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MAHENDHIRA COLLEGE OF EDUCATION, KUMARAMANGALAM, NAMAKKAL

INTRODUCTION

Mahendhira College of Education, established in 2007 by the munificent under the banner of Mahendra educational Trust was affiliated to Periyar University, Salem. Since 2008 it is affiliated to TamilNadu Teachers Education University, Chennai. Our College enjoys the tranquil, unpolluted, serene atmosphere located in the suburban village of Kumaramangalam, Namakkal. It covers an area of 0.56 acres which constitutes administrative and departmental buildings, computer labs and the playgrounds, canteen, students' hostel etc are shared with the sister concern. The greenery surroundings of the Institution provide a healthy and pleasant environment. The College, which has stepped into its 5th year in the field Teacher Education offering Nine courses.

LOCATION

The college is in sprawling campus in rural sylvan surroundings free from pollution. The college stands on Tiruchengode - Namakkal state highway, 4 kms from tiruchengode and is well connected to all major cities, industrial centers across the country through rail and road network. The area is characterized by educational and economic transformation

CAMPUS COMFORTS

INFRASTRUCTURAL FACILITIES

- ❖ The institution has modern class rooms for better teaching learning process
- ❖ We have airy, Spacious class rooms with Public Address System.

- ❖ State-of-the-Art classrooms with LCD Projectors, Conference Hall and AV room add value and provide impetus to the institution.
- ❖ The College has an AV room with seating capacity of 500 for organizing training programmes throughout the year with the help of reputed trainers from various parts of India.
- ❖ An Examination hall with a seating capacity of 100 each for conducting college tests Well equipped Life Science labs, Psychology lab, Mathematics lab and SUPW work shop are made available.

COMPUTER FACILITIES

- ❖ Our College has a well equipped lab with 50 computers in latest configuration.
- ❖ Free Internet facility is made available to Staffs and Students with the latest information.
- ❖ Computer facilities are made available in the Staff room to enable the Staff to prepare instructions materials for students.
- ❖ Computers with free Internet facility is made available in girls hostel.

LIBRARY FACILITY

- ❖ The Institution has an automated computerized library stocked with approximately 5000 books, 120 educational CDs and a good number of National/International journals, magazines and encyclopedias.
- ❖ DELNET facility is provided in the library by which the students can gain access to books, journals, magazines, in libraries in any parts of the country.
- ❖ We have installed E-Gate facility in the library from the academic year 2009-2010.
- ❖ Library is equipped with modern photo copier machine.

ADMINISTRATIVE FACILITIES

- ❖ All our administrative works carrying through computer like Admission work, Letter correspondent, Student and Staff profile, salary details of teaching and non-teaching staff, etc.,
- ❖ The Institution has computerized its Financial Management System to generate bills for various over-heads.

TEACHING METHODOLOGY

- ❖ Teaching method is empowered with the help of Power Point Presentation.
- ❖ In addition to lecture method, our faculty members follow Interactive Teaching, Project Based Learning, Computer Assisted Learning, etc.
- ❖ Study materials are given to the students in the form of printouts.
- ❖ Every year field trips and Educational tour are arranged to expose students to gain firsthand knowledge.
- ❖ Guest lectures are provided by eminent experts.
- ❖ Seminars, Symposium and Workshops are conducted by various departments.
- ❖ Soft Skill Programme, ID Programme and Interview techniques are the additional training programmes made available to the students by our Institution.
- ❖ Periodical tests are conducted to evaluate the student achievement level and remedial measures are taken.

SPORTS & EXTENSION ACTIVITIES

- ❖ The College offers good infrastructural facilities for sports and games. A concretized Basket Ball ground with flood light facility, Volley Ball court and Cricket field are available. Besides these, provisions are there to play indoor games such as Chess, Carrom, Table-tennis, Shuttlecock, Gymnasium, etc.

- ❖ The College also has an Youth Red cross and Blood Donor's Club.

HOSTEL & CANTEEN FACILITIES

- ❖ Luxurious hostel for girls with internet lab facility.
- ❖ Indoor game facilities along with gymnasium are made available for the use of the inmates in both the hostels.
- ❖ Supply of hot water is ensured round the clock with the help of solar water heaters.
- ❖ Delicious food is prepared in hygienic way in the modernized kitchen.
- ❖ Pay phones and STD facility are made available in the hostel premises.
- ❖ Mineral water is supplied through R-O Method in both the hostels.
- ❖ Latest Kitchen Equipments (Dosa, Chapatti Machine, Rice Cooking Utensils) are made available in hostel.
- ❖ Our college canteen provides stationeries, snacks, cosmetics and other accessories which can be used by the students and staff members at any time. Quality and hygienic food, beverages are available at subsidized rates.

TRANSPORT FACILITIES

- ❖ 05 buses are plying for both boys and girls in and around salem for the benefit of the students.
- ❖ Each bus is equipped with mobile phone, first-aid box and fire extinguisher.

MISCELLANEOUS

- ❖ Solar Renewable Energy lamps have been installed in the College campus.
- ❖ Lightning arrestor is installed in the College premises.
- ❖ Electricity connection from LT to HT is provided for continuous 24 hours 3 phase power supply. In case power shut down 200 kva

generator is provided for non stop power supply for the entire campus.

- ❖ Modern Photocopier machines are installed in a separate room to take printouts and photocopies of documents.
- ❖ Rain water harvesting system is implemented in our College.

VISION:

Education is a continuous process and Mahendra College of Education will remain in the forefront and will strive to provide quality education and to prepare the future teacher for next generation.

MISSION:

- ❖ To engage its resources towards service and upliftment of the underprivileged rural population
- ❖ To ensure conducive and equal opportunities to all students enabling them to acquire knowledge and skill of international standards
- ❖ To motivate academic faculty to meet the ever increasing challenges in the era of liberalization, privatization, globalization and to provide quality education to its students
- ❖ To offer all-round education by making it learner centered, provide continuous education to all students with necessary skills and specializations that would match with the needs of the industry sector and of relevance in the global market
- ❖ To provide all the necessary inputs to its students to enable them meet the challenges with courage and fortitude and the changing needs of the society
- ❖ To transform student who enter this “Temple of Learning”, into motivated and, matured professionals, and above all, humane and responsible citizens of our country

VALUES:

- ❖ To serve the needy section of the society with the service mind.
- ❖ To reign supreme both academically and professionally
- ❖ Serving the cause of education by giving proper lead to the enrichment and progress of the individual and society.
- ❖ Discharging the duties and obligation to the student by the staff on efficient lines.
- ❖ Improving the effectiveness of the “Quality Management System” continuously.
- ❖ Contributing to the improvement of “Educational Climate” in the classroom and in the campus.
- ❖ Involving the parents and students to know more about the facilities provided in our college through personal contacts and electronic media and establish a good rapport.
- ❖ To develop co-operation and collaboration equity and social justice.

OBJECTIVES

- ❖ To make the teacher acquire relevant knowledge, skills and attitude in pedagogical methods.
- ❖ To prepare teachers to become role models in class rooms to be an instruments for building productive human capital in our country to face the challenges of globalization.
- ❖ To enhance the competency of the teachers at upper primary, secondary and higher secondary level of education.
- ❖ To create a comprehensive understanding about pedagogical methods in organizing learning experiences for students.
- ❖ To develop new skills required for teachers in organizing instructional methods using ICT

Part – I: Institutional Data

A) Profile of the Institution

1. Name and address of the Institution:

| | |
|----------|---|
| Name | : Mahendhira College of Education |
| Address | : Kumaramangalam (Po), Thiruchengode (Tk), |
| City | : Thiruchengode. |
| District | : Namakkal. |
| State | : Tamilnadu. |
| Pincode | : 637 205. |

2. Website : www.mahendraeducation.com

3. For communication :

Office

| Name | Area / STD code | Tel.No. | Fax No | E-mail |
|--|------------------------|------------------------|-------------------|----------------------------|
| <u>Principal</u> Dr. Harish kumar | 04288 | 257007, 09245116911 | 04288 – 257007 | mcoedu3@rediffmail. com |
| <u>Vice Principal</u> Miss. R.Kannammal | 04287 | 231522, 09442553750 | 04288 – 257007 | mcoedu3@rediffmail. com |
| <u>Self – Appraisal Co-ordinator</u> Mr. Jayaraman | 04288 | 257007, 09976348718 | 04288 – 257007 | mcoedu3@rediffmail. com |

Residence

| Name | Tel.No. | Mobile No |
|--|----------------|------------------|
| <u>Principal</u> Dr. Harish kumar 38, katcherri street, velur road, Thiruchengode, 637 211. Namakkal D.t. | - | 09245116911 |
| <u>Vice Principal</u> Miss. R.Kannammal Kattavanaiyan kadu, Goundampalayam, Rasipuram T.k, Namakkal D.t, 637 408. | 04287-231522 | 09442553750 |
| <u>Self - Appraisal</u> <u>Co-ordinator</u> Mr. Jayaraman Kudi street, koottapalli p.o, Thiruchengode (Tk), Namakkal D.T. | - | 09976348718 |

4. Location of the college

- i. Urban ☐
- ii. Semi-urban ☐
- iii. Rural ☒
- iv. Tribal ☐
- v. Any other ☐
- (Specify and indicate)

5. Campus area in acres : 0.56 Acres

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

7. Date of establishment of the college

Month & Year

| | |
|----|------|
| 11 | 2007 |
|----|------|

8. University / Board to which the institution is affiliated

TAMILNADU TEACHERS EDUCATION UNIVERSITY, CHENNAI

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

Month & Year

2(f) - Not Applied

Month & Year

12B - - Not Applied

10. Type of Institution:**a. By funding**

- i. Government ☐
- ii. Grant-in-aid ☐
- iii. Constituent ☐
- iv. Self – financed ☒
- v. Any other ☐
(Specify and indicate)

b. By Gender

- i. Only for Men ☐
- ii. Only for Women ☐
- iii. Co-education ☒

c. By Nature

- i. University Dept. ☐
- ii. RIE ☐
- iii. IASE ☐
- iv. Autonomous College ☐
- v. Affiliated College ☒
- vi. Constituent College ☐
- vii. Dept. of Education of a Composite college ☐

viii. CTE

☐

ix 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 | Dur | Medium of instruction |
|-------|---------------------------------|----------------------|------------------------|--------------------|------|--------------------------|
| iii) | Secondary / Sr. secondary | B.Ed., | Any Degree | Bachelor Degree | 1 Yr | Tamil &English |

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

| Level | Programme | Order No. & Date | Valid upto | Sanctioned Intake |
|------------------------------------|-----------|--|---------------|----------------------|
| Secondary / Sr. Secondary | B.Ed., | F.SRO/NCTE/B.Ed/2006 – 2007/11218 Dt.10/09/2007 | - | 100 |

B) Criterion-wise inputs

Criterion I: Curricular Aspects

1. Does the Institution have a stated

Vision Yes ☒ No ☐

Mission Yes ☒ No ☐

Values Yes ☒ No ☐

Objectives Yes ☒ No ☐

2. Does the Institution offer self -financed Programme(s)

Yes

ONE

a) How many programmes?

b) Fee Charged per programme:

1. B.Ed Programme

| S.No. | Programme | Duration | Fees |
|-------|--------------------|----------|------------|
| 1. | Tamil | 1 Year | Rs.30, 000 |
| 2. | English | 1 Year | Rs.30, 000 |
| 3. | Mathematics | 1 Year | Rs.30, 000 |
| 4. | Physical Science | 1 Year | Rs.30, 000 |
| 5. | Biological Science | 1 Year | Rs.30, 000 |
| 6. | History | 1 Year | Rs.30, 000 |
| 7. | Commerce | 1 Year | Rs.30, 000 |
| 8. | Computer science | 1 Year | Rs.30, 000 |
| 9. | Economics | 1 Year | Rs.30, 000 |

3. Are there programmes with semester system:

No

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

Yes ☐No ☒

If Yes, how many faculty are on the various curriculum development/vision committees /Board of Universities/regulating authority

NIL

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

D.Ed

-

B.Ed

One

M.Ed (Full Time)

-

Any other (Specify and indicate)

-

6. Are there Programmes offered in modular form

Yes

☐

No

☒

Number

-

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

Yes

☒

No

☐

Number

One

8. Are there programmes with faculty exchange / visiting faculty

Yes

☒

No

☐

Visiting faculty:

| Sl.No. | Name | Topic | College |
|--------|-------------------|-------------------------|---|
| 01 | Prof. K.K. Selvam | Personality Development | Mahendra Engg. College Mallasamudhram |
| 02 | Dr.S.Rajamanickam | Language Skills | Director, Mahendra Engg. College For Women Kumaramangalam |
| 03 | Mr. S.Kannaiyan | Teachers Education | Head Master, GBHSS, Tiruchengode |
| 04 | Dr. S.Ramesh | Health and Dental Care | Tiruchengode |
| 05. | Dr. R.Vadivel | Soft Skills Training | Mahendra Engg. College for Women, Kumaramangalam. |

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

| | | | | |
|------------------------------------|-----|-------------------------------------|----|--------------------------|
| Heads of practice teaching schools | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| Academic peers | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| Alumni | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| Students | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| Employers | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

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

3 Months

11. Has the Institution introduced any new courses in teaching education during the last three years

Yes ☐ No ☒

Number

-

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

Yes ☒ No ☐

Number

Three

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

Yes ☒ No ☐

As per Yearly Calendar

14. Does the Institution encourage the faculty to prepare course out lines?

Yes ☒ No ☐

Criterion II: Teaching – Learning and Evaluation

1. How are students selected for admission in to 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) ☐

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

- a) Date of start of the Academic year - 03.09.2010
- b) Date of last admission. - 30.09.2010
- c) Date of closing of the academic year - 21.06.2011
- d) Total teaching days - 140 days.
- e) Total working days - 180 days.

3. Total number of students admitted:

| Programme | Number of Students | | | Reserved | | | Open | | |
|-----------|--------------------|----|-------|----------|----|-------|------|----|-------|
| | M | F | Total | M | F | Total | M | F | Total |
| B.Ed | 32 | 68 | 100 | 32 | 67 | 99 | - | 01 | 01 |

4. Are there any over seas students

Yes ☐ No ☒

5. What is the 'unit cost' of teacher education programme?

- a) Unit cost excluding salary component Rs. 7,500.00
- b) Unit cost including salary component Rs. 27,500.00

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

| Programme | Open | | Reserved | |
|-----------|-------------|------------|-------------|------------|
| | Highest (%) | Lowest (%) | Highest (%) | Lowest (%) |
| B.Ed | 85% | 50% | 85% | 40% |

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

Yes ☒ No ☐

8. Does the Institution develop its academic calendar practicum?

Yes ☒ No ☐

9. Time allotted Theory and Practical Classes :

| Programme | Theory | Practice teaching | Practicum |
|-----------|--------|-------------------|-----------|
| B.Ed | 77.7% | 22.23% | 20% |

10. Prepractice teaching at the Institution

a) Number of pre practice teaching days

5 Days

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

5 Lessons

11. Practice teaching at School

a) Number of Schools Identified for practice teaching

16 Schools

b) Total number of practice teaching days

40 Days

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

40 Lesson Plan

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

Number of lessons in simulation

5 Lessons

Number of lessons in pre practice teaching

2 Lessons

13. Is the scheme of evaluation made known to students at the beginning of the academic session?Yes ☒ No ☐**14. Does the Institution provide for continuous evaluation?**Yes ☒ No ☐

Student – theory evaluation is made frequently.

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

| Programme | Internal | External |
|-----------|----------|----------|
| B.Ed | 52% | 48% |

16. Examinations

a) Number of sessional tests held for each paper
2 tests (midterm), 1 model tests are conducted

5 Numbers

b) Number of assignments for each paper
2 assignments per paper

2 Numbers

17. Access to ICT (Information and Communication Technology)

| | Yes | No |
|---|---|-----------|
| Computers | Yes | - |
| Intranet | Yes | - |
| Internet | Yes | - |
| Software/ Courseware (CDs) | Yes | - |
| Audio resources | Yes | - |
| Video resources | Yes | - |
| Teaching aids & other related materials (lab) | Yes | - |
| Any other (specify and indicate) | Training the student to prepare the PPT | - |

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

Yes ☒ No ☐

Number

| |
|-----|
| ONE |
|-----|

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

Yes ☒ No ☐

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

Compulsory ☐ Optional ☒

Criterion III : Research, Development and Extension

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

| | | | |
|--------|---|---|-----|
| Number | 1 | % | 11% |
|--------|---|---|-----|

2. Does the Institution have ongoing research projects?

Yes ☐ No ☒

3. Number of completed research projects during last three years

NIL

4. How does the institution motivate its teachers to take up research in education?

(Mark ☒ for positive and ☒ negative response)

- Teachers are given study leave ☒
- Teachers are provided with seed money ☒
- Adjustment in teaching schedule ☒
- Providing Secretarial support and other facilities ☒
- Any other (specify and indicate)
- Resource materials are provided from the library ☒

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

Yes ☒ No ☐

6. Number of research degrees awarded during the last 5 years.

NIL

7. Does the institution support student research projects (UG&PG)Yes ☒ No ☐

Only minor level research work for UG students.

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

| | Yes | No | Number |
|---|-----|----|--------|
| International journals | - | - | - |
| National journals-referred papers non referred papers | - | - | 3 |
| Academic articles in reputed magazines/news papers | - | - | - |
| Books | Yes | - | 7 |
| Any other (specify and indicate) | - | - | - |

Note: Teaching of Geography Book has referred as reference book by the TNTEU, Chennai.

9. Are there awards, recognition, patents etc received by the faculty?Yes ☒ No ☐**10. Number of papers presented by the faculty and students (during last five years)**

| | Faculty | Students |
|------------------------|---------|----------|
| National seminars | 6 | 1 |
| International seminars | - | - |

11. What types of instructional materials have been developed by the institution? (Mark ☐√ for yes and ☐X for no)

- ❖ Self-instructional materials ☒
- ❖ Printed materials ☒
- ❖ Non-print materials (e.g. teaching aids/audio-visual, multimedia, etc.) ☒
- ❖ Digitalized (Computer aided instructional materials) ☒
- ❖ Question bank ☒
- ❖ Any other (specify and indicate) ☒
- ❖ The college provides technological hardware and software materials, audio visual, multimedia etc. ☒
- ❖ Current events are updated by the use of internet ☒

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

Yes ☒ No ☐

Programmes as follows

- ❖ Psychology Seminar – Mr.R. Naveen Kumar
- ❖ First Aid – Mr. N. Jayaraman
- ❖ Personality Development – Prof.K.K. Selvam
- ❖ Environmental Awareness Programme – R.Thamaraiselvi
- ❖ AIDS Awareness Programme – Miss. R. Kannammal

The nature of the post.

- ❖ Full time –Physical Director
- ❖ Part time –Music Master
- ❖ Additional charge – Deputed Staff members for cultural and other co-curricular activities

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

Yes ☐ No ☒ - Only citizenship camp – 5 Days programme

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

Yes ☒ No ☐

- ❖ Carrier Guidance
- ❖ First –Aid
- ❖ Personality Development
- ❖ Environmental Project Work
- ❖ Aids Awareness Programming
- ❖ Jewel making workshop
- ❖ Cultural Activities, competitions
- ❖ District level Debate, Quiz , Sports etc.

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

Yes ☒ No ☐

NGO organizations

- ❖ Consumer Awareness programme conducted by Consumers forum.
- ❖ Personality and Soft Skill programme conducted by Dr. R.Vadivel.
- ❖ Tree plantation – Sapplings are sponsored by Mahendhira Educational Trust, Kalippatti, Namakkal D.T.

GO's Organization

- ❖ AIDS Awareness programme Street Play – Tamilnadu State Aids Control Board
- ❖ Job Fair – Organized jointly with District Employment Office, Namakkal

16. Does the institution provide consultancy services?

Yes ☒ No ☐

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

| | |
|---------------------|-----|
| Local level | Yes |
| State level | Yes |
| National level | - |
| International level | - |

Criterion IV: Infrastructure and Learning Resources**1. Built - up Area (in sq.mts)**

3008 Sq. Mts

2. Are the following laboratories been established as per NCTE Norms?a. Methods lab Yes ☒ No ☐b. Psychology lab Yes ☒ No ☐c. Science Lab (s) Yes ☒ No ☐d. Education Technology lab Yes ☒ No ☐e) Computer lab Yes ☒ No ☐f) Workshop for preparing Teaching aids Yes ☒ No ☐**3. How many Computer terminals are available with the institution?**Yes ☒ No ☐

Number

50

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

Rs.1, 10,000/-

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

Rs.7, 500/-

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

Rs.10, 000/-

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

Rs. 12,000/-

8. Has the institution developed computer aided learning packages?

YES

9. Total number of posts sanctioned

Open Reserved

| | | | | | |
|--------------|--|----------|----------|----------|----------|
| | | M | F | M | F |
| Teaching | | - | - | 4 | 5 |
| Non teaching | | - | - | 2 | 5 |

10. Total number of posts vacant

Open Reserved

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

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

| | M | F | M | F |
|------------|----------|----------|----------|----------|
| Lecturers | - | - | 3 | 5 |
| Readers | - | - | - | - |
| Professors | 1 | - | - | - |

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

| | M | F | M | F |
|--------------------|----------|----------|----------|----------|
| Part time teachers | - | - | 1 | 1 |
| Readers | - | - | - | - |
| Professors | - | - | - | - |

c. Number of teachers from

Same state

08

Other state

01

12. Teacher student ratio (program-wise)

| Programme | Teacher student ratio |
|------------------|------------------------------|
| D.Ed | - |
| B.Ed(100) | 9:11 |

13. a. Non-teaching staff**Open Reserved**

Permanent

Temporary

| M | F | M | F |
|---|---|---|---|
| - | - | 2 | 5 |
| - | - | - | - |

b. Technical Assistants**Open Reserved**

Permanent

Temporary

| M | F | M | F |
|---|---|---|---|
| - | - | 1 | 3 |
| - | - | - | - |

14. Ratio of Teaching-non-teaching staff

9:11

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

52%

16. Is there an advisory committee for the library?Yes ☒ No ☐**17. Working hours of the Library**

On working days

9.00 AM -6.00PM

On holidays

9.00 AM –1.00 PM

During examinations

9.00 AM -8.00 PM

18. Does the library have an Open access facility?Yes ☒ No ☐**19. Total collection of the following in the library**

a. Books

4680

-Textbooks

720

-Reference books

21

b. Magazines

c. Journals subscribed

-Indian journals

12

-Foreign journals

-

d. Peer reviewed journals

12

e. Back volumes of journals

-

f. E-information resources

-Online journals/e-journals

50

-CDs/DVDs

25

02

-Video Cassettes

10

-Audio Cassettes

10

20. Mention the

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

223 sq.mts

Seating capacity of the Reading room

50

21. Status of automation of Library

Yet to initiate

☐

Partially automated

☒

Fully automated

☐

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

Circulation

☒

Clipping

☒

Bibliographic compilation

☒

Reference

☒

Information display and notification

☒

Book Bank

☒

Photocopying

☒

Computer and Printer

☒

Internet

☒

Online access facility

☒

Inter-library borrowing

☒

Power back up

☒

User orientation/information literacy

☐

Any other (please specify and indicate)

23. Are students allowed to retain books for examinations?Yes ☒ No ☐**24. Furnish information on the following**

Average number of books issued/returned per day

10

Maximum number of day's books is

Permitted to be retained

By the students

14 days

By the faculty

14 days

Maximum number of books permitted for issue

For students

2

For faculty

5

Average number of users who visited/

Consulted per month

1450

Ratio of library books (excluding textbooks

and book bank facility) to the number of

students enrolled

1:54

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

5%

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

| Articles | 2008-2009 | | 2009 - 2010 | | 2010 - 2011 | |
|-------------------------------|-------------|-------------------|-------------|-------------------|-------------|-------------------|
| | Number | Total Cost Rs. | Number | Total Cost Rs. | Number | Total Cost Rs. |
| i. Text Books | 150 | 38,500 | 175 | 42,200 | 210 | 48,100 |
| ii. Reference books | 100 | 32,095 | 110 | 44,500 | 105 | 44,210 |
| iii. Journals/ Periodicals | 27 | 9,250 | 27 | 9,250 | 27 | 9,850 |
| iv. Magazines | 10 | 3,600 | 10 | 3,850 | 10 | 4,100 |
| iv. Newspaper, | 3 | 4,320 | 3 | 4,520 | 3 | 4,750 |
| Weekly, | 2 | 960 | 2 | 1,140 | 2 | 1,265 |
| Monthly | 2 | 480 | 2 | 510 | 2 | 570 |
| Dictionaries | 20 | 14,500 | 25 | 18,125 | 30 | 21,750 |
| Encyclopedia | 5 | 12,500 | 5 | 15,000 | 7 | 17,500 |
| Total | Rs.1,16,205 | | Rs.1,39,095 | | Rs.1,52,095 | |
| | | | | | | |

Criterion V : Student Support and Progression

1. Programme wise “dropout rate” for the last three batches

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

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

Yes ☒ No ☐

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

11

3. Does the institution offer Remedial instruction?

Yes ☒ No ☐

4. Does the institution offer Bridge courses?

Yes ☒ No ☐

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

| | UG | | | PG | | | M.Phil | | |
|---|-----|------|-----|----|----|-----|--------|----|-----|
| | I | II | III | I | II | III | I | II | III |
| Pass percentage | 85% | 88 % | 86% | - | - | - | - | - | - |
| Number of first classes | 84 | 83 | 84 | - | - | - | - | - | - |
| Number of distinctions | 52 | 39 | 43 | - | - | - | - | - | - |
| Exemplary performances(Gold Medal and university ranks) | 01 | - | - | | - | - | - | - | - |

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

| | I | II | III |
|---------------------------|---|----|-----|
| NET | | 2 | - |
| SLET/ SET | - | - | - |
| Any other (TRB selection) | - | - | - |
| Other govt. department | 2 | 3 | 1 |

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

| Financial Aid | 2008-09 | 2009-10 | 2010-11 |
|---|---------|---------|---------|
| (i) Merit Scholarship/Govt. Scholarship | | | |
| (ii) Merit cum-means scholarship | 30 | 39 | 36 |
| (iii) Fee concession | 09 | 10 | 10 |
| (iv) Loan facilities | 30 | 21 | 10 |
| Any other (Specify and indicate) | - | - | - |

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

Yes ☒ No ☐

9. Does the institution provide residential accommodation for.

Faculty Yes ☐ No ☒

Non teaching staff Yes ☐ No ☒

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

Yes ☒ No ☐

If Yes, number of students residing in hostels

| YEAR | MEN | WOMEN | TOTAL |
|---------|-----|-------|-------|
| 2008-09 | - | 7 | 7 |
| 2009-10 | - | 9 | 9 |
| 2010-11 | - | 5 | 5 |

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

Sports fields Yes ☒ No ☐

Indoor sports facilities Yes ☒ No ☐

Gymnasium Yes ☒ No ☐

12. Availability of rest rooms for Women

Yes ☒ No ☐

13. Availability of rest rooms for Men

Yes ☒ No ☐

14. Is there transport facility available?

Yes ☒ No ☐

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

Yes ☒ No ☐

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

| | Organised | | | Participated | | |
|----------------------------------|-----------|----|--------|--------------|----|--------|
| | Yes | No | Number | Yes | No | Number |
| Inter – collegiate | - | - | - | Yes | - | 7 |
| Inter - University | - | - | - | - | - | - |
| National | - | - | - | - | - | - |
| Any other (specify and indicate) | - | - | - | - | - | - |

(Excluding college day celebration)

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

| | Participation of students (Numbers) | Outcome (Medal achievers) |
|---------------|--|------------------------------|
| State | 7 | - |
| Regional | 7 | - |
| National | - | - |
| International | - | - |

18. Does the institution have an active Alumni Association?

Yes ☒ No ☐

If yes, give the year of establishment

2008-09

19. Does the institution have student association/council?

Yes ☒ No ☐

20. Does the institution regularly publish a college magazine?

Yes ☒ No ☐

21. Does the institution publish its updated prospectus annually?

Yes ☒ No ☐

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

| | 2008-09 | 2009-2010 | 2010-2011 |
|-------------------|----------------|------------------|------------------|
| | (%) | (%) | (%) |
| Higher studies | 10% | 12% | 15% |
| Employment(Total) | 90 | 88 | 85 |

| Employment | 2008-09 | 2009-2010 | 2010-2011 |
|-------------------|----------------|------------------|------------------|
| | (%) | (%) | (%) |
| Teaching | 50% | 58% | 49% |
| Non teaching | 40% | 30% | 36% |

23. Is there a placement cell in the institution?

Yes ☒ No ☐

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

| 2008-09 | 2009-2010 | 2010-2011 |
|----------------|------------------|------------------|
| 27 | 30 | 32 |

24. Does the institution provide the following guidance and counseling services to students?

Academic guidance and Counseling Yes ☒ No ☐

Personal Counseling Yes ☒ No ☐

Career Counseling Yes ☒ No ☐

CRITERION VI : GOVERNANCE AND LEADERSHIP

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

Yes ☒ No ☐

2. Frequency of meetings of Academic and Administrative bodies:

Last year

| | |
|---|---|
| Governing body / Management | One meeting per month |
| Staff Council | One meeting per month |
| IQAC/Or any other similar body/Committee | Once in fifteen days |
| Internal Administrative bodies contributing to quality improvement of the institutional processes.(Mention only for three most important bodies | 1. Academic committee 2. Faculty development committee 3. Guidance and counseling committee |

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

Loan Facility - Yes ☒ No ☐

(The college helps in getting loan)

Medical Assistance - Yes ☒ No ☐

(Free Dental Check up, eye check up and Free consultation)

Insurance - Yes ☒ No ☐

Any other (Specify) -

❖ Free Transport to the staff members from various places.

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

| | | |
|---|---|---|
| 2 | 2 | 3 |
|---|---|---|

- a. Librarian attended seminar and personality development programme.

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 Organization.

| |
|---|
| - |
|---|

- Staff members participated in the INTEL Programme and Basic Computer Awareness programme.

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

❖ National

| | | |
|---|---|---|
| - | - | - |
|---|---|---|

❖ International

| | | |
|---|---|---|
| - | - | - |
|---|---|---|

- c. Number of faculty development programmes organized by the institution.

- ❖ Totally, three faculty development programmes organized by the institution jointly with our sister concern.

| | | |
|---|---|---|
| 1 | 1 | 1 |
|---|---|---|

- ❖ The experts of various departments, micro teaching experts, Psychologists, Principals of different institution will organize different faculty development programmes

- d. Number of seminars/Workshops/Symposia on Curricular development, Teaching learning , Assessment etc. organized by the institution.

| | | |
|---|---|---|
| 3 | 3 | 3 |
|---|---|---|

Number of seminars/Workshops/Symposia - 11

Methods of Teaching: Lecture, Lecture - cum - demonstration, project method, Group discussion, Panel Discussion, Debate, Dramatization (History) etc.

Learning Process : Computer - aided instruction (CAI). Programmed instruction & self learning etc.,

Assessment : Class test, Monthly test, term test model exam, assignment and record works, theory and practical are given.

- e. Research development programmes attended by the faculty

| | | |
|---|---|---|
| 1 | - | - |
|---|---|---|

- f. Invited/ endowment lecturers at the institution

| | | |
|---|---|---|
| 1 | 1 | 1 |
|---|---|---|

6. How does the institution monitor the programme 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 ☐
Assessment by the experts from the college
- d. Combination of one or more of the above - Yes ☐ No ☒
- e. Any other (Specify and indicate) Yes ☒ No ☐
Management Review

7. Are the faculty assigned additional administrative work?

Yes ☒ No ☐

Admission, Inspection duties are assigned as administrative work to the faculty members. Each staff member spends one hour per day for one week during inspection and admission duty.

8. Provide the income received under various heads of the account by the institution.

For Previous academic session

| | | |
|------------------------------------|---|----------------------|
| ❖ Grant-in-aid | - | NIL |
| ❖ Fees | - | B.Ed., - 30,00,000/- |
| ❖ Donation | - | NIL |
| ❖ Self funded courses | - | B.Ed |
| ❖ Any other (Specify and indicate) | - | Nil |

9. Expenditure statement in %(for last two years)

| | Year 1 | Year2 |
|---|--------|-------|
| Total sanctioned Budget | - | - |
| % spent on the salary of faculty | 45.60 | 44.50 |
| % spent on the salary of non-teaching employees | 17.02 | 16.02 |
| % spent on books and journals | 0.095 | 0.082 |
| % spent on developmental activities (expansion of building) | 11.12 | 10.12 |
| % spent on telephone, electricity and water | 01.75 | 01.75 |
| % spent on maintenance of equipment, teaching aids, contingency etc. | 2.52 | 2.52 |
| % spent on research and scholarship (seminars, conferences, faculty development programs, faculty exchange, etc.) | 2.52 | 2.52 |
| % spent on travel | 8.83 | 8.83 |
| Any other (specify and indicate) | - | - |
| Total expenditure incurred | - | - |

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

| YEAR | SURPLUS Rs. | DEFICIT Rs. |
|-----------|----------------|----------------|
| 2008 - 09 | 125579.00 | - |
| 2009 - 10 | 153608.00 | - |
| 2010 - 11 | 158000.00 | - |

11. Is there an Internal Financial Audit Mechanism?

Yes ☒ No ☐

12. Is there an External Financial Audit Mechanism?

Yes ☒ No ☐

External financial audit mechanism conducted by a Chartered Accountant's firm.

13. ICT/Technology supported activities /Units of the institutions:

- ❖ Administration : Yes ☒ No ☐
- ❖ Finance : Yes ☒ No ☐
- ❖ Student Records : Yes ☒ No ☐
- ❖ Career Counseling : Yes ☒ No ☐
- ❖ Aptitude Testing : Yes ☒ No ☐
- ❖ Examination/Evaluation/Assessment : Yes ☒ No ☐
- ❖ Any other (Specify and indicate) : Yes ☒ No ☐
- ❖ Interview

14. Does the institution have an efficient internal coordinating and monitoring mechanism?

Yes ☒ No ☐

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

Yes ☒ No ☐

They are monitored by Supervisors & Head of the Institutions

The institution gives opportunity for the non teaching staff members to attend seminars and personality development programmes to equip themselves.

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

Yes ☒ No ☐

All the decisions taken by the institution is approved by the Chairman and Administrative Officer.

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

Yes ☒ No ☐

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

- | | |
|---------------------------|-------------------------------------|
| a) for teachers | <input checked="" type="checkbox"/> |
| b) for students | <input checked="" type="checkbox"/> |
| c) for non teaching staff | <input checked="" type="checkbox"/> |

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

Yes ☐ No ☒

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

Yes ☒ No ☐

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

Yes ☒ No ☐

Criterion VII: Innovative Practices

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

Yes ☒ No ☐

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

Yes ☒ No ☐

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

| Category | | 2011-2012 | | | |
|----------|-----------------------|-----------|------|-------|------|
| | B.Ed., | Men | % | Women | % |
| A | SC | 18 | 18% | 18 | 18% |
| B | ST | 01 | 0.1% | 01 | 0.1% |
| C | OBC | 17 | 17% | 44 | 44% |
| D | Physically Challenged | 01 | 0.1% | - | - |
| E | General Category | - | - | 01 | 01% |
| F | Rural | 26 | 26% | 50 | 50% |
| G | Urban | 10 | 10% | 14 | 14% |
| H | Any other (Specify) | | | | |

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

| Category | | Teaching | % | Non-teaching | % |
|----------|-----------------------|----------|------|--------------|-----|
| A | SC | - | - | 2 | 18% |
| B | ST | - | - | - | - |
| C | OBC | 09 | 100% | 9 | 82% |
| D | Women | 05 | 56% | 4 | 36% |
| E | Physically Challenged | - | | | |
| F | General Category | - | | | |
| G | Any other (Specify) | | | | |

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

| Category | At Admission | | On Completion of the Course | |
|--------------------------|----------------------|-----------------------|-----------------------------|-----------------------|
| | Batch I 2009-2010 | Batch II 2010-2011 | Batch I 2009-2010 | Batch II 2010-2011 |
| SC | 46 | 40 | 46 | 16 |
| ST | 01 | 01 | 01 | 01 |
| OBC | 52 | 59 | 52 | 83 |
| Physically Challenged | 02 | 01 | 02 | 01 |
| General Category | 01 | - | 01 | - |
| Urban | 57 | 40 | 57 | 40 |
| Rural | 43 | 60 | 43 | 60 |
| If any other | - | - | - | - |

Part – II The Evaluative Report

1. Executive Summary - SWOT

MAHENDHIRA COLLEGE OF EDUCATION, established in the year 2007 by the banner of Mahendra educational Trust was affiliated to Periyar University, Salem. Since 2008 It is affiliated to Tamil Nadu Teachers Education University, Chennai.

The College is located in Kumaramangalam in the Namakkal highway and the College projects its Name and Fame for its discipline, infrastructure and innovative methods of teaching. To its credit, it has introduced modern classrooms. The College, which has stepped into its 5th year in the field of teacher education, offers 9 Courses with 100 students.

The Mahendra educational Trust has introduced the concept of Faculty Governance, thus, all the faculty play an important role in administering the diverse academic and non-academic activities of the Institution. The empowerment of the faculty has been propelling force behind the high quality learning experience at Mahendra college of education. The faculty members are assigned with various theory subjects, and they prepare course plans using the standard format provided by the Institution. The lecture delivery is through hi-tech LCD facilities and the faculty lay emphasize on,

- ❖ Knowledge content
- ❖ Utility value – Application in Real life
- ❖ Latest Developments
- ❖ Practical experience
- ❖ According to the needs of the schools and society

- ❖ Producing efficient teachers
- ❖ Serving the society with a noble cause
- ❖ Behaviour modification

The classroom sessions are made highly interactive and students are encouraged to think independently and creatively. The students are trained in such a way that they maintain discipline and decorum inside the classroom.

To face the technological challenges, we provide our aspirants with wide spectrum of latest well equipped labs in all domains – Computer Science, biological science, physical science, psychology, language and mathematics. These facilities help our students to avoid capsule based learning and in turn encourage in depth analysis of the subject. The labs are designed to achieve parallel growth in theoretical and practical skills keeping in mind the current developments.

Separate hostels for boys and girls with all necessary infrastructure facility are provided. The ambiance is so much of a home; hence the Hostel can be called “A Home away from Home”.

The institution follows the curriculum prescribed by the TAMIL NADU TEACHERS EDUCATION UNIVERSITY and the institution also focuses on Extra Disciplinary Courses, Value Based Education, Communication Skills, and Personality Development Courses which can meet the emerging global trends in Education. We collect regular feedback about the curriculum development from the parents, students, alumni, industries, academic peers and community to upgrade the quality of the curriculum design.

The Teaching-Learning process in our Institution includes Lecture Method, Interactive Classroom Sessions, which includes Case Study, Role Play, Situation Analysis, Activity Based Learning, Experiential learning, Seminars , symposium, Assignments, Team teaching and Brain storming. Our faculty use hi-tech LCD Projectors, OHP to deliver the lectures.

The Institution provides a platform & necessary infrastructure to the faculty members to carry out their research programmes. To promote an attitude of service towards humanity and citizenship among the students, the College has YRC, Sapling Club, Blood Donor's Club and Alumni association to organize various programmes in and around the campus to develop college neighborhood network.

Our Institution is blessed with excellent infrastructural facilities with a hi-tech audio video room with multimedia facility. We have two centralized computer labs and one examination halls. The institution has a language lab to develop the communication skills of the students. The library is a treasure house of knowledge and the librarians ensure best possible information services. Standard textbooks and books by well known authors are stocked and every effort is made to obtain all titles recommended by the faculty. Multiple copies of popular books are bought and made available. Specialized educational CDs on a variety of topics are available. DELNET facility is also made available to access the books in the libraries from various parts of the country.

REGULATORY BODIES

MAHENDRA EDUCATIONAL TRUST

Chairman

Mr.M.G. BHARATHKUMAR.

Secretary

Mrs. B.VALLIAMMAAL.

Managing Directors

Er. BA. MAHENDHIRAN.

Er.B. MAHA AJAY PRASAD.

Director

Dr. S.RAJAMANICKAM

Principal

Dr. M.HARISHKUMAR

RELATIONSHIP WITH PARENTS

Parents teachers meetings are conducted and their opinion is collected, about their wards performance. If a student's behavior is not up to the mark proper guidance will be given and the parents of the student concerned will be called in person and will be informed of the student's activities by the Principal. The parents should meet the Principal on the appointed date and time without fail.

RELATIONSHIP WITH THE SCHOOLS IN SALEM DISTRICT :

We have cordial relationship with the following schools

| Sl no | SCHOOL | Place |
|-------|--------------------------------|------------------|
| 1 | Government High Sec School | Ulagappampalayam |
| 2 | Government High Sec School | Manickampalayam |
| 3 | Government High Sec School | Kandampalayam |
| 4 | Government High Sec School | Kokurayampettai |
| 5 | Government High Sec School(B) | Mallasamudram |
| 6 | Government High Sec School(G) | Mallasamudram |
| 7 | Government High Sec School | Devanankurichi |
| 8 | Government High Sec School | Ellachipalayam |
| 9 | Government High Sec School | Chitalandur |
| 10 | Government High Sec School | Vittamplayam |
| 11 | Government High School | Kozhikalnatham |
| 12 | Government High School | Pallipalayam |
| 13 | Vinayaga High Sec School(G) | Pillanatham |
| 14 | M.D.V. High Sec School | Tiruchengode |
| 15 | Mahendra High Sec School | Semmampalayam |
| 16 | Vidya bharathi High Sec School | Peechampalayam |

RELATIONSHIP WITH THE SOCIETY

The needs of the society is also taken into consideration and the awareness is given to the people in the following terms

1. HIV/ AIDS awareness programme
2. Female infanticide
3. Child Labour
4. Global warming awareness
5. Road safety awareness
6. Medical camp
7. Stress on cleanliness

8. Awareness on literacy
9. Pulse Polio camp
10. Consumer awareness
11. Awareness on human rights
12. Awareness on Pollution

SWOT

STRENGTH OF THE INSTITUTION

- ❖ The Institution has modern classrooms for better teaching learning process.
- ❖ The College has a well equipped lab with latest configuration and Internet facility for accessing student teachers and faculty.
- ❖ A well planned action plan is prepared in the beginning of the academic year and it is given to the students as soon the programme is started.
- ❖ Innovating teaching methodology with ICT is incorporated.
- ❖ The college library is equipped with modern facilities like software automation, internet, photocopy machine and consisting more than 5000 books.
- ❖ College buses are plying for both boys and girls for the benefit of the remote area students in and around Salem district.
- ❖ Each bus is equipped with mobile phone, first-aid box and fire extinguisher.
- ❖ Communication skill and the personality of the student teachers are developed by organizing Soft skill programmes .

WEAKNESS OF THE COLLEGE

- ❖ Most of the students have come from rural background and poor in communication skill.
- ❖ Most of the parents of the student teachers belong to agricultural background and economically poor.

OPPORTUNITIES

- ❖ The placement cell actively engages in facilitating the students to get job opportunities in schools.
- ❖ TRB, CTET, TET coaching classes are organized.
- ❖ Insurance facilities are provided for the student teachers.
- ❖ Fee concessions are given to the economically backward students.
- ❖ Student teachers are encouraged to participate and present papers in seminars.

THREAT

- ❖ There is always a threat for drop outs due to unavoidable family circumstances.
- ❖ Early marriage is also one of the hindrances especially for the girls students.

2. CRITERION – WISE ANALYSIS

CRITERION I: CURRICULAR ASPECTS

1.1 CURRICULAR DESIGN AND DEVELOPMENT

1.1.1 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.)

OBJECTIVES:

- ❖ To make the teacher acquire relevant knowledge, skills and attitude in pedagogical methods.
- ❖ To prepare teachers to become role models in class rooms to be an instruments for building productive citizen of our nation.
- ❖ To enhance the competency of the teachers at upper primary, secondary and higher secondary level of education.
- ❖ To create a comprehensive understanding about pedagogical methods in organizing learning experiences for students.
- ❖ To develop new skills required for teachers in organizing instructional methods using ICT.

Our mahendra College of Education was started in the year 2007 with the strength of 100 students. The Vision, Mission, goals, quality policy and students charter of the institution are communicated to the students, teachers and state holders through the college prospectus, college website, calendar and

advertisement. At the time of admission, the above said norms are explained in the class rooms to the students.

The college offers one undergraduate program. The students are free to choose any elective subjects of their choice. The program offers by the college aims at providing high quality with best infrastructural facilities and modern educational technology.

The academic program offers by the college are in tune with the goals of the institution, as they are chosen from the large pool of available programs from the university. The courses offered by the college are mostly value-added courses which are relevant to the present day needs of the society.

The Tamil Nadu Teachers Education University had designed the curriculum in such a way that it has great impact on the teacher society at the national level with employment potential in certain disciplines like Educational technology, Mathematics, Psychology ,Sociology, Languages, Physical Science, Biological Science, History and Commerce. The students are given focus on ICT. Language lab has been established to improve the communication skills among the students, to help them compete in the global market.

The goals set by the college are also achieved through curricular and co-curricular activities like organizing or participating in the national and International seminars, workshops, personality development programs like Citizenship camp, Training Programmes, First Aid camp, departmental fests and students extension activities.

Computer literacy and computer skills are imparted to the students through regular curriculum. Huge investments are made by the college in

establishing computer labs with internet facilities. Library has a collection of Video and Audio CDs which can be easily accessed by the students.

VISION:

Education is a continuous process and Mahendra College of Education will remain in the forefront and will strive to provide quality education and to prepare the future teacher for next generation.

MISSION:

- ❖ To engage its resources towards service and upliftment of the underprivileged rural population
- ❖ To ensure conducive and equal opportunities to all students enabling them to acquire knowledge and skill of international standards
- ❖ To motivate academic faculty to meet the ever increasing challenges in the era of liberalization, privatization, globalization and to provide quality education to its students
- ❖ To offer all-round education by making it learner centered, provide continuous education to all students with necessary skills and specializations that would match with the needs of the industry sector and of relevance in the global market
- ❖ To provide all the necessary inputs to its students to enable them meet the challenges with courage and fortitude and the changing needs of the society
- ❖ To transform student who enter this “Temple of Learning”, into motivated and, matured professionals, and above all, humane and responsible citizens of our country

Values:

- ❖ To serve the needy section of the society with the service mind.
- ❖ To reign supreme both academically and professionally
- ❖ Serving the cause of education by giving proper lead to the enrichment and progress of the individual and society.
- ❖ Discharging the duties and obligation to the student by the staff on efficient lines.
- ❖ Improving the effectiveness of the “Quality Management System” continuously.
- ❖ Contributing to the improvement of “Educational Climate” in the classroom and in the campus.
- ❖ Involving the parents and students to know more about the facilities provided in our college through personal contacts and electronic media and establish a good rapport.
- ❖ To develop co-operation and collaboration equity and social justice

1.1.2 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).

CURRICULUM DEVELOPMENT PROCESS :

- ❖ Planning according to the University syllabus
- ❖ Teaching learning process(Theory class)
- ❖ Teaching practice – School Visit
- ❖ Conducting Examination

- ❖ Recording Evaluation
- ❖ Conducting seminars, symposium, workshop regarding curriculum
- ❖ Feed back from the students, alumni, faculty and academic peers are communicated to the academic bodies of the University for Consideration during revision of syllabi. The curriculum is revised once in three years by the chairman and members of the board of studies and then passed in the Academic council for implementation. Suggestions are submitted by the principal on behalf of the staff & students regarding tough areas in the syllabus.

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

Recommendations and suggestions are forwarded to the University during Principals' meeting and also Tamil Nadu Self financing College of Education management Association.

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

- i. Basic computer training is provided to our students.
- ii. Moral Science classes are conducted
- iii. Weekly two periods are allotted for ICT programme
- iv. Our students are allowed to Choose Environmental Education as an elective paper and Environment projects are successfully carried out by our students

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

No

1.2 Academic Flexibility

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

Staff members are role model for the students through their demonstration classes, they trainee the students in a systematic way. So that students became a replica of the subject teachers.

1.2.2 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?

The management does all the facilities for the smooth curriculum transaction. Student and staff request regarding curriculum is full filled. Out campus programmes like camps, environment project and field trips are arranged by the management to compliment the knowledge building and develop the service mind of the students

1.2.3 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..

ICT skills – Internet programmes are provided both for staff and students.

Life skills - Two staff members and 50% of the students were involved in the yoga classes.

Community Orientation - “Temple of Learning” policy is adopted.

Social responsibilities – Students are members of “Self help group” and Rotary club.

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

- i. Multidisciplinary –B.Ed course is offered under 9 categories based on subjects namely- Tamil, English, Maths, Physical science, Biological science, History, commerce, Economics and computer science.
- ii. Multi skill development
- iii. Practice teaching
- iv. School experience/ internship
- v. Work experience /SUPW
- vi. Environmental project, Green clean campus, Noise pollution projects, AIDS awareness programme.

1.3 FEEDBACK ON CURRICULUM**1.3.1 How does the institution encourage feedback and communication from the Students, Alumni, Employers, Community, Academic peers and other stakeholders with reference to the curriculum?**

Oral feedbacks are recurred from staff and students during periodic meetings and then recorded. The management has installed suggestion boxes in the college and in the hostel. The students and the staff members may use the box for the representation of their genuine problems/grievances to the management. Also, general suggestions for the improvement of the curriculum may be put in box. The students alumni, employers, society, peer group and stakeholders pass comments on the difficulties of the curriculum using the feedback mechanism which is taken into consideration by the administration and forwarded to the concerned board of studies.

1.3.2 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. Though 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.

1.3.3 What is the contribution of the institution to curriculum development? (Member of BoS/ sending timely suggestions feedback, etc.)

Random suggestions are made and sent. Regular feedbacks are received from staff and students and forwarded to the University/Senate/ Board of studies

1.4 CURRICULUM UPDATE

1.4.1 Which courses have undergone a major curriculum revision during the last three 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).

- ❖ From the year 2007-08 our B.Ed., College is affiliated to Periyar University, Salem.
- ❖ From the year 2008-09 onwards the our B.Ed., College is Affiliated to Tamilnadu Teacher's Education University, Chennai.
- ❖ From the year 2009-10 drastic changes have been made by the University, regarding Curriculum Practices.
- ❖ This University is updating the Curriculum regarding according to the future needs.

| S.No | Subject | Updated changes in the last four years | Needs for the changes. |
|------|---------|--|--|
| 1 | Core 1 | The no. of units has been elaborated to 10. | |
| | | Inclusion : Philosophy | To know values of Vedanta ,Buddhism and Jainism |
| | | Health education | To know safety measures and first aid |
| | | Educational thinkers | To lead a philosophical path and purity life. |
| 2 | Core-II | <p>Title of the paper has been changed psychology of education to psychology of teaching and learning and then as psychology of learning and human development</p> <p>Deletion : schools of psychology</p> <p>Meta -cognition & linguistics</p> | <p>Too heavy to learn</p> <p>To high to be cognized at Bed level</p> |

| | | | |
|---|-------------------------------------|---|---|
| | | | |
| 3 | Core-III | Education and Research has been changed as Educational Innovations and management. | |
| | | Inclusion: Technology, management | To adopt technology in education. To know the managerial skill |
| 4 | Elective (Guidance and Counselling) | The no. of units has been elaborated from 5 to 10 from 2009 onwards. Inclusion: Group guidance, vocational choices, guidance for exceptional children. | To give guidance to the students and problem solving in school situation to deal with the exceptional children. |
| 5 | Elective (Environmental Education) | Environmental studies has been changed as Environmental Education. Inclusion Environmental movements and policies in India. | To create awareness about global threat. |

| | | | |
|----|--------------------------------------|--|---|
| 6 | Elective (Computers in Education) | Introduced as one of the electives. | |
| 7 | Elective (curriculum development) | Introduced as one of the electives | |
| 8 | Teaching of Tamil-I | Inclusion Curriculum of Tamil (kallaithitam) Translation (mozhi peyarpoo) | To know the objectives of framing curriculum To know the ideas of other language laureates |
| | | Sociology and language (samogaviyallum mozhiyum) | To know the sociological background of the tamil language. |
| 9 | Teaching of Tamil-I | Inclusion Evaluation. (mathipeedudhal) Blooms taxonomy (blooming karpithal kotpadu). | To know the evaluation process. |
| 10 | Teaching of English-I | Inclusion | |
| | | listening skill | To know elaborately about it. |
| | | Speaking skill, | To know elaborately about it |
| 11 | Teaching of English-II | Inclusion Teaching vocabulary | To know the usage of vocabulary |

| | | | |
|----|----------------------------|---|---|
| 12 | Teaching of Mathematics-I | Inclusion Text book review, | To analyse the School text book |
| | | The history and contribution of Mathematics to Mathematics. | To develop healthy attitude towards mathematics |
| 13 | | Psychological theories contribution to the development of mathematics. Deletion 1 Mathematics curriculum | To treat the child based on individual difference To learn easier concept at this stage. |
| 14 | Teaching of Mathematics-II | Inclusion | |
| | | learning theories , | To develop learning packages. |
| | | E-sources, curriculum development . | To adopt in teaching learning . |
| | | Deletion Evaluation using statistics, research in mathematics. | Too heavy in Mathematics. |
| 15 | Teaching of physical | 12 units has been merged into 10 units. | |

| | | | |
|----|-----------------------------------|--|---|
| | science-I | Inclusion: Unit plan | To divide the portion according to the difficult level of the portion. |
| 16 | Teaching of Physical Science-II | Inclusion: Globalization and discoveries in science. Science curriculum, Models of teaching, Science library. | To know the importance and make the students to take part in science programmes and scientific discoveries. |
| 17 | Teaching of Biological Science-I | No major changes | - |
| 18 | Teaching of Biological science-II | The content of all the unit has been elaborated | To enrich their knowledge and adopt technology in education. |
| 19 | Teaching of History-I | Slight modification in the content of all the units | To know the specific objectives of history in all the levels like Elementary, High & Higher Secondary .+ |

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

Limited provisions are there for revision and updating the curriculum but staff, students and stake-holders feedbacks are taken in to consideration by the University Board of studies regarding the above.

1.5 BEST PRACTICES IN CURRICULAR ASPECTS

1.5.1. What is the quality sustenance and quality enhancement measures undertaken by the institution during the last three years in curricular aspects?

The quality enhancement measures are achieved by arranging guest lectures, organizing seminars, etc. The practice of obtaining feedback on curriculum and further processing also enhanced the quality.

- ❖ According to Tamil Nadu Teacher's Education University syllabus, a detailed scheme is prepared for each subject and a copy of this is given to each student teacher.
- ❖ The advantage of this method of teaching is that all the topics given in the syllabus are covered without any omission and the students come to know the lesson to be taught before hand.
- ❖ Each student is given 'Notes' in the form of a Printout prepared by our staff members for better understanding and securing good marks in the University examinations.
- ❖ The students who have 'practicals' are given 'Practical procedure' one day before the practical class in the form of print outs.
- ❖ Every year subject related Guest Lectures by eminent experts are arranged for the betterment of the students. Industrial Visits are also provided for the benefit of the students.
- ❖ PowerPoint Presentation is prepared for all the subjects by the respective staff members for better teaching learning.
- ❖ Subject related CDs are purchased and their respective abstracts are prepared in detail. Students are shown the CDs in the AV theatre periodically.

1.5.2 What innovations / best practices in curricular aspects, have been planned/implemented by the institution?

- ❖ Election of office bearers for association meetings
- ❖ Inviting guest lectures to deliver lectures on thrust areas
- ❖ Arranging educational field trips
- ❖ Motivating the students to participate in co curricular and extra curricular activities.
- ❖ Organizing sports meet in the campus and participating at the inter university level or at the zonal level.
- ❖ Conducting placement training program every year
- ❖ Arranging for campus interview
- ❖ Yoga and meditation programmes are arranged
- ❖ Environmental Awareness program is conducted.
- ❖ First Aid and AIDS Awareness program are conducted.
- ❖ Personality Development programme are conducted every year.

CRITERION - II : TEACHING - LEARNING AND EVALUATION**2.1. ADMISSION PROCESS AND STUDENTS PROFILE**

2.1.1. 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?

When the admission process opens up, a wide publicity is given to the courses offered in the college and the applications are invited from eligible candidate. The filled in applications are sorted out in the Admission Office, the eligible candidates are admitted after verifying the certificates as shown below

1. Candidates should have passed U.G. degree examination with 10+2+3 stream, with the same main subject in part III, for which she is seeking admission to the B.Ed., Course.
2. Candidates who have taken more than one main subject in Part III (Double or Triple major) of the U.G. degree have to choose only one of the main subject and apply for that optional in B.Ed.,
3. Candidates who have done their U.G. degree in Applied Chemistry, Bio-Chemistry or Applied Physics can apply for Physical science as optional respectively in B.Ed., those who have done Environmental Science and Microbiology can apply for Biological science as optional in B.Ed.,
4. In the case of candidates belonging to SC and ST communities, a pass in the relevant UG degree course is enough (or) eligible.
5. No Age Limit

Equity is ensured at the time of admission by considering disadvantaged, financially oppressed, educationally backward, differently able students and students with outstanding records in sports and games. The management extends support to the needy students from the Trust funds.

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, and personal interview.

The eligible candidates are admitted on merit basis. The ranking list is displayed on the notice board of the admission department, and registration are made accordingly.

2.1.2 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?

The publicity for all the courses is widely advertised through leading News papers it is also announced through Educational fairs and Seminars conducted at important cities and districts. The Posters and Brochures are also sent to various academic institutions, the stalls are hosted in Educational Exhibitions & fairs for the advertisement of the courses.

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

B.Ed. course offered by the college is self funded and eligible students are admitted through merit basis and according to the admission process. Equal opportunity is provided without bias.

2.1.4. 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

2.1.5. 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, aptitude test and personal interview.

This process helps the teachers to assess the students' potential, academic back ground and their skill in English, as most of the students are from rural background.

Since the medium of instruction offered is English 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.**2.2.1. Describe how the institution works towards creating an over all environment conducive to learning and development of the students”**

Most of the modern subjects are computer-based. The library and information services are upgraded to provide the current technology developments to students through E-Journals, on-line journals, audio-visual aids and CD. The college has a very resourceful library with a large number of latest books, and National and International Journals in various subjects. The library functions right from 8.00 a.m. to 6.00 p.m on all working days. In order to manage the extended hours, additional staff are being deployed by the management. The hostellers are benefited by a peaceful environment by self study.

2.2.2 How does the institution cater to the diverse learning needs of the student?

- ❖ Methods of teaching are taught
- ❖ Lab facilities, Library facilities are provided
- ❖ Computer facilities are adequate.
- ❖ Teaching practice is given by sending them to various schools
- ❖ Teachers visit to these schools to clarify their doubts
- ❖ NET facilities is provided
- ❖ Cultural and sports programmes are arranged

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

- ❖ Various inter-collegiate competitions
- ❖ Oratorical competitions
- ❖ Quiz and various co-curricular activities
- ❖ Seminars, workshops and training programs
- ❖ They are also given challenging assignments
- ❖ Asked to handle seminars to their junior students
- ❖ They are also advised to write competitive examinations
- ❖ Advanced learners are helped in getting placements by conducting training programme, Aptitude test etc. are arranged to create equity among students and to get rid of the diversities.

2.2.4. How does the institution ensure that the teacher educators are knowledge and sensitive to cater to the diverse student needs?

The teacher educator in the college has undergone great transformation from the conventional chalk and talk method. The staff members also use LCD and OHP. Seminar presentation, project work and any interactive lectures are frequently carried out through LCD and OHP both by teachers and students. The OHP and LCD facilitate faster and effective learning. The Teacher Educators present their seminar through posters or oral presentation in conferences.

Self appraisal formats are filled by the teachers themselves. Re-interview (Reviews) are conducted randomly by the management.

2.2.5. 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?

A detailed course plan for each department is prepared in consultation with the teachers and it is given to the students. They are also given advice on learning processes and use of reference text books, journals and internet. They are also encouraged to know the subject before hand which will help them to understand the subject better and inculcate the habit of life long reading and learning and also knowledge management skills.

2.3. TEACHING - LEARNING PROCESS

2.3.1. 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 from the library provided by the institutions
- ❖ In addition, study materials in the form of printouts prepared by faculty are given to the students.
- ❖ Computer lab facilitates 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 communication skills.
- ❖ Students are motivated to carry out the internship activities.

2.3.2. How is learning 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?

Strategies followed for the students centered learning:

1. Students are encouraged to take part in seminars
2. Subject wise quiz competitions are conducted
3. Conduction of personality development programmes
4. Organizing national and state level seminars
5. Students are motivated to present abstracts in seminars
6. Students are given opportunity for doing internship
7. Educational trips
8. Field and industrial visits such as Green Clean campus, Noise pollution, Recycling of waste etc., are done.
9. Arranging guest lectures
10. Leadership quality is developed
11. Rural camps take students through an exciting learning experience which helps them to executive control and live with constrains. They also learn to work in teams during First aid camp.
12. AIDS awareness programmes are arranged - students clarify their doubts regarding HIV , AIDS and other genital problems and propagate awareness to the public.

2.3.3. What are the instructional approaches (various models of teaching used) and experiences provided for ensuring effective learning? Detail any innovative approach/ method developed and/ used

- ❖ Lecture method
- ❖ Interactive Method
- ❖ Programmed Learning

- ❖ Computer assisted learning
- ❖ Experimental Learning
- ❖ Seminar Presentation
- ❖ Panel method
- ❖ Effective learning through OHP and LCD
- ❖ Conventional Chalk and talk
- ❖ Demonstration class
- ❖ Workshop
- ❖ Symposium
- ❖ Debate
- ❖ Discussion

2.3.4. 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, the institution has a provision for additional training in models of teaching. The teaching learning process provides micro teaching, observation, demonstration teaching, in-service training, special classes for particular programme conducted by basic computer awareness programme, DIET, SSA,ABL,ALM etc., Internship training is also provided.

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

Yes the student teachers use micro-teaching technique for developing teaching skills. As per the syllabus seven skills are practiced by students before going to the teaching practice

- ❖ Students are made to understand the skills of microteaching.
- ❖ They are insisted to choose the model lesson
- ❖ They prepare the lesson plan (in the form of conversation model)
- ❖ Practice teaching is given in the seven skills namely.
 1. Skill of explaining
 2. Skill of questioning
 3. Skill of black board writing
 4. Skill of stimulus variation
 5. Skill of reinforcement
 6. Skill of demonstration
 7. Skill of illustration with examples
 8. Skill of Introduction
- ❖ Microteaching practice is given to students before macro teaching

2.3.6. Detail the process of practice teaching in schools (Lessons a students gives per day, lessons observed by the teacher educator, peers/schools teachers, feedback mechanism, monitoring mechanisms of lesson plans, etc.)

A teacher has to plan a lesson to be taught within a period of class room teaching. He has to select a topic which is to be covered within a period of 45 minutes duration. The topic is also analyzed in terms of the element of the topic of teaching points. The teaching objectives and their weightage are also determined in terms of time (minutes) allotted to them.

Illustration:

1. Topic for writing an essay is discussed.
2. General objectives for writing composition is explained
3. Specific objectives for writing an essay is given in detail
4. Pre-requisites or previous knowledge of the student is explored
5. Introducing topic is made
6. Statement of the essay is pointed out
7. Narration of the teacher is done
8. Students are questioned
9. Description by the teacher is given/ summing up takes place
10. Recapulatory questions are asked
11. Home work / assignment are given.

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

Block Teaching is the reorganization of the academic year into working hours.

B.Ed.,

- | | |
|--|--------------|
| 1. Total number of working days | = 180 days |
| 2. Total number of hours | = 1060 hours |
| 3. Number of hours for Theory | = 820 hours |
| 4. Number of hours for Teaching Practice | = 240 hours |

Internship training is given to our B.Ed., students beyond Teaching Practice. It develops their future career, offers glimpses into issues.

We have one school run by our trust.

1. Mahendra Matric Higher Sec School, Kumaramangalam

Our students take internship training in these schools they assist the regular teachers, supervise the students, attend committees and

participate in all curricular & co-curricular activities. They update their skills through this internship training rather than macro teaching.

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

During teaching practice the B.Ed teacher educators go on school visits, they observe the B.Ed trainees class handling method, give suggestions to the guide teacher about their draw backs. And then the guide teacher acts as mentors and corrects the trainee. Good rapport is maintained between the B.Ed faculty and the guide teacher.

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

The teachers and students keep pace with the recent developments in their subjects by periodically consulting the internet, latest books, and National and International journals. The departments organize National or State level seminars or workshops which are sponsored by the management. Eminent personalities are invited to give lectures on current development in their fields. The trainees are given personality development programmes and trained in microteaching skill to meet the needs of school students.

2.3.10. What are the major initiatives for encouraging students' teachers to use / adopt technology in practice teaching?

Most of the modern subjects are computer based. The library and information services are upgraded to provide the current technology

developments to students through e- journals, on-line journals, audio – visual aids and CD. The college has a very resourceful library with a large number of latest books, and national and international journals in various subjects. Student Teachers are advised to prepare OHP, PPT, downloading, the rare content from the website and online learning etc.

2.4 TEACHER QUALITY

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

The ratio of students teacher in teaching practice school is 1:5 as per the CEO order.

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

For performance improvement conversations, discussions, conducting diagnostic test, Supervising study, exchange of ideas in class etc., are given as feed back to the students

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

Students are provided updated information on policy decision, changes in curriculum and their current event knowledge is also updated and it will be displayed in the students notice board and also circulated to the faculty members.

2.4.4 How do the students and faculty keep pace with the recent developments in the schools subjects and teaching methodologies?

Students and faculty keep pace with the recent development by adopting ABL (Activity Based Learning) , ALM (Active Learning Method) and ICT (Information Computer Technology) method in the schools subjects and teaching methodologies. We are organize guest lecturer and orientation programmes.

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

- ❖ Faculty development programme are arranged
- ❖ In-service training is given
- ❖ On duty is given to the faculty for attending the seminars (National and International) by the management
- ❖ Guest lectureship are arranged
- ❖ First aid Training is given for faculty also
- ❖ Citizenship Training is also provided

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

Yes, the institution has the mechanism to reward and motivate staff members for good performance

- ❖ The teacher educators performances are recognized and honored by the management.
- ❖ The best performances will be appreciated in meetings and public address.

2.5 EVALUATION PROCESS AND REFORMS

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

- ❖ Barriers of the student learning are identified by conducting Model test.
- ❖ Our institution provides proper special classes for slow learners.
- ❖ It also provides ventilated class room.
- ❖ For technological knowledge development among the students our institutions provide public address system, tape recorder, TV set, LCD Projector, display boards, camera etc.,
- ❖ To give effective learning for the students our institutions provide well qualified staff members with effective teaching competency

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

As the institution is affiliated to TNTEU, the assessment pattern of the university will be followed. The components of the internal assessment are

- ❖ Test
- ❖ Assignment
- ❖ Seminar
- ❖ Total mark of this will be carried out for the university external evaluation.
- ❖ The institution conducts periodical class tests, midterm and one model examination.
- ❖ To prepare the student teachers for university commission, model commission will be conducted.

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

- ❖ The institution follows continuous comprehensive evaluation by assessing students' performance in seminar, assignment, group discussion, activities then and there so as to rectify them.
- ❖ Formative assessment and summative assessment will be done, based on the performance the student teachers are catered and the methodology which facilitate them will be adopted.
- ❖ Tutorials will be arranged.
- ❖ Staff members pay attention to slow learners
- ❖ Special attention is paid to slow learners by interacting with them both outside and inside the classroom
- ❖ The test marks are regularly informed to the parents and they are requested to meet the faculty for a joint counseling session.
- ❖ Faculties motivate the students to read journals and inspiring books for self improvement.

2.5.4 How is ICT used in assessment and evaluation processes?

Internal: Assignments seminars, class tests, mid term, model examination marks are computerized and displayed in the notice board.

2.6 BEST PRACTICES IN TEACHING - LEARNING AND EVALUATION PROCESS**2.6.1 Detail on any significant innovations in teaching-learning /evaluation introduced by the institution?****Innovations in Teaching-Learning**

- ❖ Staff prepare month-wise teaching plan for the subjects assigned to them.

- ❖ At the beginning of every academic year, the students are issued with our college calendar and the syllabus scheme carrying detailed information about the subject to be taught in advance.
- ❖ Each student is given 'Printout', prepared by the staff for all the subjects as per the scheme.
- ❖ Our staff members refer many books, journals, magazines and internet before preparing the printout materials.
- ❖ At the end of the year, the Notes of all the subjects are converted in the form of Soft copies and hard copies and kept in the library for the reference of the staff and the students.
- ❖ Our faculty follows different teaching-learning methods which includes the lecture method for communicating the details of the contents in the subject.
- ❖ They also follow interactive method to encourage the students to take active participation in the classroom. They use case studies, role plays, simulation games, situation analysis to enhance the active participation of the students.
- ❖ To gain the practical knowledge of the subject the students undergo field trip.
- ❖ The staff members use Hi-Tech audio visual aids such as LCD Projectors as a supplement for the lecture method.
- ❖ Online access of the topic is done by the faculty members inside the classroom. DELNET facility is made available for accessing libraries in various parts of the country.
- ❖ The students are given written assignments to inculcate confidence and the habit of self-learning. Seminars for better understanding of the subject are made compulsory. Students are also encouraged to use audio-visual aids like LCD to bring out their creative thoughts.

- ❖ Apart from academic excellence, we also train our students to instill skills like personality development, communication skills, individuality, leadership qualities, decision making skills, planning skills, marketing skills, organizing skills, effective event management skills, problem solving skills, interpersonal skills, administrative skills, etc. to make them reach the global standard with the help of the training experts from different parts of India.
- ❖ We inculcate the habit of reading newspapers, magazines and journals to gain worldly knowledge. We also improve the emotional and spiritual quotient of our students through value based education.

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

The college encourages the faculty members to make use of ICT at the maximum.

- ❖ The teacher educators select the media or technology based on the topic selected, instructional objectives, available resources and nature of the student teachers.
- ❖ **Printed materials:** printouts are prepared by the staff members covering all the units.
- ❖ **Video tapes:** video tapes are prepared for micro teaching. The student teachers operate these and learn by themselves.
- ❖ **Net lab:** All the computers are facilitated with internet connections. The student teachers and staff can enrich their knowledge.
- ❖ All the activities aims at developing the following pre – requisite which is required for a teacher of this modern world

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 PROMOTION OF RESEARCH

3.1.1 How does the institution motivate its teachers to take up research in education?

As the institution Motivates and permits the faculty members to take part in research oriented programmes by providing on duty, to enrich their research awareness. Faculty members are motivated to publish books & research articles in journals and magazines.

Objectives of Research

The term research is not a compact way of spelling 're-search' for it is not merely a search repeated. It is an "intellectual activity which brings to light new knowledge or correct previous errors and misconceptions and add in an orderly way to the existing corpus of knowledge".

To gain familiarity with a phenomenon or to achieve new insights into it (such studies are called explorative or formulative research studies)

- ❖ To portray actually the characteristics of a particular individual, situation; or a group (Descriptive research studies)
- ❖ To determine the frequency with which something occurs or which it is associated with something else (Diagnostic research studies)

PROMOTION OF RESEARCH

The college has established a research committee in the year 2008 and the committee consists of our college Chairman as President and our Principal as the Secretary and our Faculty Member N.Jayaraman, Lecturer in Commerce as Research Committee Co-ordinator.

The objectives of the committee are:

- ❖ To motivate the enthusiastic teachers to involve themselves in research in collaboration with other departments.
- ❖ To utilize the maximum research facilities available in the college
- ❖ To encourage the faculty to undertake major and minor research projects.
- ❖ A central instrumentation facility has been established for research activities and hence the committee looks into the optimal utilization of the facility.
- ❖ The research committee also approves the conduct of National level seminar/workshops
- ❖ The committee also helps in identifying thrust areas of research in different disciplines
- ❖ To subscribe for many National and International journals, in the library committee
- ❖ To apply to the management for financial support to carry out minor projects of interest which involve only recurring expenditures.

COMPOSITION OF THE COMMITTEE

- ❖ Thiru M.G. Bharathkumar, Chairman - Honorary President
- ❖ Mrs. B. Valliammaal, Secretary- Advisor
- ❖ Mr. S.Rajamanickam, Advisor
- ❖ Dr.M.Harishkumar, Principal
- ❖ Library is equipped with International and National journals for reference. Advanced level text books are also available for reference.
- ❖ The management provides a token grant as seed money for minor research projects
- ❖ Encourage the staff members to use the maximum lab facilities available.

- ❖ Encourage the staff members for attending International Seminar /Workshop sanctioning 'On Duty ' for the staff members.
- ❖ Provide leave at the time of completion of the Ph.D., work.
- ❖ Internet facilities are available.

3.1.2 What are the thrust areas of research prioritized by the institution?

Educational research is a relatively new branch of knowledge. Problems in research in education are innumerable and can be variously classified. Since we are having only at under graduate level we are conducting only minor Research work like attitude of students towards teaching practice, study habit of school students.

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

YES, the institution encourages Action Research.

Action research is focused on the immediate application and not on the development of theory, or upon general application. The emphasis in action research is on a problem here and now, in a local setting. Its findings are evaluated in terms of local applicability, not in terms of universal validity.

Our purpose is to improve school practices and at the same time, to improve those who try to improve the practices.

The steps involved in action research are

- ❖ Identification of a problem
- ❖ Defining the problem
- ❖ Listing of probable causes
- ❖ Formulation of an "Action Hypothesis"
- ❖ Testing of hypothesis
- ❖ Action programme
- ❖ Conclusion
- ❖ Follow up

Outcomes and impact

Action Research is made by the staff members and the students for the purpose of rectifying critical problems and to give suggestions for the improvement of the quality of our institution.

3.1.4 Give details of the Conference / Seminar / Workshop attended and / organized by the faculty members in last five years.**SEMINAR****The college conducted the following seminars**

In the 2007-08, we have conducted a state level seminar on the topic “Innovative Methods of Teaching” on 23rd February 2008.

In 2008-2009, a National seminar on the topic “New trends in teacher education” on 21st March 2009.

In 2009-2010, a national seminar on “Value Based Education” was conducted on 20th February 2010.

WORKSHOP

SUPW Workshop was conducted on 8th November, 2008 demonstrated by Dr. Evangelin Arulselvi, Arts and Crafts expert.

Mr. R. Naveen kumar, Asst. Professor, Mehendhira College of Education, Trichengode conducted Psychological Experimental Workshop for our students on 12th December 2009

Mr. K. Chinnaian, Asst. Professor, Vivekananda College of education, Trichengode was conducted Workshop on “Statistical Techniques for B.Ed Trainees” on 18th December, 2010.

3.2 RESEARCH AND PUBLICATION OUTPUT

3.2.1 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.

- ❖ All discipline books are collected and stored in library.
- ❖ All the faculties and students are allowed to access the library during working hours.
- ❖ Staff prepare month-wise teaching plan for the subjects assigned to them.
- ❖ "Printout" is given to the students prepared by the staff for all the subjects as per the scheme.
- ❖ At the end of the year, the notes of all the subjects are converted in the form of soft copies and hard copies and kept in the library for the reference of the staff and the students.
- ❖ The staff members use Hi-Tech Audio- Visual Aids such as LCD projectors as a supplement for the Lecture Method.
- ❖ As learning is a continuous process, the college encourages faculty and the student teachers to attend several conferences and seminars organized by the reputed Institutions.
- ❖ The Institution library is equipped with more than 120 educational CDs and the student teacher is frequently taken to AV theatre to view them.
- ❖ Well equipped physical science lab, biological science lab, mathematical lab, psychology lab, communication lab and activity lab are provided for effective teaching learning process.
- ❖ Faculty incorporates Radio, Camera, Tape recorder, Television for enhancing the quality of teaching.

3.2.2 Give details on facilities available with the institution for developing instructional materials?

The facilities available for developing instructional materials are as follows.

- ❖ Usage of appropriate teaching aids like charts, working models, CD's, OHP's etc.,
- ❖ Power point presentation is available
- ❖ The college provides technological hardware and software materials, audio visual, multimedia etc.
- ❖ Question bank is provided for all the subjects with maximum number of possible expected questions.
- ❖ Resource materials are provided from the library.
- ❖ Printed materials covering the entire syllabus are issued to the students.
- ❖ Current events are updated by the use of Internet.

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

Yes, the Institution has developed ICT related instructional materials.

They are as follows.

- ❖ Subject wise power point is prepared.
- ❖ Video clipping are prepared for lecture cum demonstration class.
- ❖ Notes are prepared and computerized and the print outs are stored
- ❖ Online browsing is provided both for staff and students. All Hi-tech equipments like OHP, slide projector, film projector, digital camera, web camera, handy camera are provided by the institution.

3.2.4 Give details on various training programs and/or workshops on material development (both instructional and other materials) Organized by institution

- ❖ Video clippings related to education are shown in A.V. room.
- ❖ The Institution provides free Internet access to the students through out the year.
- ❖ Basic computer knowledge like MS word, Power point and net browsing is taught to prepare the instructional material.
- ❖ Guest Lectures and Interaction with the eminent personalities are arranged regularly for the self- development of the students.
- ❖ The Institution is planning to purchase subject related CDs and their respective abstracts, to show the CDs in the A.V. room periodically.

b. ATTENDED BY THE STAFF

- ❖ The college motivates the faculty members to attend National Conferences and Seminars to enrich their knowledge on recent development like ICT.

c. TRAINING PROVIDED TO THE STAFF

- ❖ In the beginning of every academic year, refreshment course on computer skill is arranged by the institution.
- ❖ Periodical FDP programmes are organized by the institution.

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

So far no journal has been published. In future our faculty members are planning to publish.

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

Nil

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

Nil

3.3. CONSULTANCY

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

Yes, the institution provided consultancy services in last three years.

| S.No | Area of Consultancy | Nature of Consultancy | Benificiaries |
|-------------|--|------------------------------------|--|
| 1. | Teaching Methodology | Innovative methods of teaching | School Teachers |
| 2. | Nutritional Awareness to the school going children | Screening the weakness of the body | School going Children of Mahendra High School |
| 3. | Phytochemical Therapy to control AID virus | Free treatment to AIDS patients | Treatment given to public in and around Tiruchengode |
| 4. | Enviromental clubs | Pollution Awareness | Power loom and Handloom workers. |
| 5. | Career Guidance | Choosing of course after +2 | Hr. Sec students Tiruchengode |

3.3.2 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 by the institution to publicise the available expertise.

Yes, there are competent staff members who have undertaken consultancy work in various areas

List the areas of competency of the staff members

| | | |
|----|-------------------------|-----------------------|
| 1. | HIV Awareness | Mr. S. Ganesan |
| 2. | Pollution Awareness | Mrs. R. Thamaraiselvi |
| 3. | Personality Development | Mr.R. Naveen kumar |
| 4. | First Aid | Mr. N. Jayaraman |
| 5. | Communicative skill | Mrs.R. Jamunarani |
| 6. | Time Management | Mrs. P. Vanitha |
| 7. | Self Employment program | Mr. K.Nallathambi |
| 8. | Career Guidance | Mrs. R. Kannammaal |

The institution publicizes the expertise through the college website, newspapers, pamphlets, brochure etc. At present mostly free consultancy service is being offered.

3.3.3 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?

Staff members are service oriented, they willingly do free consultancy for the welfare of the community. The staff involved in the consultancy services is honored in meetings during college day by awarding them mementoes. All facilities are provided to them including manpower and are available within the college itself .

3.3.4 How does the institution use the revenue generated through consultancy?

The college is providing free consultancy service, every year.

3.4 EXTENSION ACTIVITIES

3.4.1 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)

Neighborhood communities are supported and strengthened by our institution through camp activities. They organize special camps and help them in all possible ways. There is one citizenship camp unit with 100 students headed by two Program Officers. Before the starting of special camp, preliminary survey is conducted in the villages and then the programs are checked out with the help of local village leaders. The above said unit organizes special camps and help the people in possible ways. The neighborhood communities are supported and strengthened by our institutions area of Kumaramangalam.

Area of partnering with NGO'S and GO'S

NGO organizations

- ❖ Awareness program conducted by St. John's Ambulance service.(NGO)
- ❖ Green kalam-Sapplings are sponsored by Mahendra Education Trust.

GO's Organization

- ❖ AIDS Awareness programme Street Play – Tamilnadu State Aids Control Board
- ❖ **Banking awareness program** conducted by Commerce Department. Awareness, maintenance and handling of ATM centre, cheque writing, ledger maintenance, Debit, Credit and balance sheet preparation. etc.
- ❖ **Field visits** by History and Tamil Department enriched the students knowledge about what they learnt in the classroom. Field trip to Mettur Dam.
- ❖ Similarly organization of medical camps conducted by our trainees and

conduct of an exhibition of medicinal plants by Botanists to educate public are some of the examples of outreach programs organized by the institution. Students visited Yercaud.

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

Community participation in Institutional Development;

The students mingle with the public in the villages and organize various programs and educate them in hygiene and sanitation, cleanliness, importance of tree planting, aids awareness, pollution free environment and disuse of plastic bags etc. They also perform cultural programs in the evening to entertain the villagers.

College contributes to the development of the local community through its well planned outreach programs organized by the extension activities of various departments. Kumaramangalam village people co-operate with our aims and goals of environmental awareness programmes. Proper use of toilets, how to save their years from noise pollutions, maintaining green, clean surroundings etc., are practiced by them, They are encouraged by our students to form self help groups.

“Aids awareness programme” and protected drinking water programme was attended by the village public. “Clean Green” programme is also implemented on the community and the institution goes hand in hand in social welfare activities.

Institutional - community networking.

Even during the teaching practice the students follow the practice of “Temple of Learning” practice for getting rid of illiteracy in and around of

Kumaramangalam village. Door to door pamphlets were issued by the students regarding pollution awareness etc.

Institution –school networking

Furniture facilities, stationery items were provided by our institution for under-developed schools. From nursery to higher secondary schools students they made them to listen the awareness programs in CD'S and Cassettes.

Students welfare orientation programs like

1. Jewel making
2. Media- a boon or bane.
3. Self employment scheme training.

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

FUTURE PLANS AND MAJOR ACTIVITIES

- ❖ Establishing public library in Kumaramangalam village
- ❖ Providing sanitary facilities to the village people.
- ❖ Recommending the village panchayath to provide two or three drinking water syntax tanks.

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

PROJECT COMPLETED BY TE INSTITUTION RELATING TO COMMUNITY DEVELOPMENT:

1. Environmental Projects
2. Science Programme
3. Pollution Awareness project
4. Human rights Awareness Programme.
5. Aids Awareness Programme.

3.4.5 How does the institution develop social and citizenship values and skills among its students?

The institution-develop social and citizenship values and skills among its students by giving them personality development programmes

3.5 COLLABORATION

3.5.1 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.

1. Local Bodies for Community:

Town Panchayat, Village Panchayat
Panchayat Union.

2.State:

St.John's Ambulance Service

3.National:

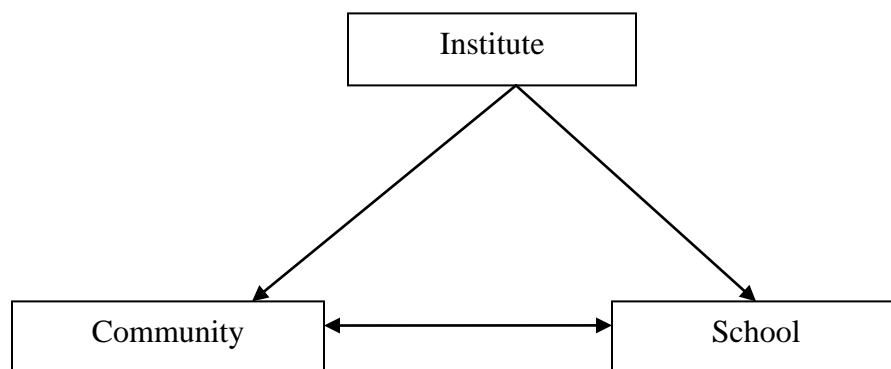
Youth Red Cross

3.5.2 Name The International Organizations, With Which The Institution Has Established Any Linkage In The Last Five Years. Detail The Benefits Resulted Out Of Such Linkage.

Nil

3.5.3 How Did The Linkages If Any Contribute To The Following?**Linkages- Contributions**

- ❖ Curriculum- Awareness on human rights is emphasized.
- ❖ Teaching – Guest lectures are arranged in human rights and first aid.
- ❖ Training & practice teaching- Students attend human right and first aid workshop.
- ❖ Research – Papers are submitted in above said programme.
- ❖ Consultancy - staff and students act as consultancies for the needy.
- ❖ Extension – B.Ed trainees create awareness on first aid and human rights among the slum children.
- ❖ Publication – articles are written by staff and students regarding the above said field.
- ❖ Student placement – students who actively participate in the above are given first preference in placement.

**3.5.4 What Are The Linkage Of The Institution With The School Sector?
(Institute-School-Community Networking)****Linkages With School Sector:**

3.5.5 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.

Faculty activities with school teachers while practice teaching while going for practice teaching our staff members help and guide the students and they observe the student teacher classes. Suggestions are made to correct their mistakes.

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

COLLABORATION WITH SCHOOL:

During teaching practice, the trainees, become part of the school and they participate in their day to day programme and in conducting functions, programmes, shows, the sports day and school day cultural.

Mahendra Metric Higher Sec School is adopted by our B.Ed., college for developing the weaker section students

COLLABORATE WITH COLLEGE:

Collaborate With Other Colleges

1. Dr. M. Harish Kumar, Principal of Mahendra College of Education, delivered a speech on Personality Development Programme in Mahendra college.
2. Miss. R. Kannammaal, Vice Principal Of Mahendra College of Education, delivered a speech on interview technique and tips in Selvam college of Education.
3. Our Staff Members Participated in many Seminars, Workshops, Symposium.

3.6 BEST PRACTICES IN RESEARCH , CONSULTANCY AND EXTENSION

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

Major measures adopted by the institution to enhance the quality education, consultancy and extension activities.

Resource materials are provided from the library. Our college Library possesses 720 number of books for reference.

3.6.2. What are significant innovations/good practices in Research, Consultancy and Extension activities of the institution?

Significant innovations/good practices in research, consultancy and extension activities.

- ❖ Subscription to National and International Journals
- ❖ Computer Lab with modern facilities
- ❖ Availability of internet facility round the clock.
- ❖ Doing free consultancy for the nearby village people.
- ❖ Film shows are screened for the school kids of Kumaramangalam village (Barathiyar, Kattabomman, Gandhi movies)

The major measures adopted by the institution to enhance the quality of extension activities

- ❖ MOU is to signed many NGO organizations for students first aid training, placement, soft skill training communication training etc.,

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1. PHYSICAL FACILITIES

4.1.1 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.

We have full pledged physical infrastructure as per NCTE norms.

The facilities and amount invested for developing the infrastructure

| Sl.No. | Facilities | Rs. |
|--------|---------------|-------------|
| 01 | Land | 9,75,150 |
| 02 | Laboratory | 3,84,000 |
| 03 | Building | 2,00,25,000 |
| 04 | Furniture | 5,52,000 |
| 05 | Library | 9,83,252 |
| 06 | Computer | 11,50,000 |
| 07 | Sports | 87,200 |
| 08 | Miscellaneous | 85,000 |

4.1.2 How does the Institution plan to meet the need for augmenting the infrastructure to keep pace with the academic growth?

- ❖ LCD projectors fitted permanently in the seminar Halls
- ❖ Well equipped class rooms with LCD's and OHP facilities
- ❖ College office has equipped with computers and laser printers
- ❖ 24 hours free internet facilities for hostel students.
- ❖ Highly equipped Physical science ,Computer science, Communication lab, Mathematics and Biological science labs
- ❖ Availability of photocopier and Internet facility in the library
- ❖ Availability of National, International, Online E-Books and E-journals.

- ❖ Sophisticated and good hygiene canteen
- ❖ Indoor and outdoor games facilities
- ❖ Full fledged library with latest collection of books.

4.1.3 List the infrastructure facilities available for co-curricular activities and extra curricular activities including games and sports co-curricular activities

- ❖ Environmental awareness programmes
- ❖ Students taken into Environmentally contaminated area for practical knowledge once in a year
- ❖ Field trip/educational trip
- ❖ Organization and participation in national and Internationals seminar/workshops
- ❖ Organize and participates of students state and college level Quiz Debates and cultural activities
- ❖ Organize AIDS awareness programme to near by villages
- ❖ Department-wise quiz, clubs are organized

Extracurricular activities and sports

- ❖ College has a very good basketball court
- ❖ Provides indoor games like table tennis, chess, carom
- ❖ Gymnasium with sophisticated equipments- Hostel attached.
- ❖ Extension activities Population control, Environmental cleanness Utilization of Natural resources and Aforestation programmes are conducted

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

- ❖ Play ground is shared with our sister concerns.

- ❖ Hostel and canteen are shared with our sister concern.

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

- ❖ Separate rest rooms and toilets for men and women are provided.
- ❖ Sophisticated and hygiene canteen facilities are running in a good manner

4.1.6. 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

- a. Capacity of hostel: 5 rooms are allotted for B.Ed students.
- b. Occupancy: Each room consists of 4 students depending on the size of the room.
- c. Recreational facilities
 - ❖ Movies of different languages are screened every week end
 - ❖ Common TV hall
 - ❖ Internet facility
 - ❖ Good canteen
 - ❖ Availability of Coin phones
 - ❖ Sports and games facilities
 - ❖ Indoor gym
- d. Indoor games:
 - ❖ Table tennis
 - ❖ Carom
 - ❖ Chess

e. Outdoor games:

- ❖ Volley ball
- ❖ Hand ball
- ❖ Basket ball
- ❖ Throw ball
- ❖ Ball badminton
- ❖ Shuttle badminton
- ❖ Athletics

f. Health and hygiene (Health care centre, ambulance, nurse, qualified doctor) – centralized facilities.

- ❖ In emergency situation college vehicles are made available for shifting the sick patients to the nearby hospital for special treatment.
- ❖ Warden will take care of the hostel students

4.2. MAINTENANCE OF INFRASTRUCTURE

4.2.1. 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.

| | 2008-09 | 2009-10 | 2010-11 |
|----------------------------------|-------------|----------|----------|
| Land | 9,75,150 | - | - |
| Building | 2,00,25,000 | - | - |
| Furniture & Equipment | 12,000 | 13,000 | 15,000 |
| Computers | 17,000 | 22,000 | 27,000 |
| Vehicles | 3,00,000 | 3,50,000 | 4,00,000 |

There is no separate budget allocation for the maintenance of land, building, furniture and equipments. Whenever need arises the Committee members of the Management allocate the necessary amount for the maintenance of building and for new constructions and also the purchase and the maintenance of the Computers.

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

- ❖ The college auditorium is common for all the colleges inside the campus with a seating capacity of 500.
- ❖ Seminar halls are optimally used for conduct of Seminars, Association meetings, Workshops, Cultural programs etc.
- ❖ Play ground and canteen – open to all
- ❖ Computerized library
- ❖ Computer laboratories are maximally utilized for net access by both staff & students

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

- ❖ College is located in a pollution free and noise free environment.
- ❖ Lightening arrestor facility is provided in the college.
- ❖ Underground drainage facility is provided and it is maintained properly.
- ❖ Solar energy has been used.

4.3. LIBRARY AS LEARNING RESOURCES.**4.3.1. Does the institution have a qualified librarian and sufficient technical staff to support the library?**

Yes.

Name of the librarian: Mrs. N. Sujatha.

Qualification and Experience: M.Com, M.LIS, M.Phil.

Name of the technical staff: Ms P. Tharaniya

4.3.2 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.....)

| S.No | Name of the Articles | Total |
|------|----------------------|-------|
| 1. | Text books | 4680 |
| 2. | Reference books | 720 |
| 3. | No of journals | 14 |
| 4. | No of Encyclopedia | 65 |
| 5. | Dictionary | 85 |
| 6. | No. of Magazines | 21 |

| S.NO | PERIODICALS LIST | JNL/MAG |
|------|----------------------------|----------|
| 1 | EXPERIMENTS IN EDUCATION | JOURNAL |
| 2 | COMPETITION SUCCESS REVIEW | MAGAZINE |
| 3 | PHYSICS SPECTRUM | MAGAZINE |
| 4 | CHEMISTRY SPECTRUM | MAGAZINE |
| 5 | MATHEMATICS SPECTRUM | MAGAZINE |
| 6 | EDUCATION TREND PLUS | MAGAZINE |
| 7 | EDUCATION TREND | MAGAZINE |
| 8 | BIOLOGY SPECTRUM | MAGAZINE |

| | | |
|----|-------------------------------|----------|
| 9 | SCIENCE PARK | MAGAZINE |
| 10 | TAMILARASU MAGAZINE(L/T) | MAGAZINE |
| 11 | G.K TODAY | MAGAZINE |
| 12 | EDUCATION TREND PLUS | MAGAZINE |
| 13 | TAMIL COMPUTER | MAGAZINE |
| 14 | WISDOM | MAGAZINE |
| 15 | KALACHUVADU | MAGAZINE |
| 16 | JL OF RESONANCE SCIENCE EDUCA | JOURNAL |
| 17 | INDRAYA KALVI | MAGAZINE |
| 18 | JOURNAL OF INDAN EDUCATION | JOURNAL |
| 19 | PERSPECTIVE IN EDUCATION | JOURNAL |
| 20 | SCHOOL SCIENCE | JOURNAL |
| 21 | PRIMERY TEACHER | JOURNAL |

E- RESOURCES

RESEARCH

1. [http:// www.umi.com/](http://www.umi.com/) research - Dissertation abstracts
2. [http:// www.aera.nte/](http://www.aera.nte/) - American Research
3. [http:// www.gvu.gatec. edu/user.surveys](http://www.gvu.gatec.edu/user/surveys) – Educational Surveys

HIGHER EDUCATION

1. [http:// www.education.nic.in/html web/higed.htm](http://www.education.nic.in/html/web/higed.htm)- Higher education in India
2. [http:// www.tuniv.ac.in/universities.htm](http://www.tuniv.ac.in/universities.htm). - Tamilnadu Universities
3. [http:// www.tuniv.ac.in/transche.htm](http://www.tuniv.ac.in/transche.htm) - Tamilnadu state council for higher education
4. [http:// www.education .nuk-in.org](http://www.education.nuk-in.org) – Educational expercts.
5. [http:// www.top.marks.co.uk](http://www.top.marks.co.uk) – Education in uk

E- LIBRARIES:

1. [http: // www.nle.bne.ca](http://www.nle.bne.ca) – The National Library of Canada
2. [http: // www. Nla.gov.au](http://www.Nla.gov.au) – The National Library of Australia
3. [http: // www. Indianc.edu/-vlib-vliborg-virtual Library](http://www.Indianc.edu/-vlib-vliborg-virtual Library)
4. [http: // www.national museumindia.org/index.html](http://www.nationalmuseumindia.org/index.html)-National Museum of India
5. [http: // www.tunui.ac.in](http://www.tunui.ac.in) – Tamilnadu government site on universities in Tamilnadu
6. [http: // www.teachersresources.com](http://www.teachersresources.com) – Teachers Resources
7. [http: // www.eric.syr.edu/virtuallessons](http://www.eric.syr.edu/virtuallessons) - Virtual lessons
8. [http: // www.cast.org.in/ejournal](http://www.cast.org.in/ejournal) - e - journals
9. [http: // www.language inindia.com](http://www.languageinindia.com) – Literature journals

EDUCATIONAL e- JOURNALS

1. Classroom connect <http://www.classroom.net/>
2. Creative Classroom Online <http://wwwcreativeclassroom.org/>
3. Early Childhood Educators <http://wwwusers.sgi.net/~cokids/>
4. Current Issues in Education <http://cie.ed.asu.edu/>
5. Early Childhood Research Quarterly <http://www.udel.edu.ecrq/>
6. ESchool News <http://www.eschoolnews.com/>
7. From Now On, the Educational Technology Journal
<http://fno.org>
8. Instructor Magazine
<http://teacher.scholastic.com/products/instructor.htm>
9. Journal of Staff Development
<http://www.nsd.org/library/jsd/jsd.htm>
10. Journal of Vocational Education and Training
<http://www.triangle.co.uk/vae/index.htm>

11. Leading & Learning With Technology (ISTE)

<http://www.iste.org/LL>

12. School Administrator <http://www.aasa.org/>**13. Special Education News** <http://www.specialednews.com>**14. Teacher Magazine** <http://www.teachermagazine.orh/>**15. Technology and Learning**

<http://www.teachlearning.com/index1.html/>

E - BOOKS NAME LIST

1. Education by story – telling cather
2. Education according to some modern masters
3. Education reform
4. Education extension
5. Language in education
6. The point of contact in teaching
7. Post secondary schools with occupational programs
8. About education
9. Establishing the need for community education
10. Creating a center for educational statistics
11. Education directory state education agency officials
12. International library of sociology and social reconstruction
13. United states department of education
14. Learning to teach from the master teacher
15. The education the people of India
16. Reading and spelling manual
17. Read how to teach it
18. The teach yourself books
19. Teacher education and the public school

20. Teaching high – schools mathematics
21. Teaching learning theory and teacher education
22. Teaching to read
23. Teaching the common branches
24. Education and life
25. The fundamentals of learning

AUDIO – VISUALS TEACHING – LEARNING RESOURCES

| S.No | Name of the items | Quantity |
|------|-------------------|----------|
| 1. | OHP PROJECTOR | 2 |
| 2. | SLIDE PROJECTOR | 1 |
| 3. | LCD PROJECTOR | 2 |
| 4. | TAPE RECORDER | 3 |
| 6. | AUDIO CASSETTES | 125 |
| 7. | DIGITAL CAMERA | 3 |
| 8. | COMPUTERS | 50 |
| 9. | TV | 3 |
| 10. | DVD | 3 |
| 11. | CHARTS | 50 |
| 12. | CD's | 150 |
| 13. | HANDY CAMERA | 2 |
| 14. | PRINTER | 3 |

COMPUTER AIDED TEACHING LEARNING

Each department is provided with 1 or 2 computers to help the teachers in preparing computer – aided teaching. i.e., power point presentation, seminar halls are permanently fitted with LCD and periodically classes are being taken

using LCD facility. Apart from power – point presentation, OHP is also used for teaching learning.

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

Yes. The Advisory committee consists of the chairman, principal, heads of departments and librarian. This committee looks after the following :

- ❖ Purchase of books, journals, magazines and equipments for the necessary measures of the library.
- ❖ Budget preparation for the library
- ❖ Contacting the publishers for purchase of books
- ❖ Checking whether the books are accessed at a time
- ❖ Purchase of new journals both national and international and ordering for e – journals
- ❖ Periodical checking of library registers.

4.3.4. Is your library computerized? If yes, give details.

Yes.

- ❖ Partially automated
- ❖ Library services are partially computerized and progress is on for student entry, book entry and bar coding.

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

Yes.

- ❖ The facilities of computer, internet and reprographic facilities are available in the library
- ❖ Reprographic facilities are attached to the library
- ❖ Bar coding is used to control access
- ❖ Modern library software has already been installed.
- ❖ Browsing facilities is available during the working hours of the library.

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

Yes. The institution is making progress to develop the library network

4.3.7. 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.)

Working days of the library 280 days and 9 hours per day for benefits of both staff and students.

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

New books and journals (new arrivals) are displayed in separate rack for the attention of staff and students to acquaint themselves with the latest arrivals. Library has a reference book section also, other than this a circular is also send to the staff members about the new arrivals.

4.3.9. Does the institutions library have a book bank? If yes, how is the book bank facility utilized by the students?

Yes.

Lending of books for SC/ST students only from the book bank for entires year. According to the needs of the students, the library helps in collection of

books from the publisher with the free of cost for the book bank. Collection of some new books as specimen from the publisher for the book bank.

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

There are no visually challenged students. Separate seats with fan are provided for physically challenged students. Library staff and the students also provide needed help to them.

4.4. ICT AS LEARNING RESOURCES

4.4.1. 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.

The institution has up to date computer facility. The computer lab has 50 computers and LAN facility.

Each department is provided with 1 or 2 computer to help the teachers in preparing computer – aided teaching i.e., power point presentation, seminar hall are permanently fitted with LCD and periodically classes are being taken using LCD projector. Apart from power point presentation, OHP and slide projector is also used for teaching learning process.

Internet connectivity is available during the working hours.

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

Yes. The curriculum imparts the computer skills to all the students as follows.

1. LCD power point presentation

2. The students has to go through different websites relating to the prescribed school curriculum
3. The students are allowed to use the internet facilities during their free hours.

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

www.mahendraeducation.com is the college website. The website is updated on the following aspect every year.

- ❖ Course curriculum
- ❖ Staff particulars
- ❖ Achievement of students
- ❖ Departmental activities
- ❖ Guest lecturers
- ❖ Visitors to the departments
- ❖ Seminars/ workshops
- ❖ Library details
- ❖ Alumni
- ❖ Association events
- ❖ Laboratory facilities
- ❖ Placement cell

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

a. Developing lesson plan

A lesson plan format is designed by using multimedia projector and projected for the whole class, so that the student teachers takes notes for developing lesson plan in the future practice teaching.

b. Classroom transactions

The student teachers prepare particular topics using film strips, transparencies which are difficult for the students and also for proper classroom interaction.

c. Evaluation

The achievement and diagnostic test papers are evaluated by manual, and the marks obtained by the school students are stored in the Excel (Microsoft) by the student teacher like rank correlation, arrangement of marks etc.

d. Preparation of teaching aids

In the class the lecturer of the concern department presents the models and preparation of teaching aids using LCD, slide projector etc. so, that the students teachers gets idea regarding the preparation of teaching aids for future teaching practice.

4.5. Other Facilities

4.5.1. 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.

❖ Play ground and seminar hall are share with our sister concern

- ❖ Seminars and workshops, guest lecture programmers are engaged within the college

4.5.2. 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?

AUDIO - VISUAL FACILITIES

| S.No | Name of the items | Quantity |
|-------------|---------------------------|-----------------|
| 1. | OHP | 2 |
| 2. | SLIDE PROJECTOR | 1 |
| 3. | LCD PROJECTOR | 2 |
| 4. | TAPE RECORDER | 3 |
| 5. | AUDIO CASSETTE | 125 |
| 7. | DIGITAL CAMERA | 3 |
| 8. | COMPUTERS | 50 |
| 9. | TV | 3 |
| 10. | DVD | 3 |
| 11. | CHARTS | 50 |
| 12 | CD's | 150 |
| 13 | TRANSPARENCY SHEET | 82 |
| 14 | SLIDE PROJECTOR SLIDES | 100 |
| 15 | HANDY CAMERA | 2 |
| 16 | PRINTER | 3 |

The students are taught how to use the above audio- visual facilities, practically in teaching – learning process. So that he/she is encouraged to optimally use them for learning including their teaching practice. Individual assessment of marks is maintained for handling the audio-visual aids in teaching – learning.

4.5.3. 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?

The various laboratories are

Audio-visual lab
Communication lab
Physical science lab,
Biological science lab,
Psychological lab
Computer lab

Each laboratory has the lab assistants to look after the lab and to help the students. The lab assistants and the departmental staff will report the requirements needed for the laboratories.

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

- a. Multipurpose hall: It consists of 500 seating arrangements.
- b. Workshop: Departmental and general workshops are conducted for the development of the students
- c. Music: There is a separate music room with versatile musical instruments. The music teacher helps the students to handle the instruments.

- d. Sports: The sports room well equipped with all sports kits. A big playground is available to conduct the sports events.
- e. Transport: All day scholar staff and students utilize transport facility provided by the management.

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

Yes, the classroom equipped for the use of latest technologies for teaching.
They are:

1. LCD
2. Multimedia projector
3. Slide projector
4. Video's & CD's
5. Digital camera
6. Handy camera
7. OHP

4.6. BEST PRACTICES IN INFRASTRUCTURE AND LEARNING RESOURCES

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

The faculty decide to use the teaching aids based on the size of the group of learners or an individual learner for whom they are meant and utilized. For example, In a programmed lesson on a computer – assisted instructional (CAI) programme which is prepared for individual learning. It takes into account the difficulties usually encountered by an individual learner who is learning on her own without any help from others.

Projected aids, like films, film strips, slides, OHP, LCD can be shown to above 80 -100 students at a place. Medias like radio, T.V., newspapers are utilized by the students at a time.

4.6.2. List innovative practices related to the use of ICT, which contributed to quality enhancement.

The following ICT are very effective and innovative teaching aids for quality enhancement,

- ❖ Slides for demonstration
- ❖ Use of transparencies
- ❖ Educational TV programmes
- ❖ Video CD's and DVD's
- ❖ Technologies like e-mail, internet, e-book.

4.6.3. What innovations/best practices in Infrastructure and Learning Resources are in vogue or adopted/ adapted by the institution?

The following are the innovative learning resources and infrastructure adopted by the institution,

- ❖ Computerized library with e-book and e-journals
- ❖ Well equipped laboratory
- ❖ Net access during the working hours
- ❖ Updated new magazines and journals, newspapers
- ❖ Audio – visual aids for teaching and learning.
- ❖ Multipurpose hall
- ❖ Seminar hall

CRITERION V : STUDENT SUPPORT AND PROGRESSION**5.1. STUDENT PROGRESSION**

5.1.1. 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?

Quiz programmes, Bridge courses, career guidance programmes conducted by the institution to make the students preparedness for the programme and ensure that they receive appropriate academic and professional advice through the commencement of their professional education programme.

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

Scholarships and endowment are given to the students to promote motivation, transport facilities, canteen products, medical aid, and various accommodation facilities are given for their satisfaction, opportunities are given to the students to participate in intercollegiate competition, inter university competitions, seminars, workshops for the development and performance improvement of the students.

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

There is no dropout.

5.1.4. 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 years?

In each branch the staff-incharge identifies the advanced learners and motivates them to qualify themselves in various competitive examinations in order to get a decent career with a good salary. Each branch is maintaining the list of advanced learners who were given coaching. Coaching were given for TRB, TNPSE, Banking, Net, SLET. nearly about 50 students appeared in competitive exam and some of them got selected

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

| S.No | Year | Higher studies | % of higher studies |
|------|------------|----------------|---------------------|
| 1. | 2008-2009 | 10 | 10% |
| 2. | 2009-2010 | 12 | 12% |
| 3. | 2010 -2011 | 15 | 15% |

| S.No | Year | Teaching career | % of teaching career |
|------|------------|-----------------|----------------------|
| 1. | 2008-2009 | 50 | 50% |
| 2. | 2009-2010 | 58 | 58% |
| 3. | 2010 -2011 | 49 | 49% |

5.1.6. 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.

Yes, the students are provided training to access to library and also they make use of audiovisual resources like OHP, slide, multimedia presentation, TV, Tape, and Radio to make presentation and to take seminars related to their subject areas. Computers software is also used for programmed learning, and to download websites related to their subject.

5.1.7 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?

All the eligible willing students are given professional counseling for placement in the campus interview conducted by various schools in and around Salem district and provide training programmes for communication skills and teaching skills. There is a placement cell under the co-ordination of the placement officer. Campus interviews are arranged for the last 3 years. Many of the students have got selected and placed in those schools.

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

As the students come from rural areas they are lacking in English fluency, maximum training is given in spoken English to overcome this difficulty.

5.1.9. Does the institution have arrangements with practice teaching schools for placement of the students teachers?

Yes, the Principal of the practice teaching schools approach our management for their staff requirements for various subjects. Accordingly, the placement co-ordinator will select the students and send to those schools

Students are appointed as teachers in Mahendra Hr Sec School and Vinayaga Hr.Sec.School, Morepalayam.

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

Minimum amount is allotted by the management as petty cash for conducting campus interviews by the placement cell. All staff members are involved in placement duties, training given by the help of high tech equipments. Placement Cell Co-ordinator - Mr. N. Jayaraman. Asst.Prof in Commerce

5.2. STUDENTS SUPPORT

5.2.1. 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?

The institution has developed excellent results in every discipline ever since its inception. The following table shows, the academic performance of the outgoing students over the last three years.

Academic Achievements

| Results | 2008 - 09 | 2009 - 10 | 2010 - 11 |
|-----------------|-----------|-----------|-----------|
| Total strength | 100 | 100 | 100 |
| Pass percentage | 85% | 88% | 86% |

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

Curricular planning is done differently for physically challenged students. Special training is given for physically challenged students to place in Government TRB. Motivation is given to get rid off inferiority complex.

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

The students are divided into groups and for each group one faculty will be allotted as a mentor to carry out their club activities and also extracurricular activities to expose their hidden talents and also to facilitate them academically.

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

Our institution encourages all the faculties to do Paper presentation, and to attend seminar and workshop. And also the institution carries out Pre-service, In-service & Orientation programmes for the improvement of faculties.

Every year our management is organizing seminars, workshops, guest Lectures for benefit of the staff and students.

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

Yes, courses offered, departments, contact address, eligible criteria, rules and regulation, results, infrastructure, hostel facilities, transport facilities, admission details, syllabus, curriculum details, staff profile are updated.

5.2.6. Does the institution have a remedial programme for academically low achievers? If yes Give details.

Yes, the institution provides remedial programme for academically low achievers. Extra classes and special classes are conducted by the respective faculty members. Repeated tests and home tests are conducted, the list marks are sent to the parents.

All faculty members are involved in students counseling both academically and personally. Tutor in charge of each student gives counseling periodically based on their progress. Their personal problems are also discussed. Peer groups help in the improvement of slow learners.

5.2.7. What specific teaching strategies are adopted for teaching?

a. Advanced learners:

For advanced learners assignments are given to the students and they are asked to refer libraries, websites. They are asked to conduct seminar classes. Team projects are given to the students. Branch wise club activities are conducted by the advanced learners every month. Various competitions are conducted.

b. Slow learners

For slow learners, interaction classes are conducted. Repeated coaching classes are taken by the faculty members. Demonstration classes are conducted. Many class tests are conducted for the academic development. They are motivated to actively participate in all curricular and extra curricular activities.

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

The welfare measures are decided by the college council. The suggestions are welcome through suggestion box, complaint cell or in the staff meeting organized by the principal where all suggestions are pooled up and a final decision is taken, by the apex body in the administration consisting of the

Chairman, Principal, Vice – Principal. Recently the following activities were carried out, on students request.

- 1 Water cooler
- 2 Indoor recreation facility (Indoor games and gym)
- 3 Improved canteen facility
- 4 Extra coaching after the college hours for slow learners
- 5 Employment bureau in the placement cell
- 6 Yoga classes for staff and students.

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

There is a grievance redressal cell in the college for the students and staff which is in the form of suggestion boxes is kept in front of the Principal's room. The management in consultation with the principal and student representation analyzes the grievances and takes appropriate actions.

Grievances redressed during the last two years.

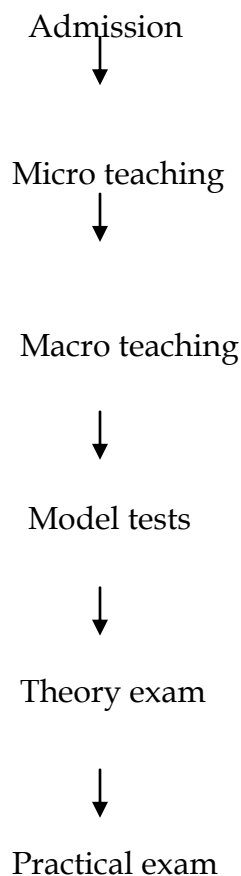
- A separate library hour allotted in the time table
- A separate seminar hour in the time table .
- Multiple copies of recent reference books.
- Concession in course fee for the students under poverty line.

5.2.10. How is the progress of the candidates at different stages of programs monitored and advised?

In the initial stage of the programme, demo classes, micro teaching classes are conducted to improve the student teachers skills with the Guidance of the concerned faculty. In actual practice, experienced Guide teachers from schools, college faculty members are allotted to supervise the student teachers to mould

their teaching ability in front of school students. After actual practice the student teachers are advised to conduct seminars and teaching demo classes in front of the student teachers.

5.2.11. 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?



1. Micro teaching skill demonstrated by faculty members.
2. Micro teaching practice - 7 days.
3. Observation of subject teachers - 10 days.

4. Macro teaching - 30 days, lesson plan preparation and teaching aids preparation.
5. Practicals - Teaching performance well developed and stage in front of the examiner.
6. Appointed in educational institution and starts teaching career.

5.3. Student Activities:

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

Yes

i) List the current office bearers :

President : S. Ananthan (Physical Science)

Vice-President : D. Lalitha (Economics)

Secretary : S. Bharathi (Commerce)

Treasurer : T. Vinothraj (Physical Science)

ii) Give The year of the last election :

2009-2010

iii) List Alumni Association activities of last two years.

- a. Book donation to the juniors
- b. To canvass for B.Ed admission
- c. Donation to schools (fan, clock, steel bureau)
- d. Blood Donation
- e. Arrangement of Guest Lectures
- f. Arrangement and participation in cultural programs and seminars in college
- g. Cash Prize for top-scorers in university exams

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

TOP TEN ALUMNI OCCUPANTS

| SL.NO | NAME OF THE ALUMNI | NATURE OF JOB |
|-------|--------------------|--|
| 1. | K. Moorthi | Asst. Professor MIT Mallasamudram |
| 2. | S. Bharathi | Asst. Professor MEC, Kalipatti |
| 3. | M. Muthukumar | Paavai Engineering College |
| 4. | R. Thamizhselvan | Muthoot Finance |
| 5. | V. Nrimal kumar | Teacher, GHS, Dharmapuri Dt |
| 6. | K. Vadivelu | Teacher, GHS, Mecheri |
| 7. | R. Suganthi | Teacher, Holy Angels MHSS, Tiruchengode |
| 8. | R. Krishnamoorthi | Police |
| 9. | C. Murugesan | Asst Psychiatrist, Trichy |
| 10. | A. Vasuki | Police, Coimbatore |

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

The alumni students have given positive feed back about the college that helps in growth and development of the college.

Some of the feedbacks are to organize TRB coaching, extending the hours to access Internet, to arrange placement service in larger scale and fee concession for the old students the college.

5.3.2. How does the institution encourage students to participate in extra curricular activities including sports and games? Give details on the achievements of students during the last two years. (Institution level / inter collegiate / inter university)

Students proficient in sports and extra curricular activities are identified at the time of admission itself and circular to this effect is issued to all the classes and interested students. Students are motivated to practice in different events. Based on the interest and talent they are selected to represent the college in the inter collegiate sports and cultural activities. The selected students are given intensive practice by the coach / physical director in the morning and evening hours. They are given good nourishment by the college.

We conduct sports and games for a week or ten days in the last session of the programme in order to ensure that all the students and staff participate. Staff help in the conduct of sports events with the help of physical directors. The winning students are given prizes, cups, trophies, championship cups and certificates on the celebration of the sports day.

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

Quality enhancement initiative for the students. Students are motivated to participate and present paper in the seminar. They are permitted to take part in workshop training programme. Creative articles will be collected from the students and published in the college magazine every year. And in the important

occasions essay, poetry etc will be displayed in the notice board and some of them published in the local dailies.

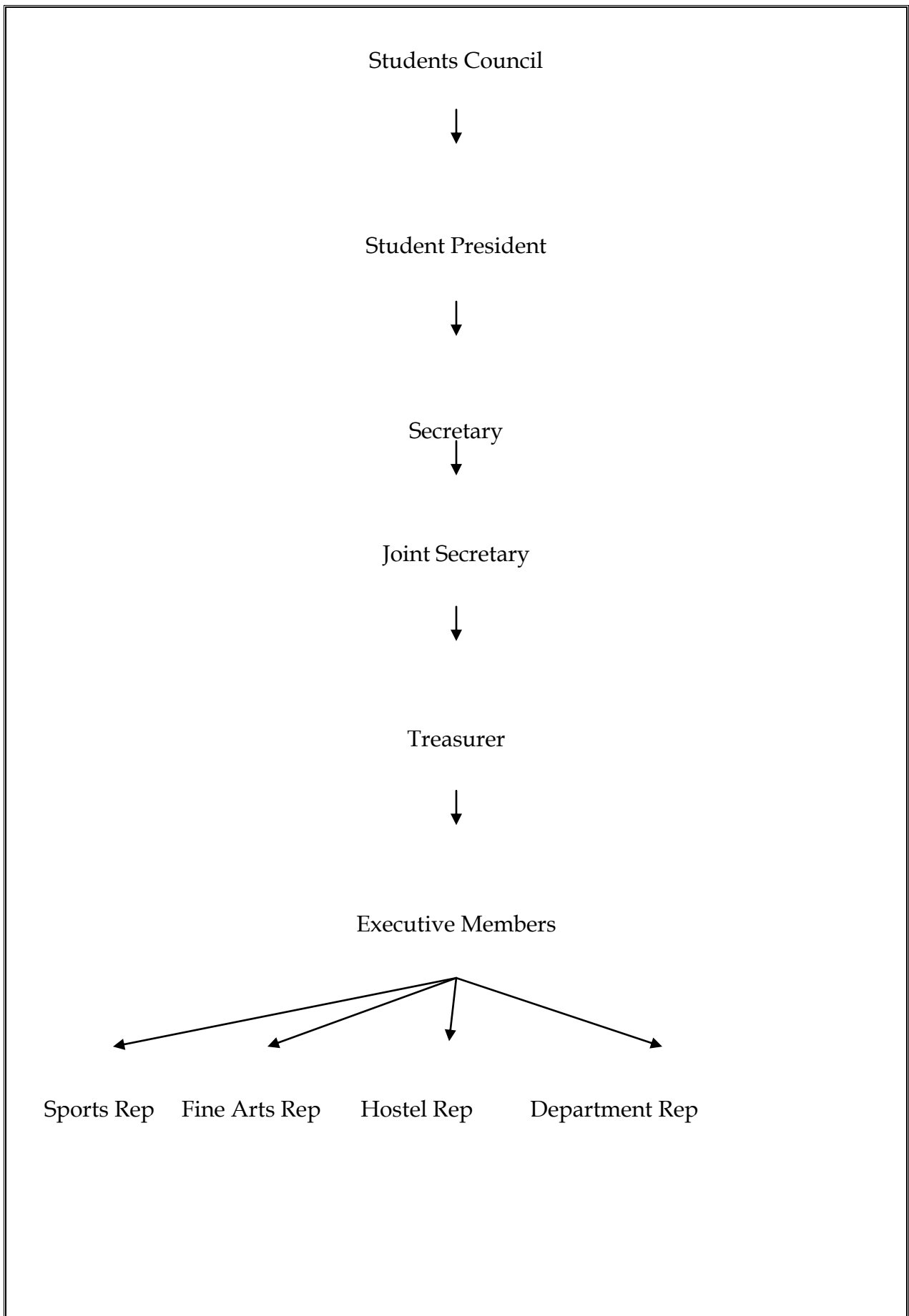
5.3.4. Does the institution have a student council or any similar body? Give details on – constitution, major activities and funding.

Various branches of the institution elect the representative. The student's problems are brought to the knowledge of tutor – incharge and the Principal. Every branch conduct association meeting and office bearers like President, Vice – President, Secretary and Treasurer are elected. They are totally responsible for organizing various programmes through out the year which provide a platform for students community for exhibiting their talents.

Guest lecturers are also organized by inviting eminent persons. The funds for these activities are generated to contribution from students, management and external funding agencies.

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

The institution believes in participatory management. The college has a set of office bearer for our association activities. They help on organizing the activities in consultation with the Head of our institution and our staff members. There is no representation of students in academic and administrative bodies but they are being consulted and the feedback is taken before finalizing the decisions on matters pertaining to the institutional administration. The following committees are in vogue;



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

Yes. Regular feedback on teaching, course facilities are taken from the student. Each mentor obtains feedback from the students. Outgoing students also provide feedback on the courses. Alumni are asked to leave their feedback in prescribed forms. Personal interaction of teachers with parents and a general meeting organized often involving them to help us to collect feedback.

Placement co-ordinator collects and analyzes feedback from prospective employers. Campus recruitment is another area for collecting the feedback from the employers. Based on their suggestions new add-on programmes have been introduced with the constraints of the affiliating system.

5.4 Best Practices In Student Support And Progression

5.4.1. Give details of institutional best practices in student support and progression?

The institution has the following best practices towards students support and progression.

- ❖ Sports students are given s preference.
- ❖ Feedback from students on campus is given due consideration.
- ❖ Feedback on teachers is also considered for improving the quality of teachers.
- ❖ Feedback on course content also helps in revamping the syllabus.
- ❖ Book bank and journals has been established in the library.
- ❖ Conduct of Bridge courses to the fresher who come from rural areas.

- ❖ Encouraging the students to take part in inter-collegiate cultural events.
- ❖ Advanced learners are encouraged to take up the competitive examinations.
- ❖ Establishment of tutorial systems for the benefit of students on academic and personal counseling.
- ❖ There is an established Alumini Association
- ❖ Fee concession is given for wards of staff members
- ❖ Parents are informed about the students' progress every month.
- ❖ Counseling are given to parents and students. Students are helped to get financial support from the government.(backward scholarship/ educational loan)
- ❖ Parents teachers meeting is conducted twice in every six months
- ❖ Management council meeting every month
- ❖ Staff meeting is conducted every week
- ❖ Emergency meeting during inspections and celebrations is conducted.

CRITERION VI : GOVERNANCE AND LEADERSHIP

6.1. INSTITUTIONAL VISION AND LEADERSHIP

6.1.1 What are the institutions stated purpose, vision, mission and values?

How are they made known to the various stake holders?

VISION:

Education is a continuous process and Mahendra college of Education will remain in the forefront and will strive to provide quality education and to prepare the future teacher for next generation

MISSION:

- ❖ To engage its resources towards service and upliftment of the underprivileged rural population
- ❖ To ensure conducive and equal opportunities to all students enabling them to acquire knowledge and skill of international standards
- ❖ To motivate academic faculty to meet the ever increasing challenges in the era of liberalization, privatization, globalization and to provide quality education to its students
- ❖ To offer all-round education by making it learner centered, provide continuous education to all students with necessary skills and specializations that would match with the needs of the industry sector and of relevance in the global market
- ❖ To provide all the necessary inputs to its students to enable them meet the challenges with courage and fortitude and the changing needs of the society
- ❖ To transform student who enter this “Temple of Learning”, into motivated and, matured professionals, and above all, humane and responsible citizens of our country

Values:

- ❖ To serve the needy section of the society with the service mind.
- ❖ To Reign supreme both academically and professionally
- ❖ Serving the cause of education by giving proper lead to the enrichment and progress of the individual and society.
- ❖ Discharging the duties and obligation to the student by the staff on efficient lines.
- ❖ Improving the effectiveness of the “Quality Management System” continuously.
- ❖ Contributing to the improvement of “Educational Climate” in the classroom and in the campus.
- ❖ Involving the parents and students to know more about the facilities provided in our college through personal contacts and electronic media and establish a good rapport.
- ❖ To develop co-operation and collaboration equity and social justice.

6.1.2 Does the mission include institutions goals and objectives in terms of addressing the needs of the society, the students it seeks to serve, the school sector, educational institutions traditions and value orientations?

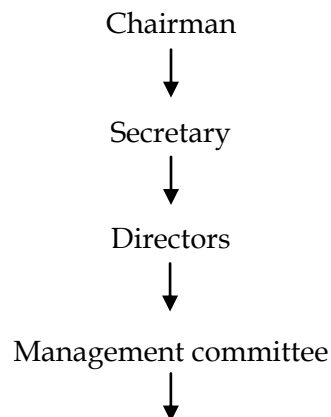
Yes,

Goal : The prime aim is to impart global standard education, with global standard methodology and technology. To produce teachers with good caliber Our goal is framed in a way to the attainment of our college motto, “Temple of Learning”.

OBJECTIVES :

- ❖ To make the teacher acquire relevant knowledge, skills and attitude in pedagogical methods.
- ❖ To prepare teachers to become role models in class rooms to be an instruments for building productive citizen of our nation
- ❖ To enhance the competency of the teachers at upper primary, secondary and higher secondary level of education.
- ❖ To create a comprehensive understanding about pedagogical methods in organizing learning experiences for students.
- ❖ To develop new skills required for teachers in organizing instructional methods using ICT

6.1.3 Enumerate the top managements commitment, leadership role and involvement for effective and efficient transaction of teaching and learning processes (functioning and composition of various committees and boarding of management, BOG, etc)

Board of Management

- ❖ Placement cell
- ❖ Grievance cell
- ❖ Career Guidance committee
- ❖ Quiz Club
- ❖ Science Club

Administrative Departments

- ❖ Admission Department
- ❖ Accounts Department
- ❖ Hostel

The management is committed to provide high quality academic programmes, training activities and research facilities in higher education.

Proper infrastructure and modern technology are given by the institution to achieve the higher grades in teaching learning process. Sufficient buildings and well equipped classrooms, recent innovative teaching aids, good hostel facilities for students, library and laboratory facilities, play grounds are provided for students.

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

During the time of appointment, the management explains the nature of the job, prevailing rules and responsibilities. The members of the staff are assigned various duties of the curricular and co-curricular activities only by the Principal. The Chairman will assign some additional responsibilities to the faculties regarding admission and placement. It will be intimated through circulars and at council meetings. Duty allotment - Circulars are counter signed by concerned staff members.

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

The management concentrates on all activities of the institution. The activities of the institution are reviewed by the management with the Principal periodically. Necessary guidance and valuable suggestions are given for effective functioning of the institution. The feedback of the students and that of the stakeholders from personal contacts are considered for developing the activities of the institutions.

6.1.6 How does the institution identify and address the barriers (if any) in achieving the missions/vision and goals?

Feedback given by the students about the staff members, the Principal of the institution identify the barriers. The students can directly contact with the chairman through the suggestion box. From the letters given by students, chairman and the managing board will give necessary solution accordingly.

6.1.7 How does the management encourage and support involvement of the effectiveness and efficiency of the institutional process?

The management supports the following to improve the efficiency of the staff

- ❖ Give full freedom to plan and execute curricular and co-curricular activities.
- ❖ Encourages the staff members to qualify themselves and update their knowledge by participating in various programmes like seminars, workshops, conferences etc. On duty is provided.
- ❖ Encourages staff to publish papers in journals.
- ❖ Periodical review meetings to have a glance over their performance.

6.1.8 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.

- ❖ Principal as the head of the institution leads the students and staff towards the vision. She fulfills this role through constant consultation and interaction with the staff council, administrative staff and those involved in policy decision. He motivates and inspires the faculty and supports both the staff and the students. He acts as a bridge between the management and the students. He conveys the message from the management to the staff and message from the staff and students (particularly grievance) to the management.

Principal duty

- ❖ Academic planning for the year is done.
- ❖ Monitoring the implementation of the plans through regular meetings of the staff and various committees.
- ❖ The interview panel selects the appropriate candidates for teaching and non-teaching posts.
- ❖ To strive for laurels of the managements, benefit of the teaching and non-teaching members of the staff and students.
- ❖ Improving the teaching-learning process by providing latest technological tools and books.

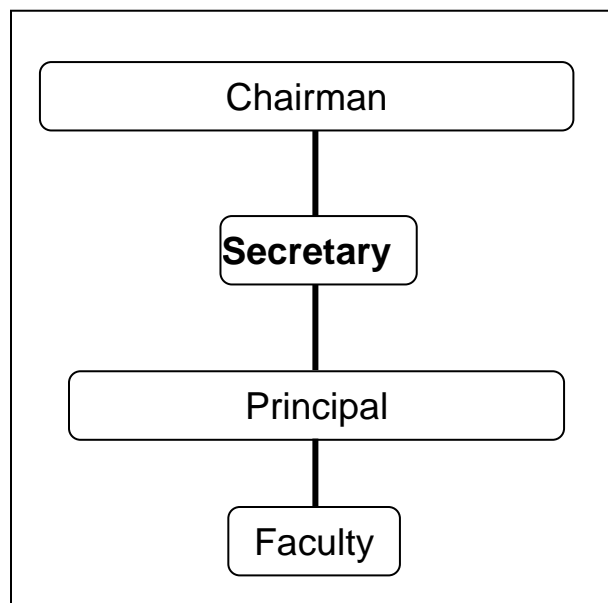
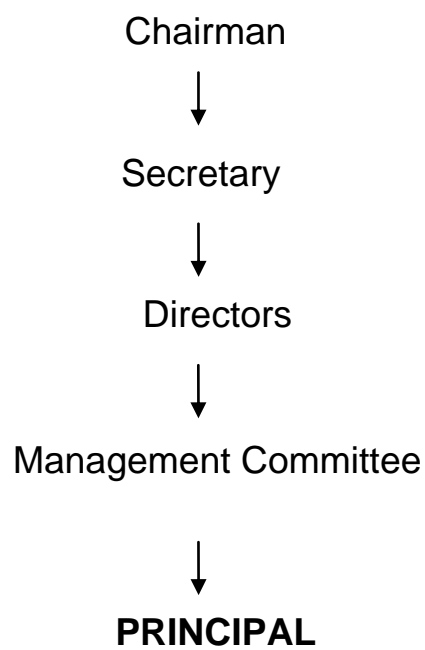
- ❖ Coordinates all the activities with the active support of the Heads of the departments and the staff.
- ❖ Identifies the infrastructural needs and brings them to the knowledge of the management for allocation of more funds in the annual budget.
- ❖ Effective planning and implementation of innovative management ideas for the benefit of the students.

6.2. Organizational Arrangements

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

- ❖ Academic Committee
- ❖ Finance Committee
- ❖ Library Committee
- ❖ Research Committee
- ❖ Building Management Committee
- ❖ Extension Committee
- ❖ Staff Council

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

Organizational structure of Academic body**Administrative Bodies of the Institution**

REGULATORY BODIES

MAHENDRA EDUCATIONAL TRUST

Chairman

Mr. M.G. BHARATHKUMAR.

Secretary

Mrs. B.VALLIAMMAAL.

Managing Directors

Er. BA. MAHENDHIRAN.

Er. B. MAHA AJAY PRASAD

Director

Dr. S.RAJAMANICKAM

Principal

Dr. M.HARISHKUMAR

6.2.3 To what extent is the administration decentralized? Give the structure and details of its functioning

The Correspondent of the college is the Head of the Management. He takes care of the infrastructure and maintenance, financial support, creation of assets. The academic programmes are carried out by the Principal, as decided and directed by the University and state government education Department.

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

By conducting seminars, workshops, Group discussion, there will be a chance for students and staff members of different departments to

share their knowledge. During Teaching practice there starts a tie between the institute and various schools. Exchange of faculties as guest lecturers improves the co ordination.

6.2.5 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 College collects feedback and also information from the suggestion box. These are pooled up and analyzed and then it is rectified by the staff supported by the management. Eg. Water problem, slow learners problem, staff grievances rectified.

6.2.6 What are the institutions 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 are given training in faculty development programme
- ❖ Encouraging staff members to present the concepts with the help of multimedia presentation.

6.3 STRATEGY DEVELOPMENT AND DEPLOYMENT:

6.3.1 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 College collects feedback on teachers and also suggestions through suggestion box. Feedback from the students is also obtained and these information used for better administration and academic reforms by the management.

6.3.2 How does the institution allocate resources (human and financial for accomplishment and sustaining the changes resulting from the action plans.

Requirement of Human Resource is recruited by the interview panel and financial resource is drawn out of tuition fees and special fees.

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

- ❖ Through advertisement and call letters candidates are called for interview, selection panel acts promptly and the needed vacancy is filled.
- ❖ Fee structure is intimated during admission time and then term fee collection is reminded to students by circulars from the management and counter signed by Principal, accounts department monitors the fee collection.
- ❖ There are different committees in the institution for monitoring different activities. Staffs have to be allotted for admission work, cultural activities, extension activities etc depending upon their potential.

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

The principal develops the academic plan in consultation with the management and also with the staff council. This plan is intimated to the staff and students.

Audits are made now and then. In Admission, Administration and some of the areas the staff and administrators are involved. Students are also involved as they become the members of certain committee.

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

Every individual has responsibility and he/she is accountable for institutional development. The objectives are communicated through notice board and circular. Contributions of ideas by any individual is welcomed in this regard. Opinions are accepted in board meetings and suggestions are made in staff meetings.

6.3.6 How and with What frequency are the vision, mission and implementation, plans, monitored, evaluated and revised?

Review will be conducted for the staff periodically by the management to ensure and improve their efficiency in teaching. Academic achievements of the students will be monitored by the Principal, and the staff members by periodical tests, competitions etc.,

6.3.7 How does the institution plan and deploy the new technology?

Teachers use different technologies for teaching in the classroom.

Power point presentation, O.H.P, online teaching etc. and students are trained to use them.

6.4 HUMAN RESOURCE MANAGEMENT

6.4.1 How will you identify the faculty development needs and career progression of the staff?

Performance of the staff shown in the management review, helps in identifying the faculty development needs. Accordingly, Principal of the

institution arranges various faculty development programmes to the staff members. The Principal gives opportunities to the staff for attending seminars, workshops at the national level and international level which is totally sponsored by the management

6.4.2 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 the teaching research and service of the faculty and other staff?

YES, the institution has a mechanism to assess the performance of the faculty by getting feedback from students as well as through self appraisal report from staff. These data are statistically processed and assessed and concerned teacher is informed through the Principal, which in turn helps the teacher to improve his/her performance.

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

- ❖ The management recognizes the values of teachers and gives almost importance to the needs of the teaching community of the college. The following welfare measures are provided to attract and retain the best minds in teaching.

Some of the welfare measures provided by the college are,

- ❖ All of the staff members are given free transportation.
- ❖ Wards of staff are given fee concession.
- ❖ On duty (OD) is allotted for all staff who present papers in National & International Seminars,
- ❖ Marriage Leave 15 days with complement.

6.4.4 Has the institution conducted any staff development programme for skill upgradation and training of the teaching and non-teaching staff? If yes, give details.

Yes,

- ❖ Staff development programmes are conducted every year by the Principal and Resource persons in the beginning of the year.
- ❖ Staff members are encouraged to participate in in-service programme conducted by the Government, DIET, etc.
- ❖ Orientation programmes are attended by Principal and staff.
- ❖ Non-teaching staff are encouraged to attend Library-workshop and basic computer training programmes

6.4.5 What are the strategies and implementation plans of the institution to recruit and retain diverse faculty and other staff who have desired qualifications, knowledge and skills (Recruitment policy, salary structure, service conditions) and how along the institution align with these requirements of the statutory and regulatory bodies (NCTE, UGC, University etc.,)

They are appointed by the management after recruited by a panel of experts including the correspondent, principal, and subject expert. Rules and regulations are given as handout (printed material) as per norms of the institution . Salary is fixed according to the NCTE/UGC/State Government norms.

6.4.6 What are the criteria for employing part-time/Adhoc faculty? How is the part-time/Adhoc faculty different from the regular faculty? (eg; Salary structure, Workload, Specialisation)

We have part time faculties for Music and Art & Craft and they will be handling one class per week as per the time table and also our management has a part time medical officer especially for general check up and giving first aid training to our students for three days once in a year. Salary will be paid from the fee collected from the students

6.4.7 What are the policies , resources and practices of the institutions that support and ensure the professional development of the faculty? (eg. 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).

The Institution organizes FDP, which includes Innovative Teaching Methodology to be followed, Technology Aided Teaching Practices, Case Study Method of Teaching, Simulation Exercises, Role Play Activities etc.,

The Management motivates the faculty by providing study leave to pursue their higher education and to carry out their research activities.

The Management induces the faculty members by providing sponsorship and on duty facility to participate in National, International Seminars, and Workshops & Conferences.

Our College library is installed with DELNET facility to provide excellent access to libraries located in various parts of the country and to view journals, magazines, dissertations to carry out research work.

Our Institution has computer labs with internet provisions to facilitate the faculty to browse internet contents that is vital to the academic, administrative and professional development.

The management will meet all the above programmes and support the faculty in organizing and carrying out the seminar, FDPs and workshops.

6.4.8 What are the physical facilities provided to faculty? (Well - maintained and functional office, instructional and other space to carryout their work effectively?)

The Institution provides the following facilities to the faculty:

- ❖ Fee concession for Wards education
- ❖ Banking facilities
- ❖ Awards and Rewards for their achievements are provided by the management
- ❖ Separate rest rooms and common room facility is available.

6.4.9 What are the major mechanisms in place of faculty and other stake holders to seek information and / or make complaints?

Often meetings are conducted for stake holders by the faculty. Suggestion boxes area link between the management / institution and the stake holders for redressing the grievances.

6.4.10 Detail on the workload policies and practices that encourages faculty to the engaged in a wide range of professional and administratives including teaching, research, assessment, mentoring, working with schools and community engagement?

- ❖ Work load is allotted according to work schedule table
- ❖ B.Ed staffs are involved in environment project awareness programme SUPW work etc.,
- ❖ Teaching Practice Schools are visited by staff members.

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

Yes,

- ❖ the institution has the mechanism to reward and motivate staff members for good performance
- ❖ The teacher educators performances are recognized and honored by the management.
- ❖ The best performances will be appreciated in meetings and public address.

6.5 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION

6.5.1 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 revenue and income generated.

No, as our College is an unaided institution, it generates revenue only by way of tuition fees collected from the students and supportive adequate funds from the Trust. All the programmes and activities of the college are carried out from the fees collected and the infrastructure facilities provided by the management.

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

NIL

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

Yes,

There is an adequate budget to cover the day to day expenses.

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

The income generated from the tuition fees is used to fulfill the institution's mission. We have enclosed the Income and Expenditure statement in (ANNEXURE - VII)

6.5.5 Are the accounts audited regularly? If yes, given the details of internal and external audit procedures and information on the outcome of last two audits.(Major pending audit pares. Objectives raised and dropped)

The accounts are regularly audited. The internal audit is done annually and external audit is done by an auditor. The audit reports will be kept for perusal when the peer team visits the campus.

6.5.6 Has the institution computerized its finance management system? If yes give details.

Yes, in the academic year 2009-2010 the Management has computerized its Financial Management System to generate bills various needs, cash transaction, etc. day- to -day income and expenditure statement can also be retrieved through this system.

6.6 BEST PRACTICES IN GOVERNANCE AND LEADERSHIP

6.6.1 What are the significant best practices in Governance and Leadership carried out by the institution?

The Administrators of the Institution play a vital role in the Institutional development.

- ❖ The Institution has a clear organizational structure and it is decentralized.
- ❖ The system is highly transparent such that each and every individual employee can provide valuable insights to the Management.
- ❖ Every year the Head of the Institution, along with faculty design the academic plans for smooth functioning of the Institution.
- ❖ The Administrators are totally committed and dedicated towards strengthening the infrastructure of the Institution and contribute towards the horizontal and vertical growth of the Institution.
- ❖ To impart quality education, the administrators have introduced innovative teaching practices to set benchmark in the higher education system.
- ❖ The Institution possesses a standard recruitment policy & procedure to acquire quality workforce and they provide safe and secured environment to retain the employees.
- ❖ The Management follows a participative management system to encourage the involvement of the staff in the academic development of the college.
- ❖ The Management has framed different committees like academic council, finance committee, extension cell, placement cell, Grievance redressal cell, disciplinary committee to keep track of all the activities that take place in the campus.

CRITERION VII: INNOVATIVE PRACTICES

7.1 INTERNAL QUALITY ASSURANCE SYSTEM

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

Institution has established Academic governing body in the year 2007 which is similar like Quality Assurance Cell. AGB consists of the following members. Chairman, Secretary, Subject Experts and Principal.

Major Activities: AGB initiates quality enhancement as follows, Appointing competent teachers with M.Ed, M.Phil, Ph.D qualification. Faculty Development programme is organized every year according to UGC norms. Every staff members activity is evaluated by Questionnaire method may questions are given according to subject allotment. Their ability and skills are analyzed by their answers. Students feed back system is followed in every department. Members collect the feedback from the students at the end of the course and while implementing innovative method.

College norms are followed by Principal, Principal carry out the norms and guide the staff members. The staff member's co ordinate with the principal and work out their dedicated duties.

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

Various mechanisms are used by the institution to evaluate the achievement of goals and objectives.

- ❖ Temple of Learning policy is followed by our institution.
- ❖ Personality development is given to prepare the students confident in the society.

- ❖ They are trained to stand in their own legs.
- ❖ Leadership qualities are developed while their course of studies.
- ❖ In order to bring them to the lime light citizenship camps are also given.

7.1.3 How does the institution ensure the quality of its academic programmes?

The institution ensures the quality of its academic programmes in many ways. Students are motivated to engage them in

SUPW – Socially Useful Productive Workshop:

Many products are made through this work like preparation of toys, detergents, Shampoo, Greeting cards, Envelopes, Note Books and Shell/Nylon wire products and food processing etc.

Awareness Programmes: Aids camp, First aid camp and citizenship camps were held to have a good relation ship with the society.

Project work: Students engage them in many projective works like

- Environmental projects
- Biological projects

Psychology Seminar:

Intelligence test, Aptitude test, Interest test, Personality test, Perception test are all taught to the students with well equipped teachers. These tests helps the students to improve their personality and learning technique in a good manner.

Workshop:

Jewel Making is an interesting thing in the workshop

Talent Show:

Talent show is conducted to bring out the hidden talents of the students. All the students proved their creativity in various fine arts activities such as dance, drawing, song, poem, fancy dress, fashion show, mono acting, miming etc.

Ramanujan “Maths-contest”

On behalf of the Mathematics department, Mathematics staff conducted Maths contest on the birthday of the great Mathematician Ramanujam on December 22nd 2007, 2008, 2009. & 2010. Students were selected for prizes.

Preparation for the competitive examinations:

Dr.Sridhar, retired person from Govt Arts and science college, Salem was invited on 6.9.07 for the betterment of the students to equip them to prepare for the various competitive examinations with special emphasis on civil service examinations.

- ❖ Planning and learning
- ❖ Approaches for writing all competitive examinations
- ❖ TRB Examination coaching is conducted.

Co-Curricular activities:**Fine Arts:**

| | | | | |
|----|----------|----------------------|---|---------------|
| 1. | 13.3.09 | Solo song | Jairam college | M. Arulkumar |
| 2 | 13.3.09 | Adz apt&Rangoli | Jairam college | V. Jothi |
| 3 | 13.3.09 | Rangoli | Jairam college | P. Deepa |
| 4 | 13.3.09 | Rangoli | Jairam college | G. Manimekala |
| 5 | 13.3.09 | Hand writing | Jairam college | M. Sampath |
| 6 | 27.2.09 | Dance | PGP college of education | V. Santhosh |
| 7 | 16.04.09 | Science model making | Sri Saradha College of Education, Salem | A.Ambika |
| 8 | 16.04.09 | Science model making | Sri Saradha College of Education, Salem | N. Sathya |
| 9 | 17.04.09 | English Essay | Sri Saradha College of Education, Salem | R. Nimmy |

| | | | | |
|----|----------|------------------------|---|---------------|
| 10 | 17.04.09 | Tamil Essay | Sri Saradha College of Education, Salem | J. Revathi |
| 11 | 17.04.09 | Soap carving | Sri Saradha College of Education, Salem | T.Vanitha |
| 12 | 17.04.09 | Folk Dance | Sri Saradha College of Education, Salem | R. Suganya |
| 13 | 17.04.09 | Folk Dance | Sri Saradha College of Education, Salem | P. Santhamani |
| 14 | 17.04.09 | Oratorical Competition | Sri Saradha College of Education, Salem | S. Savitha |
| 15 | 17.04.09 | Classical Dance | Sri Saradha College of Education, Salem | C.Ananthi |
| 16 | 17.04.09 | Folk dance | Sri Saradha College of Education, Salem | R. Gowri |
| 17 | 17.04.09 | Folk dance | Sri Saradha College of Education, Salem | D. Pappy |

SPORTS:

| S.No | Date | Event | Venue | Winners/Participants |
|------|----------------------------|------------------------|---|----------------------|
| 1. | 12 to 14.09.08 | High Jump Long Jump | N.G.P College of Education, Coimbatore. | S. Ananthan |
| 2. | 12 to 14.09.08 | Athletic meet | N.G.P College of Education, Coimbatore. | M. Ravikumar |
| 3. | 19.09.10 to 21.09.10 | Javelin throw | N.G.P College of Education, Coimbatore. | M. Arunkumar |
| 4 | 19.09.10 to 21.09.10 | Discuss throw | N.G.P College of Education, Coimbatore. | S. Vinothkumar |
| 5 | 19.09.10 to 21.09.10 | Shot put | N.G.P College of Education, Coimbatore. | K. Palanisamy |

7.1.4. How does the institution ensure the quality of its administration and financial management processes?

Institution assures quality of its administration and financial management process. The mechanism ensures systematic planning implementation and monitoring of programmes and activities of the college at various departments like Tamil, English Physical Science, Biological Science, History, Commerce, Economics and Computer Science.

Feed back is collected from students for all subject staff members. Document growth and progression of the students accessed throughout their educational period. Teacher submits self appraisal report to the department. Mean while students of various department submits their intensive practice record as well as Internal Assessment record.

Teachers contribute their valuable skills and ability through academic activities.

Career advancement of teachers is directly correlated with performance appraisal. Students are involved in all activities organized by the college and department. Maximum utilization of resources are available in the department, Physical and biological lab and library, facilitate their needs.

Student's feedback of course content is received every year.

Student's election is conducted and is elected for various post like college Chairman, Department Secretary and Volunteers.

Student's evaluation of teachers is made and rectification of defects is immediately done.

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

Institution identifies and share good practices with various constituents of the institution. Innovations are manipulated by management, principal and various department by continuous exploring ways.

Individual faculty members are encouraged to do intensive practice and new ideas and practices are introduced in teaching skills and teaching learning process and also the valuable effect of institutionalize initiatives

explore in the departments to enhance the overall quality of the educational process.

Best practices as follows,

- ❖ The expertise of the technical as well as teaching staff encourages the students to carryout the practical work as well as teaching process, the students utilizes various facilities from department.
- ❖ Some of the collaborative programmes are conducted in department with outside experts.
- ❖ Our college of education conducted state level seminars and workshop every year, expose to various education with innovative topic.
- ❖ Various departments like physical science and biological science, commerce conducted training progrmmes like model preparation, teaching aids preparation, teaching learning materials with modern and innovative technique.
- ❖ Department arranges guest lectures for teaching and conducting various camp activities and experiments periodically.

7.2. INCLUSIVE PRACTICES

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

- ❖ People from disadvantaged communities belonging to both the gender are appointed to take care of academic and non – academic activities of the college.
- ❖ The institution consciously makes efforts to recruit staff from disadvantaged community for security and maintenance of mess, hostel premises and garden and the college as a whole in general.

- ❖ Value education is incorporated in our teacher education system according to NPE1986. Life long learning is encouraged by engaging the students to utilize the library resource to the maximum.
- ❖ Quality education is ensured to develop the essential skills in pupils to lead a successful life and also make them morally conscious.
- ❖ Self esteem is encouraged rather than classroom instructions
- ❖ A systematic education is provided which suits the needs of today and tomorrow of the pupils
- ❖ Periodical update and innovative practices are implemented now & then. Instead of stuffing the mind of the students the habit of enquiring and reasoning is taught.
- ❖ Good environment with all physical facilities is provided. A large class leads to bad teaching. So classroom interaction is made with minimum number of students

7.2.2. 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?

The students are taught to cope – up with the socially backwards. Economically weaker differently disabled and physically challenged students. Ours is a Co Educational institution but there is no gender difference is found in our campus.

7.2.3. 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.

Various activities are envisioned in the curriculum.

- ❖ In the preparation of SUPW – socially useful productive work students are engaged and through this their social relationship improves.
- ❖ Educational tour to various places makes the students to have good interaction with the society.
- ❖ Community services and citizenship camps also help the students to have good social interaction.
- ❖ By learning the environmental education students knowledge about the society improves.
- ❖ Micro, macro teaching helps the students to learn the way of teaching
- ❖ By learning many psychological experiments like Aptitude test, personality attention. Interest test and achievement motivation test helps the students to have good self motivation.
- ❖ To improve the self motivation of the students self esteem is encouraged rather than classroom instruction. Instead of stuffing the mind of the students the habit of enquiring and reasoning also uplifts the self motivation.

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

The institution follows many activities to develop the proficiency for student teachers for working with children from diverse back grounds and exceptionalities.

- ❖ Citizenship camps: The student teachers attended a citizenship camp and through this they had a good relationship with all types

of people from different back grounds. And they were trained to serve for the people in villages.

- ❖ Environmental camp: The institution conducted Awareness of AIDS camp, first aid camp, recycling of waste water, water purification camps. Through these also the students learnt how to mingle with all backgrounds of people.

7.2.5. How does the institution address to the special needs of the physically challenged and differently – abled students enrolled in the institution?

The institution allots many concession for the physically challenged like fees concession, and gives counseling to get rid of their inferiority complex and encourage the students to improve in all walks of life. The institution integrates the physically challenged students in to regular ordinary students programmes.

Differently – abled students:

The institution identifies the differently – able students and gives them all possible support, guidance and help. Personal and academic counseling is also given when ever necessity occurs.

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

- ❖ As the institution is a Co-educational institution; it tries to make the students teachers to have a healthy relationship among them.
- ❖ Resource person is invited to stress the women empowerment and to motivate the girl students for self reliance and self-dependent.

- ❖ Career counseling will be given exclusively to girls' students since they do not have much exposure like boys.
- ❖ Women cell actively engage in directing the girls students and solves adjustment problems as some might have come from girl's schools and Women College.
- ❖ The gender sensitive issues like ego problem between boys and girls are identified and proper guidance will be given for them.
- ❖ Adjustment problem of the urban and rural students will be rectified by putting them in mixed group

7.3. STAKEHOLDER RELATIONSHIPS

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

- ❖ Advertisements are made to the public about the course and the course fee.
- ❖ School headmasters are contacted through Chief educational officer and District educational officer for the purpose of teaching practice
- ❖ Circulars are received from the university in the name of Registrar and Vice chancellor.
- ❖ Examination intimations and doubts regarding theory and practical examination is clarified by the controller of examination.

RELATIONSHIP WITH PARENTS.

Parent teachers meeting were conducted and their opinion is collected, about their ward's performance. If the mentors find that the performance of the

students is not unto the mark, the students are given proper guidance for their better improvement. If the students find the subject tough, steps are taken to make them enter the comfort zone.

We also get good guidelines from the employers of campus requirement about the feed back of the students and steps are taken to suit their requirements.

RELATIONSHIP WITH SCHOOL HEADMASTERS:

Our Institution has cordial relationship with the schools

| S no | SCHOOL | Place |
|------|-------------------------------|------------------|
| 1 | Government High Sec School | Ulagappampalayam |
| 2 | Government High Sec School | Manickampalayam |
| 3 | Government High Sec School | Kandampalayam |
| 4 | Government High Sec School | Kokurayampettai |
| 5 | Government High Sec School(B) | Mallasamudram |
| 6 | Government High Sec School(G) | Mallasamudram |
| 7 | Government High Sec School | Devanankurichi |
| 8 | Government High Sec School | Ellachipalayam |
| 9 | Government High Sec School | Chitalandur |
| 10 | Government High Sec School | Vittamplayam |
| 11 | Government High School | Kozhikalnatham |
| 12 | Government High School | Pallipalayam |
| 13 | Vinayaga High Sec School(G) | Pillanatham |
| 14 | M.D.V. High Sec School | Tiruchengode |

| | | |
|----|--------------------------------|----------------|
| 15 | Mahendra High Sec School | Semmampalayam |
| 16 | Vidya bharathi High Sec School | Peechampalayam |

RELATIONSHIP WITH SOCIETY:

The needs of the society is also taken into consideration and the awareness is given to the people in the following terms,

- ❖ Recycling of waste water
- ❖ Water purification
- ❖ Awareness of noise pollution
- ❖ HIV awareness

7.3.2. 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?

Satisfaction of the students and stakeholders:

- ❖ Best infrastructural facilities are made
- ❖ Campus can be seen with healthy – clean green
- ❖ Gardens are well maintained
- ❖ Strict disciplined system is followed
- ❖ Competent faculty and cordial students teacher relationship is found.
- ❖ Safety and security in the college and hostel is ensured
- ❖ Reputation of the institution with good academic performance and academic achievement gives more satisfaction for the students.
- ❖ Well equipped library and Internet facilities are available.
- ❖ Good organization of seminars, workshops and guest lectures are well satisfied
- ❖ Co-curricular activities develop the holistic personality of the students.
- ❖ Campus interview is also organized

- ❖ Open and Spacious playground can be seen
- ❖ Audio Visual based teaching and learning methodology is followed
- ❖ The students are trained in the indoor games like chess, carom, and Table tennis and so on.
- ❖ Well maintained hostel with modern kitchen facilities like steam cooking hygienic preparation and a neat and convenient dinning hall is available.
- ❖ Student feel comfortable with our canteen facilities also
- ❖ Telephone booth and one rupee coin is provided.
- ❖ Periodical monitoring and personal care is given to the students
- ❖ Counseling and guidance is also given whenever needed.
- ❖ Innovative approaches are practiced to develop the student's skill in maintaining the Indian values, traditions and ethos.
- ❖ Encouragement and motivations are given to the students to organize co-curricular activities
- ❖ Quality and efficient delivery of the curriculum is very much satisfied.
- ❖ Better academic results is also a good satisfaction.
- ❖ Continuous improvement in teacher quality through various innovative teaching creative thinking and learning methods.

DISSATISFACTION OF THE STUDENTS AND STAKEHOLDERS:

- ❖ Mobile Phones are restricted inside the campus but students are willing to use it
- ❖ Extra coaching classes may be arranged
- ❖ To improve the rural students spoken English extra class may be arranged.

7.3.3 What are the feed back 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?

There are many feed back mechanisms followed:

- ❖ Parents, teachers meetings are held once in three months.
- ❖ In the preparation of Alumni meets many feed backs were heard over and rectified.
- ❖ Through suggestion box many feed have been rectified.
- ❖ All the grievances are heard from the students and solved by the grievance cell
- ❖ Major problems are dealt in the meeting within the principals and managements to discuss about the ways to solve the problems and finally policy decision is made.

Mapping of the Academic Activities of the Institution - B.Ed.,

[illegible]

DECLARATION BY THE HEAD OF THE INSTITUTION

To

The Director,
National Assessment and Accreditation Council,
PB - 1075,
Nagarbhavi,
Bangalore - 560 072.

Sir,

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 discussion, and no part thereof has been outsourced.

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

Place : kumarmangalam

Date : 04.04.2012