

*Sri Saradha Institute for Teacher  
Training College for B.Ed.,*

***SRI SARADHA INSTITUTE FOR TEACHER  
TRAINING COLLEGE FOR B.Ed.,  
Rajaji Salai, Narasingapuram Post  
Attur Taluk, Salem District  
Tamilnadu***

***SELF APPRAISAL REPORT – NAAC  
YEAR – 2013***

**Submitted to :**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
NAGARBHAVI, BANGALORE - 72**



- Date of establishment of the institution:

Month & Year

MM	YYYY
01	2006

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

Tamilnadu Teachers Education University, Chennai.
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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                       | <input type="checkbox"/>            |
|               | ii. Grant-in-aid                    | <input type="checkbox"/>            |
|               | iii. Constituent                    | <input type="checkbox"/>            |
|               | iv. Self-financed                   | <input checked="" type="checkbox"/> |
|               | v. Any other (specify and indicate) | <input type="checkbox"/>            |
| b. By Gender  | i. Only for Men                     | <input type="checkbox"/>            |
|               | ii. Only for Women                  | <input type="checkbox"/>            |
|               | iii. Co-education                   | <input checked="" type="checkbox"/> |
| c. By Nature  | i. University Dept.                 | <input type="checkbox"/>            |
|               | ii. IASE                            | <input type="checkbox"/>            |
|               | iii. Autonomous College             | <input type="checkbox"/>            |

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)	Pre-primary			Certificate		
				Diploma		
				Degree		
ii)	Primary/Elementary			Certificate		
				Diploma		
				Degree		
iii)	Secondary / Sr. secondary			Certificate		
				Diploma		
		B.Ed	B.Sc/B.A/M.Com.,	Degree	1 year	English / Tamil
iv.	Post Graduate			Diploma		
				Degree		
v.	Other (specify)			Certificate		
				Diploma		
				Degree		

*(Additional rows may be inserted as per requirement)*

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

*Sri Saradha Institute for Teacher  
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Level	Programme	Order No. & Date	Valid upto	Sanctioned Intake
Pre-primary				
Primary/Elementary				
Secondary/Sr.secondary	B.Ed	F.SRO/NCTE/B. Ed.,2005-2006/5046		100
Post Graduate				
Other (specify)				

*(Additional rows may be inserted as per requirement)*

B) Criterion-wise inputs  
Criterion I: Curricular Aspects

18. Does the Institution have a stated  
Vision

Yes	✓	No	
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Mission

Yes	✓	No	
-----	---	----	--

Values

Yes	✓	No	
-----	---	----	--

Objectives

Yes	✓	No	
-----	---	----	--

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

If yes,

Yes	✓	No	
-----	---	----	--

a. How many programmes?

One
-----

b. Fee charged per programme

B.Ed., - 41,500
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20. Are there programmes with semester system

N.A
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21. 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.

02
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22. Number of methods/elective options (programme wise)

D.Ed.

N.A
-----

B.Ed.

8
---

M.Ed. (Full Time)

-
---

M.Ed. (Part Time)

N.A
-----

Any other (specify and indicate)

NO
----

23. Are there Programmes offered in modular form

Yes	-	No	-
-----	---	----	---

Number	-
--------	---

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

Yes	✓	No	
-----	---	----	--

Number	4
--------	---

25. Are there Programmes with faculty exchange/visiting faculty

Yes		No	✓
-----	--	----	---

Number	-
--------	---

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

- Heads of practice teaching schools
- Academic peers
- Alumni
- Students
- Employers

Yes	✓	No	
-----	---	----	--

Yes	✓	No	
-----	---	----	--

Yes	✓	No	
-----	---	----	--

Yes	✓	No	
-----	---	----	--

Yes	✓	No	
-----	---	----	--

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

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

Yes	✓	No	
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Numb	1
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29. Are there courses in which major syllabus revision was done during the last five years?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Number	2
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30. Does the institution develop and deploy action plans for effective implementation of the curriculum?

Yes  No

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

Yes  No



## Criterion II: Teaching-Learning and Evaluation

18. 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 weightage)*

19. Furnish the following information (for the previous academic year):

19. Date of start of the academic year

20. Date of last admission

21. Date of closing of the academic year

22. Total teaching days

23. Total working days

25. Total number of students admitted

Programme	Number of students			Reserved			Open		
	M	F	Total	M	F	Total	M	F	Total
D.Ed.	-	-	-	-	-	-	-	-	-
B.Ed.	8	50	58	2	12	14	06	38	44
M.Ed. (Full Time)	-	-	-	-	-	-	-	-	-
M.Ed. (Part Time)	-	-	-	-	-	-	-	-	-

26. Are there any overseas students?

Yes		No	<input checked="" type="checkbox"/>
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If yes, how many?

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

○ Unit cost excluding salary component

22,350 /-
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○ Unit cost including salary component

41,500 /-
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(Please provide the unit cost for each of the programme offered by the institution as detailed at **Question 12** of profile of the institution)

28. 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.	98 %	96 %	98 %	95 %
M.Ed. (Full Time)				
M.Ed. (Part Time)	-	-	-	-

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

Yes

<input checked="" type="checkbox"/>
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No

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30. Does the institution develop its academic calendar?

Yes

<input checked="" type="checkbox"/>
-------------------------------------

No

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31. Time allotted (in percentage)

Programmes	Theory	Practice Teaching	Practicum
D.Ed.			
B.Ed.	60%	20%	20%
M.Ed. (Full Time)			
M.Ed. (Part Time)	-	-	-

32. Pre-practice teaching at the institution

- a) Number of pre-practice teaching days 

1	4
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- b) Minimum number of pre-practice teaching lessons given by each student 

1	0
---	---

33. Practice Teaching at School

- a) Number of schools identified for practice teaching 

2	0
---	---
- b) Total number of practice teaching days 

4	0
---	---
- c) Minimum number of practice teaching lessons given by each student 

4	0
---	---

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

No. of Lessons In simulation	2	No. of Lessons Pre-practice teaching	2
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35. Is the scheme of evaluation made known to students at the beginning of the academic session?

Yes  No

36. Does the institution provide for continuous evaluation?

37. Yes  No  Given to internal  external evaluation

Programmes	Internal	External
D.Ed.	-	-
B.Ed.	20%	80%
M.Ed. (Full Time)	-	-
M.Ed. (Part Time)	-	-

38. Examinations

a) Number of sessional tests held for each paper	0	5
b) Number of assignments for each paper	1	0

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

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

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

Yes	✓	No	-	Number	5
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- Does the institution offer computer science as a subject?

Yes	✓	No	
-----	---	----	--

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

Compulsory	✓	Optional	✓
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*Criterion III:*

### Research, Consultancy and Extension

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

Number	01		12 %
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24. Does the Institution have ongoing research projects?

Yes		No	✓
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If yes, provide the following details on the ongoing research projects

Funding agency	Amount (Rs)	Duration (years)	Collaboration, if any

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

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

-

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

- 14. Teachers are given study leave
- 15. Teachers are provided with seed money
- 16. Adjustment in teaching schedule
- 17. Providing secretarial support and other facilities
- 18. Any other specify and indicate

- Does the institution provide financial support to research scholars?

Yes  No

- ♦ Number of research degrees awarded during the last 5 years.

- Ph.D.

o M.Phil. -

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

Yes ✓ No

- Details of the Publications by the faculty (Last five years)

	Yes	No	Number
International journals			
National journals - referred papers Non referred papers			
Academic articles in reputed magazines/news papers	✓		5
Books	✓		3
Any other (specify and indicate)			

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

Yes ✓ No

Number 3

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

	Faculty	Students
National seminars	33	07
International seminars	1	1
Any other academic forum	44	29

- What types of instructional materials have been developed by the institution?

(Mark '✓' for yes and 'X' for No.)

Self-instructional materials	<input checked="" type="checkbox"/>
Print materials	<input checked="" type="checkbox"/>
Non-print materials (e.g. Teaching Aids/audio-visual, multimedia, etc.)	<input checked="" type="checkbox"/>
Digitalized (Computer aided instructional materials)	<input checked="" type="checkbox"/>
Question bank	<input checked="" type="checkbox"/>
Any other (specify and indicate)	<input type="checkbox"/>

17. 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

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

Yes  No

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

Yes  No

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

2. Does the institution provide consultancy services?

Yes  No

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

Nil.

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

Local level	√
State level	√
National level	√
International level	√



**Criterion IV:**

**Infrastructure and Learning Resources**

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

2110 Sq. Mts

- Are the following laboratories been established as per NCTE Norms?

- |  |     |                                     |    |                          |
|--|-----|-------------------------------------|----|--------------------------|
| a) Methods lab                             | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| b) Psychology lab                          | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| c) Science Lab(s)                          | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| d) Education Technology lab                | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| e) Computer lab                            | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| f) Workshop for preparing<br>teaching aids | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

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

35 Terminal

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

6,00,000 /-

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

1,20,000

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

75,500 /-

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

2,90,000 /-

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

Yes  No

d. Total number of posts sanctioned Open      Reserved

	M	F	M	F
Teaching	6	2	-	-
Non-teaching	2	5		

e. Total number of posts vacant Open      Reserved

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

f. a. Number of regular and permanent teachers Open      Reserved

(Gender-wise)

	M	F	M	F
Lecturers	5	2		
Readers				
Professors	1			

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

Open      Reserved

	M	F	M	F
Lecturers	-	-	-	-
Readers	-	-	-	-
Professors	-	-	-	-

c. Number of teachers from

Same state

8

Other states

-

- Teacher student ratio (program-wise)

Programme	Teacher student ratio
D.Ed.	N.A
B.Ed.	1:14
M.Ed. (Full Time)	-
M.Ed. (Part Time)	N.A

- a. Non-teaching staff

Permanent	Open		Reserved	
	M	F	M	F
	2	5	1	1

Temporary	M	F	M	F

b. Technical Assistants

Permanent	M	F	M	F
	1	1		1

Temporary	M	F	M	F

• Ratio of Teaching – non-teaching staff

8:7

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

38 %

• Is there an advisory committee for the library?

Yes  No

• Working hours of the Library

On working days

09.30 am to 5:00 pm

On holidays

10 am to 4 pm

During examinations

8.30 am to 5:30 Pm

- Does the library have an Open access facility

Yes	✓	No	
-----	---	----	--

- Total collection of the following in the library

a. Books	4857
- Textbooks	2485
- Reference books	470
b. Magazines	10
e. Journals subscribed	15
- Indian journals	1
- Foreign journals	-
f. Peer reviewed journals	25
g. Back volumes of journals	25
h. E-information resources	N.A
- Online journals/e-journals	18
- CDs/ DVDs	02
- Databases	17
- Video Cassettes	21
- Audio Cassettes	

- Mention the

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

109 Sq. Mts.
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Seating capacity of the Reading room

45
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- Status of automation of Library

Yet to intimate

Partially automated

Fully automated

- 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)

- Are students allowed to retain books for examinations?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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- Furnish information on the following

Average number of books issued/returned per day

41

Maximum number of days books are permitted to be retained

by students

07 Days

by faculty

12 Days

Maximum number of books permitted for issue

for students

4 books

for faculty

6 books

Average number of users who visited/consulted per month

596

Ratio of library books (excluding textbooks and book bank

facility)to the number of students enrolled

1: 51

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

3.07 %

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

	I 2010-11		II 2011-12		III 2012-13	
	No.	Total cost (in Rs.)	No.	Total cost (in Rs.)	No.	Total cost (in Rs.)
Text books	459	1,27,459 /-	587	1,94,518 /-	509	1,56,983 /-
Other books	70	11,458 /-	53	12,897 /-	76	12,543 /-
Journals/ Periodicals	15	19,346 /-	13	17,659 /	15	20,310 /-
Any others specify and indicate	17	942 /-	45	3,549 /-	49	4,869 /-
<i>(Additional rows/columns may be inserted as per requirement)</i>						

**Criterion V:**

**Student Support and Progression**

i. 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)	-	-	-

- No Dropout in past 3 Years.

ii. Does the Institution have the tutor-ward/or any similar

Yes	✓	No	
-----	---	----	--

system?

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

1:13
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iii. Does the institution offer Remedial instruction?

Yes	✓	No	
-----	---	----	--

iv. Does the institution offer Bridge courses?

Yes	✓	No	
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v. Examination Results during past three years (provide year wise data)

	UG			PG			M. Phil		
	10-11	11-12	12-13	I	II	III	I	II	III
Pass percentage	95 %	95 %	99 %	-	-	-	-	-	-
Number of first classes	25	30	56	-	-	-	-	-	-
Number of distinctions	20	25	56	-	-	-	-	-	-
Exemplary performances (Gold Medal and university ranks)	-	-	-	-	-	-	-	-	-

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

	I	II	III	wise
NET			1	
SLET/SET		1		
Any other (TET)	20	10	15	

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

Financial Aid	2010-11	2011-12	2012-13
Merit Scholarship	13	18	19
Merit-cum-means scholarship	3	3	3
Fee concession	14	21	21
Loan facilities	19	14	15
Any other specify and indicate			

(Additional rows may be inserted as per requirement)

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

Yes	✓	No	
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ix. 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	
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If yes, number of students residing in hostels

Men	1
	5



Women

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

Sports fields	Yes	✓	No	
Indoor sports facilities	Yes	✓	No	
Gymnasium	Yes		No	

xi. Availability of rest rooms for Women

Yes	✓	No	
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xii. Availability of rest rooms for men

Yes	✓	No	
-----	---	----	--

xiii. Is there transport facility available?

Yes	✓	No	
-----	---	----	--

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

Yes	✓	No	
-----	---	----	--

xv. 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				✓		3
Inter-university				✓		1
National						
Any other (specify and indicate)						

(Excluding college day celebration)

1. 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	3	
Regional	-	-
National	-	-
International	-	-

2. Does the institution have an active Alumni Association?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If yes, give the year of establishment

2008
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3. Does the institution have a Student Association/Council?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

4. Does the institution regularly publish a college magazine?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

- Does the institution publish its updated prospectus annually?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

5. 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	20 %	27%	33 %
Employment (Total)	17 %	35 %	36 %

Teaching	78 %	70 %	73 %
Non teaching	22 %	30 %	27 %

- 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.

(2010-11)	(2011-2012)	(2012-2013)
17	21	19

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

11. Academic guidance and Counseling
12. Personal Counseling
13. 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	✓
Staff council	✓
IQAC/or any other similar body/committee	✓
Internal Administrative Bodies contributing to quality improvement of the institutional processes. (mention only for three most important bodies)	✓

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

Loan facility	Yes	✓	No	<input type="checkbox"/>
Medical assistance	Yes	✓	No	<input type="checkbox"/>
Insurance	Yes	<input type="checkbox"/>	No	✓
	Yes	<input type="checkbox"/>	No	✓

Other (specify and indicate)

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

-	-	1
-		

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

1
---

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

National	0	3	
International	-	-	-

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

	0	1
--	---	---

- d. Number of Seminars/ workshops/symposia on Curricular development, Teaching-learning, Assessment, etc. organised by the institution

	0	4
--	---	---

- e. Research development programmes attended by the faculty

	0	6
--	---	---

- f. Invited/endowment lectures at the institution

	0	5
--	---	---

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	-
-----	---	----	---

a. Are the faculty assigned additional administrative work?

Yes	✓	No	-
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If yes, give the number of hours spent by the faculty per week

3 hrs
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b. Provide the income received under various heads of the account by the institution for previous academic session

-
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Grant-in-aid

Fees

41,50,000 /-
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Donation

-
---

Self-funded courses

-
---

Any other (specify and indicate)

-
---

c. Expenditure statement (for last two years)

	2011-12	2012-13
Total sanctioned Budget	41,50,000	41,50,000
% spent on the salary of faculty	19.28 %	21.69 %
% spent on the salary of non-teaching employees	5.39 %	6.18 %
% spent on books and journals	9.51 %	9.51 %
% spent on developmental activities (expansion of building)	-	-
% spent on telephone, electricity and water	1.96 %	1.43 %
% spent on maintenance of building, sports facilities, hostels, residential complex and student amenities, etc.	6.81 %	5.61 %
% spent on maintenance of equipment, teaching aids, contingency etc.	7 %	7.48 %
% spent on research and scholarship (seminars, conferences, faculty development programs, faculty exchange, etc.)	6.46 %	3.27 %
% spent on travel	0.38 %	0.21 %
Any other (specify and indicate)	-	-
Total expenditure incurred	36,61,545	34,21,039

- i. 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.

- ii. Is there an internal financial audit mechanism?

Yes  No

12. Is there an external financial audit mechanism?

Yes  No

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

Administration	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 25%; padding: 2px;">Yes</td> <td style="width: 25%; text-align: center; padding: 2px;"><input checked="" type="checkbox"/></td> <td style="width: 25%; padding: 2px;">No</td> <td style="width: 25%;"></td> </tr> </table>	Yes	<input checked="" type="checkbox"/>	No	
Yes	<input checked="" type="checkbox"/>	No			
Finance	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 25%; padding: 2px;">Yes</td> <td style="width: 25%; text-align: center; padding: 2px;"><input checked="" type="checkbox"/></td> <td style="width: 25%; padding: 2px;">No</td> <td style="width: 25%;"></td> </tr> </table>	Yes	<input checked="" type="checkbox"/>	No	
Yes	<input checked="" type="checkbox"/>	No			
Student Records	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 25%; padding: 2px;">Yes</td> <td style="width: 25%; text-align: center; padding: 2px;"><input checked="" type="checkbox"/></td> <td style="width: 25%; padding: 2px;">No</td> <td style="width: 25%;"></td> </tr> </table>	Yes	<input checked="" type="checkbox"/>	No	
Yes	<input checked="" type="checkbox"/>	No			
Career Counselling	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 25%; padding: 2px;">Yes</td> <td style="width: 25%; text-align: center; padding: 2px;"><input checked="" type="checkbox"/></td> <td style="width: 25%; padding: 2px;">No</td> <td style="width: 25%;"></td> </tr> </table>	Yes	<input checked="" type="checkbox"/>	No	
Yes	<input checked="" type="checkbox"/>	No			
Aptitude Testing	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 25%; padding: 2px;">Yes</td> <td style="width: 25%; text-align: center; padding: 2px;"><input checked="" type="checkbox"/></td> <td style="width: 25%; padding: 2px;">No</td> <td style="width: 25%;"></td> </tr> </table>	Yes	<input checked="" type="checkbox"/>	No	
Yes	<input checked="" type="checkbox"/>	No			
Examinations/Evaluation/ Assessment	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 25%; padding: 2px;">Yes</td> <td style="width: 25%; text-align: center; padding: 2px;"><input checked="" type="checkbox"/></td> <td style="width: 25%; padding: 2px;">No</td> <td style="width: 25%;"></td> </tr> </table>	Yes	<input checked="" type="checkbox"/>	No	
Yes	<input checked="" type="checkbox"/>	No			
Any other (specify and indicate)	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 25%; padding: 2px;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%; padding: 2px;">No</td> <td style="width: 25%;"></td> </tr> </table>	Yes		No	
Yes		No			



2. Does the institution have an efficient  
internal co-ordinating and

Yes  No  monitoring mechanism?

a. Does the institution have an  
inbuilt mechanism to check

Yes  No  the work efficiency of the non-  
teaching staff?

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

Yes  No

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

Yes  No

d. Is a grievance redressal  
mechanism in vogue in the  
institution?

a) for teachers

b) for students

c) for non - teaching staff

• Are there any ongoing legal disputes pertaining to the institution?

Yes  No

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

Yes  No

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

Yes  No

**Criterion VII:**

**Innovative Practices**

- a. Does the institution have an established Internal Quality Assurance Mechanisms ?

Yes  No

- b. Do students participate in the Quality Enhancement of the Institution?

Yes  No

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

B,Ed., ( 2012-2013 )

	Category	Men	%	Women	%
a	SC	02	03	11	12
b	ST	-	-	01	1
c	OBC	06	10	38	65
d	Physically challenged	-	-	-	-
e	General Category	-	-	-	-
f	Rural	08	13	50	93
g	Urban	-	-	-	-
h	Any other ( specify)	-	-	-	

- d. What is the percentage of the staff in the following category ?

	Category	Teaching staff	%	Non-teaching staff	%
a	SC	-	-	1	14
b	ST	-	-	1	14
c	OBC	8	100	5	72
d	Women	-	-	-	-
e	Physically challenged	-	-	-	-
f	General Category	-	-	-	-
g	Any other ( specify)	-	-	-	-

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

B.Ed.,

Category	At Admission		On completion of the course	
	2010-11	2011-12	2010-11	2011-12
SC	13	17	13	17
ST	-	01	-	01
OBC	76	40	76	40
Physically challenged	-	-	-	-
General Category	-	-	-	-
Rural	89	58	89	58
Urban	-	-	-	-
Any other (specify)	-	-	-	-

## **EXECUTIVE SUMMARY**

The Sri Saradha Institute for Teacher Training College for B.Ed., run by the Sri Saradha Charities and Endowments was established in the rural area of Attur, Salem Dt, Tamilnadu in the year 2006. The B.Ed course was recognized by the Southern Regional Committee, National Council for Teacher Education, Bangalore. The college is situated away from the Rural pollution with lush green surroundings. The teacher training programme is designed to develop overall personality of the students. Thus, Intellectual, Physical, Character and Social development are very important to develop their personalities and to evolve a complete man.

By the above programme, the college is fulfilling its mission and objectives to keep pace with the futuristic growing civilized world society. It intends to develop young student-teachers, who possess knowledge and confidence to adjust to the fast changing world of the competitive scenario without losing traces of humanity.

The institution is co-educational college. There are 8 faculty members for 100 students. The programmes are designed with direct career relevance. Though the curricula and syllabi are designed by the affiliating Tamil Nadu Teachers Education university and are required to be followed by the college, they are revised as and when required, at least once in every five years. The curricular structure provides ample scope for the Theory, Teaching Practice, Internal Assessment, Field Trip, Camp Activities, Art and Work Experience, Educational Technology, Information & Communication Technology Education, Text book review, Action Research and Case Study in the programme as compulsory component. The student feedback on the curricula and other matters are obtained, analyzed and used for improving all facets of curricular, co-curricular and extra-curricular aspects.

### **VISION :**

Our College of Education will be a world leader in the integration of teaching and learning. Advancement of the knowledge-base through research and scholarship, and leadership in service and outreach. Further, the college will be involved in preparing teachers who provide

leadership and exemplary educational and related services to improve the lives of women in a changing and complex global society.

**MISSION :**

The mission of the College of Education is to prepare outstanding educators, scholars, and researchers, and to advance the profession of education, as broadly defined, through research on science and art of teaching and learning, the application of clinical processes, the effective uses of technology, and the analysis and development of leadership and educational policy.

**VALUES:**

- Academic excellence and integrity
- Outstanding teaching and service
- Scholarly research and professional leadership
- Integration of teaching, research and service
- Individual and collective excellence
- Diversity, equity and social justice
- Education of individuals across the life span
- Collegiality and collaboration

## **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 empower the rural women society to uplift them and make Self-reliant.

To produce and ensure quality based Teacher Education.

To produce Service Minded Teachers.

To Reform the Society.

Bringing Self Confidential students

To develop Good Personality.

#### **Strategies**

Conducting Guest lectures, National level seminars and Workshops.

Arranging field trips and camps.

Use of language lab.

Co-curricular and extracurricular activities.

Celebration of national festivals and historical events.

- 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
- 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 uses 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, Newsletters, 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  
Computer Learning  
Use of Audio Visual aid

**Life Skills:**

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

**Community Orientation and Social responsibility:**

Social Service.  
Sports  
Awareness programme  
Literacy programme

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

- **Interdisciplinary/Multidisciplinary**
- **Multi-skill development**
- **Inclusive education**
- **Practice teaching**

- **School experience / internship**
- **Work experience /SUPW**
- **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 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.

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. The Curriculum framed by the Tamil Nadu Teachers Education University is rigid. Through our college comes under self financing category we give suggestions regarding the complicated areas of the curriculum to the board of studies and changes are made accordingly. Based on this curriculum learning experience is gained by students in and out of the campus.

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

Careful analysis of the feedback obtained from various sources, the College decides at the areas for improvement and sent to the suggestions to the University for the inclusion in the agenda for consideration.

#### **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 Periyar University, Salem. 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?**

The faculty members were sent to various seminars to sustain the quality enhancement. In-service training programmes with resource persons drawn from various universities and other academic institutions were arranged periodically.

**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)**

In case of candidates belong to SC and ST community, a pass in the relevant UG degree courses is enough for admission.

No age limit

Concession is given for physically handicapped and financially backward students.

No Language bar

**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.**

After admission the institution adopts methods for assessing students' knowledge, needs and skills before the commencement of the program through marks secured by the candidates, group discussion and personal interview.

This process helps the teachers to assess the students' potential, academic back ground. As most of the students are from rural background, their skill in English is poor, and in order to bridge the gap between the incoming students, the English department conducts standardized language skill test in English, and based on the scores, the department identifies and remedial support is provided by Conduct and

Bridge courses to the weaker students and make them understand the subjects with ease.

## **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?**

The institution provides a broad platform for catering the diverse need of students like Communication skills, ICT related Skills, Use of Internet, browsing Journals and Magazines, life skills development. To conduct social reasonability programmes, consultancy and extension service programme.

### **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?**

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. Speaking in English is encouraged. The students are advised to make the optimal use of library. The students are instructed to use the Internet facility available in the college for their Teaching –Learning purpose. Students are guided to make the necessary teaching learning materials like charts, flashcards, picture cards, OHP sheets, static models and dynamic models.

**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 institution engage students in active learning in many ways. By

using the learning recourses as stated below

Students improve their knowledge by reading many books form the library provided by the institutions

Computer lab facilitate the students with educational web sites.

Students were also motivated to engage to study in groups.

Students are also motivated to do individual projects. Our faculty members guide the students to complete the projects,

Our institution stimulus the students to improve their teaching competency

Students are trained for the peer teaching before going to the actual class room teaching.

Students are encouraged to have a role playing to improve their commutation skills.

Students are motivated to carry out the internship activities.

**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 skill and practice the same in the micro teaching skill based classes

The following are some of the skills practiced:

Skill of Stimulus variation

Skill of illustration

Skill of Reinforcing

Skill of probing questions

Skill of explanation

Skill of Set Induction

Skill of using Block Board

Skill of Reinforcement

*No. of Lessons given by each student per skill-2*

**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.**

Yes. The student –teachers co-operatively plan the lesson plans adhering to the plan of lesson proposed by their guide teachers at school, so that the planned units are covered for the school students as per the schedule.

In schools, the school teacher also makes their suggestions regarding the lesson plan and teaching of specific subject. These are taken into consideration while the teacher educator guiding the student teacher.

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

*The student- teachers are instructed to follow the given aspects in the practice teaching sessions.*

Instructed to keep the classes in learner centered mode.

To follow the school rules and norms.

To maintain the classes in activity based learning.

Advised to deal with the students psychology.

Motivate the students by asking many questions.

Suggested to make learning a fun through active learning.

Advised to follow the utilization of many teaching learning aids as possible.

Advised to deal the exceptional children using special method.

These criteria monitored by teacher educators during their school visits.

**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.**

Yes, the student teachers co-operatively plan the lesson plans adhering to the plan of lesson proposed by their guide teachers at school, so that the planned units are covered for the school students as per the schedule.

**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 13:1 depending upon student strength of the school and whether the school is Primary, Secondary or 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., Tagore, Raman, Indira, and Mahatma, 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?**

The college library has many numbers of copies of text books of the school subjects which is utilized both by the staff and the student – teachers so as to keep touch with the school subjects.

The teaching methodologies are kept in pace with the recent developments as per the policy directions and educational needs of the students with the help of the Internet facility, participating in workshops and presenting papers undergoing training, attending orientation programmes

**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.Phil & Ph.D. 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.)**

The barriers to student learning, if any, are identified through the students feedback and reports dropped in the suggestion box. The college provides congenial and conducive atmosphere and appreciable infrastructure. The student teachers enjoy the privilege of utilizing all technologies available in the college.

### **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 outcomes. 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?**

Students are assigned projects; they are encouraged to take part in Group discussions.

Self evaluation, class evaluation and teacher evaluation.

Charts, models, CDs are used to help teaching and learning.

Role-play and dramatization skills are used in Language Teaching.

The records are evaluated by parallel staff as well as by the principal.

Hence, records undergo double valuation scheme.

##### **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?**

The institution motivates its teacher educators to take up research by

Faculties are encouraged to join Ph.D., to take up research in education.

Making adjustment in teaching schedules.

Any notification from institution regarding research activities, seminar, symposium, Conference, etc., is prominently displayed in the Notice board and circular.

Library and internet facilities provided for staff members at any time.

Teacher Educator is awarded and encouraged.

**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 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.**

Various instructional materials used or developed by the college are as follows.

Faculty members prepared Power Point Presentation on various subjects.

The instructional materials include charts, picture cards,



flash cards, slides, transparencies and film strips, static and dynamic models.

Uses of CDs and DVDs.

**2 Give details on facilities 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 sends 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)**

- **Organized by the institution**
- **Attended by the staff**
- **Training provided to the staff**

Two work shops 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.

**3.2 Consultancy**

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

The following consultancy services are being provided free of cost by the institution to the villages around it especially to the women self-help groups.

Food preparation and preservation

Cosmetic preparation

Domestic utility items

Preparation of phenyl

Pot making and Pot painting

Preparation of stationery items

Preparation of Art and Craft materials

Book binding and spiral

- 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, through press, media local cable Television.*

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

- 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. No revenue is generated. Consultancy is offered free.

### **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 monetary 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.

- 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 and organized Eye camp programme in surrounding Primary, Secondary Schools. Around 1000 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:

- a. Curriculum Development
- b. Teaching
- c. Training
- d. Practice Teaching
- e. Research
- f. Consultancy
- g. Extension

- h. Publication
- i. Student Placement

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

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

The faculty of our institution has constant touch with school faculty and discusses the course well in advance. Effort is taken to improve the competencies of the student teachers.

The subject experts from other colleges and Universities are invited as guest lecturers for seminars.

**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?**

**Research**

Special leave is sanctioned for carrying out specific research practice like literature collection, data collection.

Registration fee, Travelling Allowance and Daily Allowance is borne by the Trust for faculty attending seminars, symposia, conferences and workshops.

**Consultancy**

Travelling Allowance and Daily Allowance will be provided by the Trust.

**Extension**

Providing internet awareness programme to the school children.

We organize special camps like Eye camp, Blood donation.

**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 - 3.17 Acers.

Buildup area – 2110 sq.mt

Class rooms -66 sq.mtr(each-7 )

Office – 40.71 Sq.mt.

Staff Room – 66 Sq.mt.

Women's Common Room – 48 Sq.mt.

Physical Science Lab – 69 Sq.mt.

Life Science Lab – 68 Sq.mt..

Library and Reading Room – 106 Sq.mt.

Educational Technology – 66 Sq.mt.

Computer Lab – 66 Sq.mt.

Language Lab.-60 Sq.mt.

Multipurpose Hall – 106 Sq.mt.

Seminar Hall – 2000 Sq. Fts..

Psychology Lab.- 66 sq.mt.

Girls & boys 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?**

The infrastructure facilities are very good and established in well effective manner. The laboratories maintained with sufficient and large number of well equipped. Thus the augmentation is kept pace with the



academic growth. If the strength of the students increased the facilities may increased.

**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, Basket ball 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.)**

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, we do have hostel facilities for Boys. The Gents Hostel is available in the college campus itself. They are 10 rooms and around 18 students can accommodate in this hostel. 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. The Women hostel building construction is going on. It may be completed with in few months. Our management arranged private ladies hostel nearby the college for the time being.

#### **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.**

We have full pledged physical infrastructure as per NCTE norms.

The facilities and amount invested for developing the infrastructure

<b>SL.NO.</b>	<b>FACILITIES</b>	<b>RS.</b>
01	Land	35,00,000
02	Laboratory	8,15,000
03	Building	2,55,70,000
04	Furniture	8,05,000
05	Equipments	7,86,000
06	Chemicals	1,10,000
07	Library	9,50,000
08	Computer	6,00,000
09	Transport charge	10,05,000

10	Sports	19,805
11	Miscellaneous	1,10,000

**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 . One computer, printer, photo copier machine has been provided to the library for technical support. Internet, DELNET 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 five thousands books, more than 15 journals, 10 Magazines, periodicals, more than twenty encyclopedia , Six educational surveys , reference books, Six 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 5 members library committee which meets four times during every sessions for discussions purchase of books , journals, Magazine, 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 and partly Automated. 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 Inlibnet/Delnet/IUC facilities? If yes, give details.**

Yes, Delnet facilities 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 open every working day from Monday to Saturday except the Sunday and other declared holiday. However the provision to open the library on Sunday & holiday is made 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 35 number of computers with high configuration to provide ample opportunities for students and staff to access internet and web site programmes . 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 software 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-3, 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, Life 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?**

On the first day of every academic year the previous knowledge is tested by individual inventory to know the areas of the interest and their needs by arranging different skillful programming. We organize bridge course to enhance their professional knowledge.

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

The college campus is situated at the Mountain in natural environment. It is also inspiring and conducive for education. The infrastructural facilities include fans, lights, water facilities, mineral water facilities, shed for parking vehicles, hygiene toilets, canteen and playground.

Educational based facilities like Computer lab, Seminar hall, Language lab, Physical Science lab, Biological Science lab, Psychological lab and Library are provided here. The facilities to promote the development and improvement of the B.Ed., students.

- 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?**

The placement cells of the college gives the students consistent counselling and enables them to complete the course for jobs and pursue higher studies. The cell also arranges personality development programmes, development of aptitude programmes and developing communication skills.

Special coaching is also arranged to help students to face the Teachers Recruitment Board (TRB) exams. This service is provided free of cost.

- 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.**

The student teachers passing out of the institution are always invited with suggestions and their needs. The institutional head and the faculty are ready to guide those regarding educational and vocational needs. Training is provided and access to library and other education related electronic information, audio/ video resources are available. The students are free to send their query through email and it is seen that they receive satisfying reply.

They have access over several power point presentations developed by the institution and other educational software. They can get the availability of other electronic devices from the college with the permission of the head of the institution.

They can also get books, maps, models and charts from the college when in need for practice teaching.

They are invited to attend the workshop/seminars organized by the institution.

- 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 2007. 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?**

For the implementation of the curriculum our college has planned academic Calendar. We arrange different type of activities and tests the knowledge of students. From the beginning of the college, new arrival students are guided about our college and all co-curricular activities, so that the students get ready with mental preparation to do all curricular and co-curricular activities for achievements.

During the course, our student teachers who take part in all activities are appreciated by the faculty and head with needful feedback. The college awards prizes, certificates and ‘Trophy’ for the top level student teachers in different tasks.

**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. 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**

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

Yes,

List of office bearers

President	-	Miss. Selvi
Vice President	-	Miss. Santhi
Secretary	-	Miss. Kavitha
Deputy Secretary	-	Miss. Devi
Treasurer	-	Mrs. Tamilselvi

Give the year of the last election- 2008

List Alumni Association activities of last two years.

Donation of Books for book bank

Consultancy Services

Monetary Help for the students who are economically weak.

Academic Guidance

Provides books for the school students who are economically weak

Provides the needful accessories and food during camp activities.

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

**College Lecturer**

**School Teacher**

**V.A.O**

**Government Employees**

**Run the own School**

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

Our college encourages students to participate in extracurricular activities including sports and games. Every year our students take part in cultural activities and have got good achievements.

The expenditure occurred is borne by the trust.

The students are appreciated publicly by giving advertisements in the leading news paper.

**3. 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.

**4. 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.

**5 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.

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

Examination committee

Cultural committee

Academic committee

Library Advisory committee

Sports committee

Magazine committee

Staff Selection committee

Research committee.

IQAC

Guidance & Counselling Committee

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

**7 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 progress of the candidates at different stages of programmes is monitored and advised through individual guidance programme. We

arrange for self-motivated lectures through academic counselors..

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

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

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

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

**VISION :**

Our College of Education will be a world leader in the integration of teaching and learning. Advancement of the knowledge-base through research and scholarship, and leadership in service and outreach. Further, the college will be involved in preparing teachers who provide leadership and exemplary educational and related services to improve the lives of women in a changing and complex global society.

**MISSION :**

science and art of teaching and learning, the application of clinical processes, the effective uses of technology, and the analysis and development of leadership and educational policy.

- 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, spirit 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?**

In the governing body meeting governed by the trust, the program for the year is planned after serious discussion, plans, reviews and monitored effectively.

Work load is equally distributed by the head of the college, through regular staff meetings.

The responsibilities are clearly and precisely defined by the head of the college.

**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 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 college is affiliated to Tamilnadu Teachers Education University, due to which it follows the curriculum of Tamilnadu Teachers Education University. Trust encourages long term professional development and uses them for the development of the college. The Principal is taking the decisions with the consultation of the secretary. Secretary and Principal make efforts for the selection of qualitative staff, availing technological and other facilities. Monitoring performance of the students seeking gradual improve

**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 extracurricular activities, programs and functions.

Sports committee: To organize sports activity for the college.

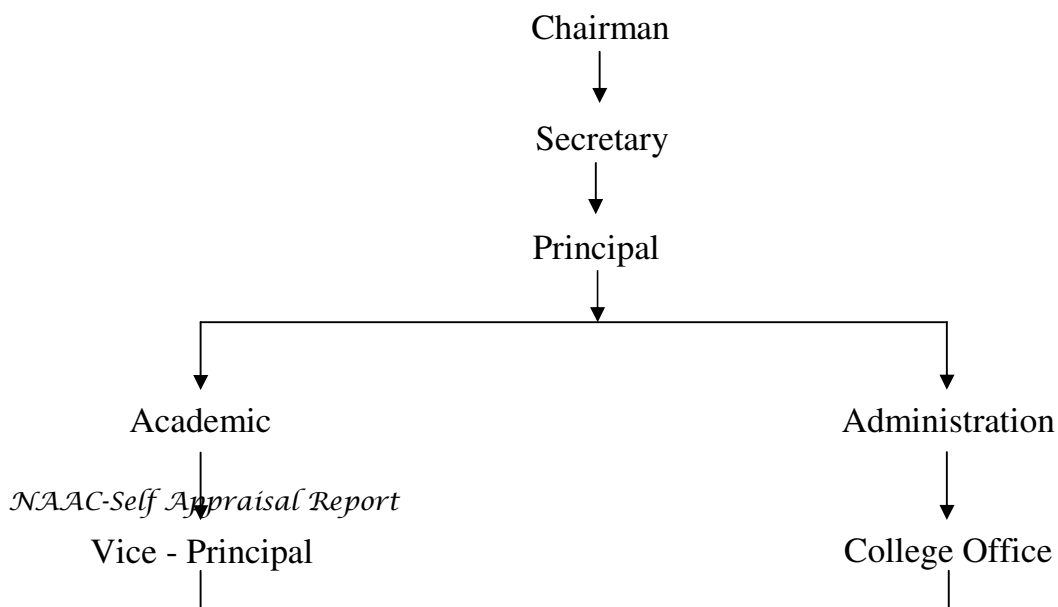
Library committee:-To advice for introduction of books, journals and overall responsibility of library affairs.

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.**



**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.**

Yes, the institution uses the various data and information, obtained from the feedback like Alumni feedback forms, students feedback forms, school headmasters, guide teachers, Parents, serve as useful tools for decision-making and performance improvement.

**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 action plan is executed by the Principal and financial resources are allocated by the management through the trust office

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

Applications are invited from the candidates for the post of lecturers through advertisement in leading Newspapers.

Call letters are sent to suitable candidates after scrutiny of the received applications.

Candidates are interviewed by an interview committee and got approval for selection.

**The interview committee consists of the following members:**

Management Representative

Principal

Subject Expert

Special Invitee from Government / Aided College of Education / University.

- 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?**

The governing body and the Insurance Quality Assurance Cell ensure that each time the members meet for making resolution and decision the committees keenly focus on the criteria mentioned in the vision, mission and evaluate the output throughout the year and revised every year .

**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?**

Self-appraisal forms provided by the individual staff members and the report is studied carefully by the Principal and the staff council which arrange faculty development programmes as per the guidance given by governing body.

**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.**

Yes, our college has conducted staff skill development programme for teaching and non teaching staff.

6 days Comp. Training programme.

Communication skill teaching

Spoken English classes and Training in office automation

**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 9000 to 14000

Workload for each staff – Average 9 to 10 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?**

Our college website is being updated to give latest information.

The college office provides all the information needed.

People can seek information through phone

A suggestion box is provided to make suggestions and 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 :-

H

Highly result oriented faculty members are identified and certificate of high Excellency are given apart from

consolidated prizes for their inner motivation.

S

pecial increment /promotion policy.

D

istinguished 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 overcome 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 deposes 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 2011.

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?**

The college maintains the quality of its academic programmes by establishing:

Various means like internal auditing

Expert review

Observation by the Management

Observation by Principal

Unannounced visits by governing body members.

Regular and periodical checking done by Principal and Vice-Principal,

Quality Assurance Cell reviews

Preparing academic Calendar

Work distribution

Leadership training

### Time Management

Regular feedback from parents, students and remedial programmes

**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 institution shares the various learning resources as per the necessity and the requirement of the various constituents of the institutions. Remarkable activities are reflecting in various newspapers. The institution strives to impart value-based education, social responsibilities among the students..

## **7. 2 Inclusive Practices**

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

The 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.**

Field Trip, Citizenship programme, Camp Activities, Art and Work Experience, Educational Technology, Information and Communication Technology Education, Action Research, Case Study, Consultancy and Extension activities in the programmes, cultural and social activities at the village is also performed by the trainees.

**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?**

They are helped in the places like library, labs.

They are allowed to utilize Information communication technology resources whenever they are in need.

The Institution co-ordinates with them to get the scholarship from the state and the central governments.

They are allowed to play indoor games like chess, carom board etc., We are providing free transport facilities to those students.

**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?**

The Institution provides the stakeholders with good access to the information on organizational performance through

Press  
Pamphlets  
Website  
Brochures  
Orientation Programs

**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?**

We collect feedback from

Students  
Alumni  
Community  
Academic Peers  
Employers  
Parents

The feedback thus collected are perused and scrutinized.

They are analyzed and recorded. The staff council after detailed discussion arrives at a deployment of the suggestions for quality improvement and gets the approval of the governing body

**DECLARATION BY THE HEAD  
OF THE INSTITUTION**

I certify that the data included in this Self-Appraisal Report (SAR) are true to the best of my knowledge. This SAR is prepared by the institution after internal discussions, and No part thereof has been outsourced.

*Sri Saradha Institute for Teacher  
Training College for B.Ed.,*

I am aware that the Peer team will validate the information  
provided in this SAR during the peer team visit.

**Place : Attur**

**Signature of the**

**Date :**

**Head of the Institution With seal**