at the end of academic session on proforma developed by the college.

    (ii) Teachers' evaluation by students on a proforma developed by the college.

    (iii) Feedback/information obtained through staff meetings and informal discussions among staff members.

    (iv) Self-appraisal reports of teaching and non-teaching staff members.

    (v) Feedback from school teachers/heads on different aspects of practice teaching through self-developed proforma and through personal contacts.

    (vi) Feedback from old students through informal discussions.

The collected feedback is analyzed and discussed in staff meetings and informal discussions with the employers to identify the weaknesses and strengths of various aspects of teacher training programmes. On the basis of this, decisions are taken and new plans are formulated for enhancing the quality of various aspects of college.