

# **SELF APPRAISAL REPORT**

**SUBMITTED BY**

**PADMAVANI COLLEGE OF  
EDUCATION**

**Opp. To Periyar University, Salem - 636 011  
Tamilnadu**

## A. PROFILE OF THE INSTITUTION

- 1 Name and address of the Institution : PADMAVANI COLLEGE OF EDUCATION  
Opp. To Periyar University, Salem – 636 011  
Tamilnadu.
- 2 Website URL : [www.padmavanicollege.org](http://www.padmavanicollege.org)
- 3 For Communication : [padmavaniedu@gmail.com](mailto:padmavaniedu@gmail.com)

### Office

Name	Telephone number with STD Code	Fax No.	e-Mail Address
Dr. P.Vengatachary Principal	0427- 2345873	0427- 2346495	padmavaniedu@gmail.com
Miss. P. Shiyamaladevi Self appraisal Co-ordinator	0427- 2345876	0427- 2346495	Muthusuga1980@gmail.com

### Residence

Name	Telephone number with STD Code	Mobile
Dr. P.Vengatachary Principal	0427-2345873	09787776795
Miss. P. Shiyamaladevi Self appraisal Co-ordinator	0427-2345876	09787772795

4. Location of the Institution:

Urban  Semi-urban  Rural  Tribal

Any other (specify and indicate)

5. Campus area in acres :

**4.80 acres**

6. Is it a recognized minority institution? Yes  No

7. Date of establishment of the institution:

Month	Year
09	2006

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

Tamilnadu Teachers Education University Chennai - 600 005
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9. Details of UGC recognition under sections 2(f) and 12(b) of the UGC Act.

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10. Type of institution

- |               |   |                                     |
|---------------|---|-------------------------------------|
| a. By funding | i. Government                               | <input type="checkbox"/>            |
|               | ii. Grant –in-aid                           | <input type="checkbox"/>            |
|               | iii. Constituent                            | <input type="checkbox"/>            |
|               | iv. Self- financed.                         | <input checked="" type="checkbox"/> |
| b. By Gender  | i. Only for Men                             | <input type="checkbox"/>            |
|               | ii. Only for women                          | <input checked="" type="checkbox"/> |
|               | iii. Co-education.                          | <input type="checkbox"/>            |
| c. By Nature  | i. University Dept.                         | <input type="checkbox"/>            |
|               | ii. IASE                                    | <input type="checkbox"/>            |
|               | iii. Autonomous                             | <input type="checkbox"/>            |
|               | iv. Affiliated College                      | <input checked="" type="checkbox"/> |
|               | v. Constituent College                      | <input type="checkbox"/>            |
|               | vi. Dept. of Education of Composite College | <input type="checkbox"/>            |
|               | vii. CTE                                    | <input type="checkbox"/>            |

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

Yes

No

If yes, has the institution applied for autonomy?

Yes

No

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

Sl. No.	Level	Programme / Course	Entry Qualification	Nature of Award	Duration	Medium of Instruction
i)	Pre-Primary			Certificate		
				Diploma		
				Degree		
ii)	Primary / Elementary			Certificate		
				Diploma		
				Degree		
iii)	Secondary /			Certificate		
				Diploma		
		B.Ed.	UG	Degree	1 Year	English & Tamil
iv)	Post Graduate			Diploma		
v)	Other (Specify)			Certificate		
				Diploma		
				Degree		

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

<b>Level</b>	<b>Programme</b>	<b>Order no and date</b>	<b>Sanctioned Intake</b>
Pre-primary			
Primary/Elementary			
Secondary/	B.Ed	F.SRO/NCTE/B.Ed/2006-2007/8077	Intake - 100
Post Graduate			
Other(specify)			

## B. CRITERION – WISE INPUTS

### CRITERION I: CURRICULAR ASPECTS

1. Does the institution have a stated

Vision	Yes	✓	No	
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Mission	Yes	✓	No	
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Values	Yes	✓	No	
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Objectives	Yes	✓	No	
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2.a) Does the institution offer self-financed programme(s)?

Yes	✓	No	
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If yes,

1
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3. Are there programmes with semester system?

No
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4. Is the institution representing /participating in the curriculum development/revision processes of the regulatory bodies?

Yes		No	✓
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If yes, how many faculty are on the various curriculum development / vision committees / boards of the universities / regulating authority.

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

D.Ed	---
B.Ed	9 methods/elective options
M.Ed (Full Time)	---
M.Ed (Part Time)	---
Any other	---
(Specify and indicate)	

6. Are there any Programme offered in modular form

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

Yes	✓	No	
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Number	2
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8. Are there Programmes with faculty exchange /visiting faculty?

Yes	✓	No	
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Number	1
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9. Is there any mechanism to obtain feedback on the curricular aspects from the

- Heads of practice teaching schools 

Yes	✓	No	
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- Academic peers 

Yes	✓	No	
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- Alumni 

Yes	✓	No	
-----	---	----	--
  
- Students 

Yes	✓	No	
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- Employers 

Yes	✓	No	
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10. How long does it take for the institution to introduce a new programme within the existing system?

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The university to which the college is affiliated, is permitted to start a new program once in 3 years.

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

Yes		No	✓
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Name

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

Yes	✓	No	
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Number	2
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The university designs the syllabi and the curriculum and changes are made at least once in five years.

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

Yes	✓	No	
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14. Does the institution encourage the faculty to prepare course outlines?

Yes	✓	No	
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## CRITERION II: TEACHING –LEARNING AND EVALUATION

1. How are students selected for admission into various courses?

- a) Through an entrance test developed by the institution
- b) Common entrance test conducted by the university/ Government
- c) Through an interview
- d) Entrance test and interview
- e) Merit at the qualifying examination
- f) Any other

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

- a) Date of start of the academic year
- b) Date of last admission
- c) Date of closing of the academic year
- d) Total teaching days
- e) Total working days

3. Total number of students admitted (2011-2012)

Programme	Number of students			Reserved			Open		
	M	F	Total	M	F	Total	M	F	Total
D.Ed.	-	-	-	-	-	-	-	-	-
B.Ed.	-	100	100	-	13	13	-	87	87
M.Ed.(Full Time)	-	-	-	-	-	-	-	-	-
M.Ed. (Part Time)	-	-	-	-	-	-	-	-	-

4. Are there any overseas students?

Nil

If yes, how many?

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

a) Unit cost excluding salary component

28,658

b) Unit cost including salary component

37,000

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

Programs	Open		Reserved SC/ST	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
D.Ed.	---	---	---	---
B.Ed.	79.17	44.15	81.70	45.10

M.Ed. (Full Time)	---	---	---	---
M.Ed. (Full Time)	---	---	---	---

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

Yes	✓	No	
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8. Does the institution develop its academic calendar?

Yes	✓	No	
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9. Time allotted (in percentage)

<b>Programmes</b>	<b>Theory</b>	<b>Practice Teaching (Including pre - practice teaching days)</b>	<b>Practicum</b>	<b>Dissertation</b>
D.Ed	---	---	---	---
B.Ed.	57%	27%	16%	---
M.Ed. (Full Time)	-	-	-	-
M.Ed. (Part Time)	---	---	---	---

10. Pre-practice teaching at the institution

a) Number of Pre-practice teaching days

1	2
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b) Minimum number of pre-practice teaching lessons given by each student

0	3
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## 11. Practice Teaching at School

a) Number of schools identified for practice teaching 

2	0
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b) Total number of practice teaching days 

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

4	0
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12. How many lessons are given by the student teachers in simulation and pre-practice teaching in classroom situations?

<b>No. of Lessons in simulation</b>	<b>6</b>	<b>No. of Lessons Pre- practice teaching</b>	<b>10</b>
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13. Is the scheme of evaluation made known to students at the beginning of the academic session?

Yes	✓	No	
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14. Does the institution provide for continuous evaluation?

Yes	✓	No	
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15. Weightage (in percentage) given to internal and external evaluation.

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

16. Examinations

a) Number of sessional tests held for each paper 

0	3
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b) Number of assignments for each paper 

0	3
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17. Access to ICT (Information And Communication Technology)

	<b>Yes</b>	<b>No</b>
Computers	✓	
Intranet	✓	
Internet	✓	
Software/courseware(Cd`s)	✓	
Audio resources	✓	
Video resources	✓	
Teaching Aids and other related materials	✓	
Any other(specify) Library	✓	

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

Yes	✓	No	
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Number

<b>All</b>
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19. Does the institution offer computer science as a subject?

Yes	✓	No	
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If yes, is it offered as a compulsory or optional paper?

Compulsory	✓	Optional	✓
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### CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

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

Number	0	1	%	12 %
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2. Does the Institution have ongoing research?

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

Funding agency	Amount (Rs)	Duration(Years)	Collaboration, if any
Trust	15000/-	2 years	-
Trust	25000/-	1.5 years	REED- NGO

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

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

3
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4. How does the institution motivate its teachers to take up research in Education? (Mark ✓ for positive response and × for negative response)

Teachers are given study leave

Teachers are provided with seed money

Adjustment in teaching schedule

Providing secretarial support and other facilities

Any other (Incentive granted for acquiring additional research degree)



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

Yes	✓	No	
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6. Number of research degrees awarded during the last 5 years.

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

Yes	✓	No	
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8. Details of the publications by the faculty (Last five years)

	Yes	No	Number
International Journals	-	-	-
National Journals	Yes	-	1
Referred Papers	-	-	-
Non-referred Papers	-	-	-
Academic articles in reputed magazines / news papers	Yes	-	Communicated
Books	Yes	-	2
Any other (Specify and indicate)			
Articles in various magazines /with ISBN Published	Yes	-	15

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

Yes	✓	No	
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Number	<b>02</b>
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10. Number of papers presented by the faculty and students (during last five Years):

	Presented		Participated	
	Staff	Students	Staff	Students
National Seminars	30	6	5	45
International Seminars	2	7	3	2
Academic Forum	5	5	8	17

11. What types of instruction materials have been developed by the institution?

(Mark  for Yes and  for No.)

Self-instructional materials	<input checked="" type="checkbox"/>
Print Materials	<input checked="" type="checkbox"/>
Non Print Materials	<input checked="" type="checkbox"/>
Digitalized (Computer aided instructional materials)	<input checked="" type="checkbox"/>
Question Bank	<input checked="" type="checkbox"/>

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

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If yes, indicate the nature of the post.

Full-time  Part-time  Additional charge

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

Yes  No  YRC

**Tamilnadu Teachers Education University dose not frame any regulation regarding NSS and NCC programmes”.**

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

Yes	✓	No	
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15. Number of other curricular / co-curricular meets organized by other academic agencies / NGOs on campus

3
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16. Does the institution provide consultancy services?

Yes	✓	No	
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In case of paid consultancy what is the net amount generated during last Three years.

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

Local level	✓
State level	✓
National level	✓
International level	-

**CRITERION IV: INFRASTRUCTURE AND LEARNING  
RESOURCES**

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

3240 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	Yes	✓	No	
d) Educational Technology Lab	Yes	✓	No	
e) Computer Lab	Yes	✓	No	
f) Workshop for preparing teaching aids	Yes	✓	No	

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

1

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

70,000

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

28,000

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

1,10,000

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

1,15,000
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8. Has the institution developed computer-aided learning packages?

Yes	✓	No	
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9. Total number of posts sanctioned

	Open		Reserved	
	Male	Female	Male	Female
Teaching	2	6	-	-
Non Teaching	2	5	-	-

10. Total number of posts vacant

Nil
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	Open		Reserved	
	Male	Female	Male	Female
Teaching	-	-	-	-
Non Teaching	-	-	-	-

11. a. Number of regular and permanent teachers:

(Gender –wise)

All are regular, full time and permanent

	Open		Reserved	
	M	F	M	F
Lecturers	1	6	-	-
	M	F	M	F
Readers	-	-	-	-
	M	F	M	F
Professors	1	0	-	-
	M	F	M	F

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

	Open		Reserved	
	M	F	M	F
Lecturers	-	-	-	-
	M	F	M	F
Readers	-	-	-	-
	M	F	M	F
Professors	-	-	-	-
	M	F	M	F

c. Number of teachers from same state

08
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other states

12. Teacher student ratio (program-wise)

Programme	Teacher student ratio
D.Ed	-
B.Ed	1:12
M.Ed (Full-Time)	
M.Ed (Part-Time)	-

13. a. Non –teaching staff

	Open		Reserved	
Permanent	M	F	M	F
	2	5	-	-
Temporary	M	F	M	F
	-	-	-	-

b. Technical Assistants

	Open		Reserved	
Permanent	M	F	M	F
	-	4	-	-
Temporary	M	F	M	F
	-	-	-	-

14. Ratio of Teaching –non teaching staff

3:1
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15. Amount spent on the salaries of teaching faculty during the previous academic session (% of total expenditure)

40.5
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16. Is there an advisory committee for the library?

Yes	✓	No	
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17. Working hours of the Library

On working days

8 hours

On holidays

7 hours

During examinations

8 hours

18. Does the library have an Open access facility

Yes	✓	No	
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19. Total collection of the following in the library

a. Books

5481

- Textbooks

1645

- Reference books

387

b. Magazines

10

c. Journals subscribed

15

- Indian journals

14

- Foreign journals

1

- Peer reviewed journals

4

- Back Volumes of journals

4



d. e-information resources

- Online journals	<input type="text" value="25"/>
- CDs/ DVDs	<input type="text" value="25"/>
- Databases	<input type="text" value="2"/>
- Videocassettes	<input type="text" value="10"/>
- Audio cassettes	<input type="text" value="20"/>

20. Mention the

Total carpet area of the Library in (sq. Mts)	<input type="text" value="112 sq mts"/>
Seating capacity of the Reading room	<input type="text" value="40"/>

21. Status of automation of Library

Yet to initiate	<input type="text"/>
Partially automated	<input checked="" type="checkbox"/>
Fully automated	<input type="text"/>

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

Circulation	<input checked="" type="checkbox"/>
Clipping	<input checked="" type="checkbox"/>
Bibliography Compilation	<input checked="" type="checkbox"/>

Reference	<input type="checkbox"/>
Information Display & Notification	<input checked="" type="checkbox"/>
Book Bank	<input checked="" type="checkbox"/>
Photo Copying	<input checked="" type="checkbox"/>
Computer and Printer	<input checked="" type="checkbox"/>
Internet	<input checked="" type="checkbox"/>
Online Access Facility	<input checked="" type="checkbox"/>
Inter Library Borrowing	<input checked="" type="checkbox"/>
Power Backup	<input checked="" type="checkbox"/>
User Orientation / Information Literacy	<input checked="" type="checkbox"/>
Any Other (Specify)	<input type="checkbox"/>

23. Are students allowed to retain books for examinations?

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

Average number of books issued/returned per day	<input type="text" value="33"/>
Maximum number of days books are permitted to be retained By students	<input type="text" value="4"/>
By faculty	<input type="text" value="6"/>
Average number of users who visited/consulted per month	<input type="text" value="790"/>

Ratio of library books (excluding textbooks and Book bank facility) to the number of students enrolled.

37:1

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

7.87%

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

	<b>I</b>		<b>II</b>		<b>III</b>	
	<b>Number</b>	<b>Total cost (in Rs.)</b>	<b>Number</b>	<b>Total cost (in Rs.)</b>	<b>Number</b>	<b>Total cost (in Rs.)</b>
Text books	600	1,10,800	603	1,26,300	605	1,40,090
Other books	15	2895	77	5590	83	8850
Journals / periodicals	15	7000	7	2300	8	2950
Any others specify and indicate	-	-	-	-	-	-

## CRITERION V: STUDENT SUPPORT AND PROGRESSION

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

Programmes	2008-09	2009-10	2010-11
D.Ed	-	-	-
B.Ed.	-	-	-
M.Ed. (full-time)	-	-	-
M.Ed. (part-time)	-	-	-

**\*No dropout rate for the past three years.**

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

Yes	✓	No	
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If yes, how many students are under the care of a mentor/tutor?

14
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3. Does the institution offer Remedial instruction?

Yes	✓	No	
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4. Does the institution offer Bridge course?

Yes	✓	No	
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5. Examination result during past three years (provide year wise data)

	UG		
	I 2009-10	II 2010-11	III 2011-12
Pass Percentage	100%	89%	96%
Number of first classes	36	39	25
Number of distinctions	64	57	75
Exemplary performances	-		

6. Number of students who have passed competitive examinations during the last three years.

	I	II	III
NET	-	-	-
SLET/SET	-	-	-
TRB/TET	7	14	22

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

Financial Aid	I (2008-09)	II (2009-10)	III (2010-11)
Merit Scholarship	3	3	3
Merit-cum-means scholarship	-	-	-
Fee concession	23	27	33
Loan facilities	21	20	16
Any other specify and indicate	-	-	-

(Additional rows may be inserted as per requirement)

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

Yes	✓	No	
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9. Does the institution provide Residential accommodation for:

Faculty	Yes	✓	No	
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Non-teaching staff	Yes		No	✓
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10. Does the institution provide Hostel facility for its students?

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

Men	-	Women	5
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11. Does the institution provide indoor and outdoor sports facilities?

Sports fields	Yes	✓	No	
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Indoor sports facilities	Yes	✓	No	
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Gymnasium	Yes		No	✓
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12. Availability of rest rooms for Women

Yes	✓	No	
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13. Availability of rest rooms for men

Yes		No	✓	(Not applicable)
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14. Is there transport facility available?

Yes	✓	No	
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15. Does the Institution obtain feedback from students on their Campus experience?

Yes	✓	No	
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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	✓	-	2	✓	-	7
Inter-university	-	-	-	✓	-	2
National	-	-	-	-	-	-
Any other	-	-	-	-	-	-

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	4	2
Regional	18	3
National	-	-
International	-	-

18. Does the institution have an active alumni Association?

Yes	✓	No	
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If yes, give the year of establishment

2008
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19. Does the institution have a student Association/Council?

Yes	✓	No	
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20. Does the institution regularly publish a college magazine?

Yes	✓	No	
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21. Does the institution publish its updated prospectus annually?

Yes	✓	No	
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22. Give the details on the progression of the students to employment / further study (Give percentage) For last three years

	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>
	(%)	(%)	(%)
Higher studies	20	22	25
Employment (total)	15	29	29
Teaching	80	74	85
Non teaching	14	25	14

23. Is there a placement cell in the institution?

Yes	✓	No	
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If yes, how many students were employed through placement cell during the past three years.

<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>
21	19	27



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

Academic guidance and counseling	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Personal Counseling	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Career Counseling	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

## CRITERION VI: GOVERNANCE AND LEADERSHIP

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

Yes	✓	No	
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2. Frequency of meetings of Academic and Administrative Bodies( last year)

Governing Body/Management	4
Staff Council	6
IQAC/or any other similar body/committee	4
Internal Administrative Bodies contributing to quality improvement	4

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

Loan Facility	Yes	<input checked="" type="checkbox"/>	No	
Medical Assistance	Yes	<input checked="" type="checkbox"/>	No	
Insurance	Yes	<input checked="" type="checkbox"/>	No	
Other (Specify) Festival Advance	Yes	<input checked="" type="checkbox"/>	No	

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

0	1
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\*personality development programmes

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.

Nil
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Staff of self financing colleges are not eligible for Faculty Improvement Programs.

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

National	1
International	-

- c) Number of faculty development programmes organized by the institution:

0	3
---	---

- d) Number of seminars /workshops symposia on Curricular development, Teaching –Learning , Assessment, Etc., organized by the institution

0	3
---	---

- e) Research Development programmes attended by the faculty

0	1
---	---

- f) Invited /endowment lectures at the institution

1	0
---	---

Any other area(specify the programme and indicate)

0	5	Staff Training Programmes
---	---	---------------------------

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

a. Self-appraisal

Yes	✓	No	
-----	---	----	--

b. Student assessment of faculty performance

Yes	✓	No	
-----	---	----	--

c. Expert assessment of faculty performance

Yes	✓	No	
-----	---	----	--

d. Combination of one or more of the above

Yes	✓	No	
-----	---	----	--

e. Any other (specify and indicate) log book

Yes	✓	No	
-----	---	----	--

7. Are the faculty assigned additional administrative work?

Yes	✓	No	
-----	---	----	--

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

3 hours per staff on an average.
----------------------------------

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

Grand in Aid	-
Fees	41,500
Donation	-
Self Funded Courses	-
Any Other (Specify)	-

9. Expenditure statement (for last two years)

	2010-11	2009-10
Total sanctioned budget	100%	100%
%Spent on the salary of faculty	40.5	40.5
%Spent on the salary of non-teaching employees	19.8	19.5
%Spent on books and journals	1.12	3.27
%Spent on developmental activities (expansion of building)	2.15	2.48
%Spent on telephone electricity and water	8.75	3.9
%Spent on maintenance of building, sports facilities, hostels, residential complex and student amenities, etc	1.42	3.45
%Spent on maintenance of equipment, teaching aids contingency etc,	5.86	6.23
%Spent on research and scholarship (seminars, conferences, faculty development programs, faculty exchange, etc.)	1.60	2.41
% Spent on travel	1.27	2.63
Any other Advertisement, Affiliation, Vehical maintanance, Examination, stationary,etc..	8.08	9.48

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

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

11. Is there an internal financial audit mechanism?

Yes	✓	No	
-----	---	----	--

12. Is there an external financial audit mechanism?

Yes	✓	No	
-----	---	----	--

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

Administration	Yes	✓	No	
Finance	Yes	✓	No	
Student Records	Yes	✓	No	
Career Counselling	Yes	✓	No	
Aptitude Testing	Yes	✓	No	
Examination / Evaluation	Yes	✓	No	
Assessment	Yes	✓	No	
Any other (Office automation)	Yes	✓	No	

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

Yes	✓	No	
-----	---	----	--

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

Yes	✓	No	
-----	---	----	--

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

Yes	✓	No	
-----	---	----	--

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

Yes	✓	No	
-----	---	----	--

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

For Teachers

✓
---

For Students

✓
---

For non-teaching staff

✓
---

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

Yes		No	✓
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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, computerisation 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	
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3. What is the percentage of the following student categories in the institution? (2011-12)

	Category	B.Ed.,		
		Men	Women	%
a	SC	-	12	12
b	ST	-	1	1
c	OBC	-	86	86
d	Physically challenged	-	-	-
e	General category	-	1	1
f	Rural	-	-	-
g	Urban	-	-	-
h	Any other (specify)	-	-	-
	Total	-	100	100%



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

	Category	Teaching staff	%	Non-teaching staff	%
A	SC	-	-	2	28.6%
b	ST	-	-	-	
c	OBC	7	87.5%	5	71.5%
d	Women	6	75%	5	71.5%
e	Physically Challenged	-	-	-	-
f	General Category	1	12.5	-	-
g	Any other(specify) DNC	-	-	-	-

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

Category	B.Ed.,			
	At Admission		On completion of the course	
	2010-11	2011-12	2009-10	2010-11
SC	15	12	15	12
ST	-	1	-	1
OBC	84	86	84	86
Physically Challenged	-	-	-	-
General Category	1	1	1	1
Rural	100	100	100	100
Urban	-	-	-	-
Any other (specify)	-	-	-	-

## NAAC- SELF APPRAISAL REPORT

### A. EXECUTIVE SUMMARY

#### INTRODUCTION

The **Padmavani College of Education**, run by the Padmavani Educational and Charitable Trust, was established in a rural place at Narasothipatty in 2006 is one of the backward districts of Tamilnadu. It got recognition from NCTE for B.Ed., F.SRO/NCTE/B.Ed/2006-2007/8077 and permission No Objection Certificate from the State Government. Affiliation from Tamilnadu Teachers Education University, continual affiliation Order, is TNTEU/R/Affl.Contn/2009-2010/981 dated 19.11.2009. The vision of the college is to produce a flawless pedagogical community through mutual love, respect, with egalitarian attitude, catering to the educational needs of rural women.

Teaching Practice School: ( Year 2011-2012 )

1. Govt. High School, Alagapuram.
2. Govt. High School, Alagapuram Pudur.
3. Govt. High School, Aranganur.
4. Govt. High School, Bukkampatty.
5. Govt. High School, Dasanayakanpatty.
6. Govt. High School, Kamalapuram.
7. Govt. High School, Kunjadiyur.
8. Govt. High School, Sampalli.

9. Govt. High School, Tekkarampatty.
10. Govt. High School, Vellalapatty.
11. Govt. High School, Vellar.
12. Govt. Girls Hr. Sec. School, Belur.
13. Govt. Girls Hr. Sec. School, Darapuram.
14. Govt. Girls Hr. Sec. School, Mechari.
15. Govt. Hr. Sec. School, Darapuram.
16. Govt. Hr. Sec. School, Fort, Salem.
17. Govt. Hr. Sec. School, Ellampillai.
18. Govt. Hr. Sec. School, Jagir, Ammapalayam, Salem.
19. Govt. Hr. Sec. School, Jalagandapuram.
20. Govt. Hr. Sec. School, K. Morur.
21. Govt. Hr. Sec. School, Omalur.
22. Govt. Hr. Sec. School, Karuppur.
23. Govt. Hr. Sec. School, Kullamudayanoor.
24. Govt. Hr. Sec. School, M. Chettipatty.
25. Govt. Hr. Sec. School, Madhanaickenpatty.
26. Govt. Hr. Sec. School, Manethal.
27. Govt. Hr. Sec. School, Mattukkaratur.
28. Govt. Hr. Sec. School, Mettur.
29. Govt. Hr. Sec. School, Muthunaiyakanpatty.
30. Govt. Hr. Sec. School, Pannappatty.
31. Govt. Hr. Sec. School, Periyavadavampatty.
32. Govt. Hr. Sec. School, Ramamoorthynagar.
33. Govt. Hr. Sec. School, S. Kollapatty.
34. Govt. Hr. Sec. School, Thivattipatty.
35. Govt. Hr. Sec. School, Tulasampatty.

## **I. CURRICULAR ASPECTS**

The college campus, located in a sprawling area of 4.80 acres. It is offering B.Ed (Bachelor of Education –one year course duration) Programmes. There are 9 faculty members catering to 100 students. Both the programmes are affiliated to Tamilnadu Teachers Education University, Chennai. The programmes are designed with direct career relevance. Although the curricula and syllabi are designed by the affiliating university and are required to be followed by the college, they are revised as and when required, at least once in every five years.

The curricular structure provides ample scope for the Theory, Teaching Practice, Internal Assessment, Field Trip, Citizenship Camp Activities, Art and Work Experience, Educational Technology, Information & Communication Technology in Education, Action Research, Textbook review, Case Study and downloading web resources. In B.Ed., programme for dissertation and viva-voce activity and B.Ed., students practice visit. The student feedback on the curriculum and other matters are obtained, analyzed and used for improving all facts of curricular, co-curricular and extra-curricular aspects.

## **II. TEACHING –LEARNING AND EVALUATION**

The student admission is done by marks in the qualifying examinations, in addition to the following, government of Tamilnadu rules on communal reservations followed. The teaching schedule and academic calendar are prepared methodologically. The course outline and syllabus are informed to the students at the time of admission. The classes are handled by full time faculty, all of whom are well qualified. The entire Teaching faculty

is encouraged by the management and to keep abreast of the latest developments in their respective subjects through the well-equipped library. The seminar participations, Internet Browsing, Computer Internet facilities are extended to all teachers and students.

The teaching learning process is strengthened through Lectures, Seminars, Paper Presentations, Demonstration Classes, Micro-Teaching Classes, Macro-Teaching Classes, Field Trips, Intensive Lab Work and Project Works. The use of audio-visual equipments and latest technological equipments substantially contribute towards the teaching learning process. The pass percentage has been quite impressive in spite of the fact that the students admitted invariably in rural area as not have a good score in the qualifying examinations. The library is automated and has a very good collection of books, Periodicals, Journals and Back Volumes. The library in connection with e-journals through the Delnet programme.

The college is adopted non-semester system, with provisions for continuous internal assessment for 20% of marks based on test, Seminar and Assignment. There is a single valuation in B.Ed., programme there is a provision for retotaling/revaluation and the students can get the Xerox copy of the valued answer scripts. Second chance is allowed to write again in the middle of the academic year as supplementary and this concession is allowed for three years only. Thus there is an absolute transparency, which greatly adds to the creditability of the examination system. Initiatives have been made towards student adoption programme that is tutorial system, bridge courses, remedial teaching are for weaker students by our teaching faculties.

On the limitation side, the college does not have the power to design its own curriculum and course patterns.

### **III. RESEARCH, CONSULTANCY AND EXTENSION**

Our college is a self-financing college and hence it is not eligible to get major research projects from Central and State Government Agencies. We encourage our staff members to do the research activities. Trust is providing the possible incentives and leave with salary. Incentives are given for addition research projects. We are doing research project by our staff members funding by the trust. We completed three research projects.

Our teacher educators and students are encouraged to participate and present research paper in seminars and conferences. Lot of papers are published in journals and magazine.

We organized National and International seminars. Self instruction materials, print and non print materials, computer Aided instruction materials and question are prepared by our staff members. The consultancy service and Extension activities are extended to the village peoples in and around the college. Some of the extension activities for the well fare of the Community development are eye camp and blood donation.

- Polio Drops awareness programme conducted for community development.
- Awareness on Road Traffic rules also conducted.
- Rally with prohibition conducted.
- Rally for Global warming.

- Creative awareness on voting in relation conducted.

#### **IV. INFRASTRUCTURE AND LEARNING RESOURCES**

The college has a very good Infrastructure as per the NCTE norms. The area of the land is 4.80 acres, with well furnished classrooms, with good ventilation highly sophisticated laboratories with sufficient number of equipments. Spacious and well ventilated Auditorium, Library and modernized Computer lab with Internet facilities.

Well planned play ground and court for outdoor games, where the students to get all round development. The sports room with all sports and materials and First Aid kit. Separate Toilet facilities for students and staff which are properly maintained well. For clean water facility, periodic cleaning and maintenance of water tanks are carried out. Water Doctor is connected to provide purified drinking water to students. The entire area is kept cleaned daily by sweeping and mopping.

Awareness programmes about Health and Hygiene are given to the students by eminent Doctors and well qualified staffs. Our college library has very good collection of 5481 books, 10 magazines, 15 journals, Weeklies, Periodicals Dailies, Video cassettes and Audio cassettes. The library is kept open for 8 hours on all working days from 9.00 am to 5.00 pm. Also our library has 5 members functioning committee to purchase books and maintenance.

The student teachers use the Software and Hardware materials for practice teaching and preparation of teaching aids. Also Workshop, Club activities, Seminars and Conferences are provided to update their knowledge.

Thus our institution enhances the facilities and ensures the maintenance of the equipments and other facilities periodically.

## **V. STUDENT SUPPORT AND PROGRESSION**

The student spread indicates fairly a good number hailing from parts of the state as well as other states too. The main source of attraction is the excellent natural environment and also rural setup and the excellent infra-structural facilities enjoyed by the students. The college admits mostly students from weaker sections of the society, from the rural environment. Although a self financing institution, it enables students to avail as many types of scholarships sponsored by Government as possible, besides itself providing financial assistance to the needy.

The progress of the candidates at different stages of programmes is monitored and advised through individual guidance programme. We arrange self-motivated lectures through Principal. The college encourages the students to publish a college magazine and address book.

The training and placement cell and the alumni association, although have been established, are to be further strengthened to function at their full potential. Campus Interview arranged and decent placement are offered to the students. Efforts are made under many ways to collect the feedback from the current and past students about the various dimensions of the college and its programmes in order to make a more effective functioning.



## **VI. GOVERNANCE AND LEADERSHIP**

Man Making Education is represented in our college emblem. Our college has a number of bodies and committees for the good Management. These bodies and committees discuss the various problems and recommend decisions to the Principal through Management. Workload is equally distributed by the head of the Institution, through regular staff meetings. The trust encourages the staff by providing feedback in the functions and motivates them for improving the quality.

Our college has conducted staff skill development programme and free transport for all students.

The management deserves commendation for strengthening the resource base of the college. It also deserves commendation for initiating good welfare schemes for the faculty and students. Training programme for the staff is being periodically arranged.

## **VII. INNOVATIVE PRACTICES**

The college has initiated many innovative practices. Establishment of Internal Quality Assurance Cell (IQAC) to promote and sustain quality in academic, administrative spheres; Promoting the use of latest strategies and technologies in teaching- learning process; Providing incentives to teachers who perform well; inculcating social responsibilities and citizenship roles in students through structures such as Socially Useful and Productive Work (SUPW), Youth Red Cross society (YRC) and AIDS awareness programmes; Group Insurance Scheme for all students and staff (Teaching and non-teaching ) at a nominal annual premium of Rs.100. Introduction of computer science/ ICT oriented learning resources; imparting education

using information technology to benefit students from the rural area and socio-economically backward societies promoting cultural, moral, ethical and environmental values.

The trust has a proposal to launch a project called “**Green-Clean Kottagoundanpatty**” which will lead to plant one thousand saplings in and around Omalur. The students are made to innovative student teachers assembly in morning and evening session compulsory. To train the body in health, vigour and grace, so that it may express the emotions with beauty and the mind with accuracy and strength. To train the students discipline the mind in right thinking, right judgement and memory.

The institution provides the stake holders with good access to the information on organizational performance through press, pamphlets, website, brochures and orientation programmes by giving individual counseling also staff council after detailed discussion arrive at a deployment of the suggestions for quality improvement and get the approval of the governing body.

## **CRITERION I: CURRICULAR ASPECTS**

### **1.1 CURRICULAR DESIGN AND DEVELOPMENT**

**1. State the objectives of the institution and the major considerations addressed by them? (Intellectual, Academic, Training access to the disadvantaged, Equity, Self Development, Community and National Development, Issue of Ecology and Environment, Value Orientation, Employment Global Trends and demands , etc.)**

- To empower the rural women society to uplift them and make Self-reliant.
- To produce and ensure quality based Teacher Education.
- To produce Service Minded Teachers.
- To Reform the Society.
- Bringing Self Confidential students
- To develop Good Personality.

#### **Strategies**

- Conducting Guest lectures, National and International level seminars and Workshops.
- Arranging field trips and camps.
- Use of language lab.
- Co-curricular and extracurricular activities.
- Celebration of national festivals and historical events.

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

Padmavani College of Education, Salem (Dt) has been approved by NCTE and affiliated to Tamil Nadu Teachers Education University (TNTEU), Chennai. The university to which the college has been affiliated formulates the curriculum and syllabi. These are followed by the college judiciously. The revision of the syllabus is done by the university periodically. The feedback of the students, academic experts, alumni, faculty (peers) and employers about the curricula and the related matters are obtained and analyzed. The same are forwarded to the university for its consideration during the revision of curriculum.

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

The various boards of studies under the Tamilnadu Teachers Education University, Chennai, incorporate modern trends in teacher education in the curriculum and change it wherever and whenever it is necessary. These includes aspects relating to environmental education, moral and ethical aspects, basic pedagogy, creative records that give importance for creativity, website analysis, educational technology records, Socially Useful Productive Work, Book Review and Computer Education .

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

The curriculum is framed by the university bears the testimony to the fact that sufficient thrust is placed on National issues like environment, value education, Information Communication Technology. Value education is promoted by providing courses on yoga, meditation, lectures on ethics and self-development programmes. Apart from this, the college also celebrates various important days like Human Rights Day, Independence Day and Republic Day. Educational Technology and Internet facilities provide lot of scopes in the B.Ed., programmes. LCD presentation helps a great deal in conducting seminars.

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

The students are encouraged to make use of internet facilities provided by the college. The faculty members use CD's prepared by themselves for using as Teaching AIDS, while planning the curriculum for the year. The power point presentations prepared by students in various subjects may be accepted.

**1.2 ACADEMIC FLEXIBILITY**

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

The college provides good experiences to the students to make teaching reflective by the following ways. Class seminars, pre practice teaching, demonstration classes, micro teaching sessions, model teaching classes, teaching practice, guest lectures, workshop and role play.

**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?**

Adequate flexibility in the curriculum provides ample scope for theory, teaching practice, internal assessments, field trips, camp activities, art and work experience, educational technology, action research and case study. Our classroom teaching method is much more flexible and practical to understand teaching process.

**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.**

- By conducting Spoken English classes, we can develop communication skills.
- By conducting communication technology classes and Internet awareness classes will help in developing and improving Information Communication Technology skills.
- Life skills are developed by conducting health education programmes, value education programmes, environmental education programmes.
- Community orientation and social responsibility are developed by sanitation programmes, health and aids awareness, health and hygiene awareness programmes.

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

**I Interdisciplinary / Multi- disciplinary aspect**

The students are provided lot of opportunity to enhance their English knowledge by giving spoken English class. They are allowed to attend interdisciplinary seminars, symposia, lectures, etc.

**i) Multi Skill Development**

(a) Information Communication Technology Skills: Use of Internet Browsing, Journals and Magazines, (b) Courses in English communication skills, (c) Life Skills: Health, Value and Environmental education programmes, Awareness programme on pollution. Consultancy and extension services programmes.

**ii) Inclusive Education**

The college admits physically challenged students (other than blind, deaf and dumb) to the B.Ed., course programmes. Such students when admitted are taught using methodologies exclusive for such students although the curriculum remains the same.

**iii) Practice teaching**

The college ensures the aspect of stimulation classes which are practiced by the students in the college before they go for teaching practice. Practice teaching sessions are undergone by the students for 40 days. The staff visit all the

schools where the students undergo the teaching practice and present a brief report to the principal. We also got the feedback from the teaching practice schools by the Headmaster and the Guide Teacher.

**iv) School Experience** The students undergo 40 days practice teaching class in respective schools. The students have to record their particulars of the experience from the school in the teaching practice in the form of records. They also prepared Case study and Action Research Records.

**v) Work Experience / Socially Useful Productive Work** The students are taught facilitated and guided to make many socially useful productive things such as office covers, files, Teaching Learning materials, edible items, Greeting cards, Cosmetic items, Art and Craft items etc., Tailoring, Embroidery, Carpentry, Bookbinding, Spiral Binding, Igloo Cutting and Xeroxing are some of the work experience subjects that are taught.

**vi) Any Other** The students are encouraged to make use of internet facilities provided by the college. All our students are motivated to create their E.mail Id. Progress and circular are send through their mails. The faculty members have prepared a number of CDs for their teaching. Supply of question banks, conduct of Extra coaching



classes and providing lecture notes additionally help the students regarding the aspect of curriculum.

### **1.3 FEEDBACK ON CURRICULUM**

#### **1. How does the institution encourage feedback and communication from the Students, Alumni, Employers, Community, Academic peer and other stakeholders with reference to the curriculum?**

- Feedbacks obtained from the alumni association are always consider.
- Suggestion box arranged for students to express their suggestions.
- Suggestions of the faculty relating to the curriculum are sent to the university for its consideration in curriculum.
- We keep the visitors book to obtain feedback from the visitors and follow it.
- The College also takes suggestions from the heads and Guide teachers of teaching practice schools.

#### **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.**

The feedbacks help the college in framing or modifying the programmes for the year suitably. The staff members and the Principal discuss and analyze the feedback and take steps for the improvement.

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

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

#### **1.4 CURRICULUM UPDATE**

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

Our college is affiliated to the Tamil Nadu Teachers Education University. The university has changed structure and pattern of all papers in 2009-10. Some changes were made in certain topics in some papers. State wise same syllabus, central valuation system in modular form is framed. Internal marks for B.Ed 25% are changed to 20% now. The changes contributed to the quality improvement, satisfaction of students and staff. We don't have any official power to revise or update curriculum. We give our suggestions to the university when it requires it.

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

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

## **1.5 BEST PRACTICES IN CURRICULAR ASPECTS**

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

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

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

The college follows all the best practice in curricular aspects as advised by the university.

### **Curricular Aspects**

Some of the Best Practices in the curricular Aspects are

1. To prepare Case Study Record.
2. Action Research Projects.
3. Citizenship Training Camp.
4. Micro Teaching Sessions.
5. Conducted Conference and Seminars.
6. Speech by eminent lectures from various Universities and Star Speakers.

## **CRITERION II: TEACHING – LEARNING AND EVALUATION**

### **2.1 ADMISSION PROCESS AND STUDENT PROFILE**

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

Admission of students is based on their merit on the qualifying examination and the norms framed by Tamilnadu state Government. For B.Ed programme UG Degree qualification is consider for admission, Economics and Commerce students need PG qualification. For course programme merit on the qualifying B.Ed., examination is taken into consideration for admission. The candidates B.Ed., and are selected through a systematic procedure on community and merit based selection and the candidates are intimated through letters and published by college notice board. In admission procedure, those who secure same mark, first preference gives to rural students below poverty line. The selected B.Ed. candidates name list is forward to the Tamil Nadu Teachers Education University, Chennai for got eligible cum admission.

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

Applications are invited for the programmes offered by the college through advertisements in leading newspapers. Information regarding the programme, course-content, fee structure, and facilities available in the college are advertised. The same may published in the college notice board.

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

The received applications are well surveyed and the eligible candidate list is tabulated and the rank list of the candidates are prepared based on the marks obtained in the qualifying examination. The guidelines of Tamilnadu state Government norms and the affiliation university norms are followed for B.Ed., programmes.

**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 our B.Ed., course 100 students admitted belonging to various community as per the norms of Tamil Nadu Teachers Education University, Chennai.

Discrimination in terms of caste, creed is strictly not allowed in the campus, which eliminates religious bias.

We also believe secularism and we celebrate all festivals like Pongal, Pooja, Christmas, Ramjan. Our College is run by Padmavani Educational and Charitable Trust. Also celebrate functions like National days, National Leaders Memorable days.

- a **Disadvantaged Community**            Location of the college situated in rural place and so, disadvantaged poor rural women students seek admission for higher education. Many students

who get admission belong to this disadvantaged community.

- b **Economically Weaker Section of the Society** Our College helps to get Tamil Nadu Government scholarship for BC, MBC, SC & ST students. Our Trust gives fee concession for economically weak students.
- c **Physically challenged** The physically challenged students (other than Blind, Dumb and Deaf) who apply for B.Ed., programmes are admitted and they are given preference in all programmes. Books are given at free of cost to such students.

**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.**

Yes, a test is administered to all the students to assess the basic knowledge in the different subjects.

- After starting the College periodical tests are conducted. After evaluation, the weak students are identified and the Teacher Educator adopted some special methods to develop them.
- Remedial Teaching is followed and special assignments are also given for weak students.
- Orientation programmes and Bridge courses are conducted to enrich the knowledge of such students.
- Seminars are organized to provide the students opportunity to express their invoking thoughts.

**2.2 CATERING TO DIVERSE NEEDS**

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

The process of teaching consists of observation, practice and training aimed at encouraging and ensuring acquisition of good habits, sound knowledge and right attitudes is what the institution motivates to all the teacher educators to make use of various learner centre teaching methods and also innovative methods. Thus the environment exist in the college is highly congenial and conducive for learning.

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

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

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

The curriculum structure provides ample scope for the Theory, Practice Teaching, Internal Assessment, Field Trip, Citizenship camp Activities, Art and Work Experience, Information and Communication Technology in Education, Action Research and Case Study in the B.Ed., programme. The B.Ed., students used the ICT for their dissertation. They also free to allow the library for their references.

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

The criteria of ensuring the knowledge and the subject competency of the Teacher Educators begin with the selection procedure itself. The management selects well qualified staffs that have an ardent aptitude for teaching. The management encourages the staff members to take part in National and International conferences, seminars, workshops etc. The management contributes the entire expenditure for their presentation. The management ensures that the staff members make use of all the resources available for teaching strategies such as computers, Internet, LCD projectors, CDs and Library.

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

The teaching –learning process is strengthened through lectures, seminars, paper presentations, demonstration classes, micro-teaching classes, macro –teaching classes, field trips, intensive lab work and project works. The use of audio-visual equipments and latest technological equipments substantially contribute towards this process. Speaking in English is encouraged. The students are advised to make the optimal use of library. The students are instructed to use the Internet facility available in the college for their Teaching –Learning purpose. Students are guided to make the necessary teaching learning materials like charts, flashcards, picture cards, OHP sheets, static models and dynamic models.



## **2.3 TEACHING – LEARNING PROCESS**

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

Active learning is emphasized and adopted in each and every stage of learning.

- The library having a very effective books, Reference books, Magazines, Delnet, e-information resources-CDs, DVDs, Periodicals, Journals and Back Volumes.
- Self learning activities are creative and innovative methods are preferred to traditional method.
- Book review, lesson planning, debate, team work, seminar, work shop and field work are arranged.
- Group and individual projects are assigned to students in their respective optional subjects.
- Group discussions are held.
- Class seminars and seminars by outside are also conducted.
- Peer –teaching is encouraged
- The students undertake a supervised practice teaching in a recognized schools, work as apprentice under a selected teacher in that school and under the general supervision of the principal and the teacher - Educators of the college.

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

Student-centered learning is encouraged. Students are motivated to raise questions in the classrooms. They are trained to participate in the following aspects.

- Group discussions
- Class room seminars,
- Assignment writing,
- Quiz programmes
- Field trip
- Citizenship camp activities
- Action research
- Case-study
- Extension activities
- Participation of many programmes in Colleges
- Participation in College conferences, workshops organized by the institution and Internet Browsing are the participatory learning activities adopted by students which contribute to self-management of knowledge development and skill formation.

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

- In order to make instructional approaches effective and purposive models of teaching are used.

- Low cost materials are used.
- Hardware technological equipments like still pictures, motion pictures, transparencies, overhead projectors, T.V., VCD player, LCD projector, Computers are used as supporting devices to make the instructional methodology effective.
- The quality of education is enhanced by using internet facilities in teaching and learning.
- Language lab is used to develop Listening, Speaking, Reading and Writing skills, comprehension ability, to facilitate individual in language learning.

**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.**

Additional training in models of teaching is taken by the classes through micro-teaching classes, stimulation classes.

No. of Lessons - Stimulation : 6

No. of Lessons - Pre- practice teaching : 10

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

The Student teachers use micro-teaching skill and practice the same in the micro teaching skill based classes

The following are some of the skills practiced:

- Skill of Stimulus variation
- Skill of illustration

- Skill of Reinforcing
- Skill of probing questions
- Skill of explanation
- Skill of Set Induction
- Skill of using Block Board
- Skill of Reinforcement

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

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

The process of practice teaching in schools:

Lesson observed by the Peers	-	2
Lessons observed by the teacher educators	-	More than 50%
Lessons observed by the school teachers	-	All

Out of the prescribed practice teaching lessons would be supervised fully by teacher educated and feedback would be given to the students orally as well as by the written commands. Records of lesson plan, teaching and learning materials preparation are supervised.

### **Observation of peer teaching**

During micro teaching and class teaching, peer group observes and gives feedback.

- |                  |  |
|------------------|--|
| <b>Feedback</b>  | • Teacher educator visit the school directly.  |
| <b>Mechanism</b> | • Feedback from guide teachers.                |
|                  | • Submission of the rough draft of observation |

record and lesson plans submitted to the Teacher educator

- Feedback provided, then and there for students improvement as well as in the written format.

**Monitoring**

**mechanism of lesson plans**

- Lesson plans are written by the students, and these are checked by the guide teachers and also perused by the Teacher educator.

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

The students take an 40 days internship of teaching practice classes. In all these days students have to record 5 observations and 20 lesson plans for each optional subject.

During the process of internship teaching practice the schedule desire includes completion of internship component records like test and measurement, Action Research and Case study.

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

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

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

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

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

- Instructed to keep the classes in learner centered mode.
- To follow the school rules and norms.
- To maintain the classes in activity based learning.
- Advised to deal with the students psychology.
- Motivate the students by asking many questions.
- Suggested to make learning a fun through active learning.
- Advised to follow the utilization of many teaching learning aids as possible.
- Advised to deal the exceptional children using special method.

These criteria monitored by teacher educators during their school visits.

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

The students are encouraged to use OHP's, Transparencies, slides, Tape recorders, Video cassettes, etc., .The institution has donated Technological equipments like VCD players, DVD players, CDs etc.

## **2.4 TEACHER QUALITY**

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

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

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

As per the strength of the students and the availability of optional subjects and guide teachers.

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

- The teacher educators give their verbal suggestions then and there after the class hours.
- Observation is shared with the students and they are made for the further improvement.
- The teacher educators record their feedback in the remarks column given in the visiting Teacher educator register.
- The teacher educators emphasize the necessity of incorporating useful correction with a very optimistic attitude.

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

The institution has appointed two teacher educators as ambassadors and monitors who would keep in constant touch with the schools. The

teacher educators would report the principal on the updated versions of policy directions and educational needs of students. Meeting is arranged to the student teachers when need to be briefed / updated details.

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

- The college library has many numbers of copies of text books of the school subjects which is utilized both by the staff and the student – teachers so as to keep touch with the school subjects.
- The teaching methodologies are kept in pace with the recent developments as per the policy directions and educational needs of the students with the help of the Internet facility, participating in workshops and presenting papers undergoing training, attending orientation programmes

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

Our trust encourages the teacher educators to attend seminars, conferences, workshops and also to do part-time research leading to M.Phil and Ph.D degrees. Trust permits them to carry our research leading to M.Phil, Ph.D degrees and research in the laboratories. Our trust deutes staff for in-service training programmes and orientation and refresher courses by sanctioning on duty. The teacher educator is encouraged to organize seminars, conferences and the trust spend the expenditure. Our trust provides incentives for publication charges in research papers of staff members.



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

The institution motivates its teachers to take up research in Education.

- Teachers are provided with seed money
- Adjustment in teaching schedule
- Providing secretarial support and other facilities
- The institution provide financial support to research scholars
- They are awarded, recognition, patents for faculty.
- Sanction of leave for higher study.
- Motivated to participate in the orientation and refresh course.

## **2.5 EVALUATION PROCESS AND REFORMS**

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

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

**2. Provide details of various assessment / evaluation processes(internal assessment, midterm assessment, term and evaluation, external evaluation) used for assessing student learning?**

The performance of the students is monitored by Continuous Internal Assessment (CIA). The CIA has the following components: Tests,

assignments, seminars. The CIA accounts for 20 marks out of the final 100 marks allotted for each course. The University conducts the final examination at the end of each semester for 80 marks for each course.

- Unit tests - as required
- Internal assessment - 2
- Revision tests - 2
- Retests - as required
- Model exam } - are conducted
- External evaluation }

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

- The students are provided with the details through the college handbook at the beginning of the year. Besides Teacher in-charge of the class explains the various methods at the beginning of the each course.
- The revision marks are put up on the notice board. Answer scripts are returned to students after evaluation.
- The institution has an Internal Quality Assurance Cell, which is entrusted with the job of conducting Academic auditing of the departments.

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

Pass Percentage, Ranking, overall grading are calculated through computer.

## **2.6 BEST PRACTICES IN TEACHING –LEARNING AND EVALUATION**

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

- Students are assigned projects; they are encouraged to take part in Group discussions.
- Self evaluation, class evaluation and teacher evaluation.
- Students are encouraged to take part in various competitions.
- Charts, models, CDs are used to help teaching and learning.
- Role-play and dramatization skills are used in Language Teaching.
- The records are evaluated by parallel staff as well as by the principal. Hence, records undergo double valuation scheme.

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

The institution encourages the staff members by giving incentives for the deserving staff members who is efficient in delivering the instruction through various techniques and methodologies catering. This criterion is identified from the observation report based on the statement from Principal, Vice-Principal and Secretary.

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

### **3.1 PROMOTION OF RESEARCH**

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

The institution motivates its teacher educators to take up research by

- Faculties are encouraged to join Ph.D., to take up research in education.
- Making adjustment in teaching schedules.
- Any notification from institution regarding research activities, seminar, symposium, Conference, etc., is prominently displayed in the Notice board and circular.
- Library and internet facilities provided for staff members at any time.
- Teacher Educator is awarded and encouraged.

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

Education is the subject in which research is carried on. Statistical analysis on research is encouraged. The thrust areas vary according to the investigator's interest like Psychology, Technology, Attitude, Aptitude, skill, Knowledge and Achievements.

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

Yes, the institution encourages the Action Research. To illustrate relationships between Educational Theory and Practice with a view to understanding, evaluating, changing and improving educational practices emphasis is given on problem solving.

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

<b>Details</b>	<b>Participated</b>	<b>Organized</b>
Conference	21	0
Seminars	27	3
Workshop	10	3

**3.2 RESEARCH AND PUBLICATION OUTPUT**

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

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

- Faculty members prepared Power Point Presentation on various subjects.
- The instructional materials include charts, picture cards, flash cards, slides, transparencies and film strips, static and dynamic models.
- Uses of CDs and DVDs.

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

- Students are allowed to browse internet to prepare instructional materials.
- Subject experts are invited to promote teaching learning process easy.

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

Yes, the staff members have prepared CDs for their Syllabus and Question Bank preparation.

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

- a. Organized by the institution** Block Resource coordinator and Block Resource Trainers were invited to the institution to conduct a demo class and a training session for the students on the preparation of teaching learning material.
- b. Attended by the staff** In-service training programmes like ABL (Activity Based Learning) and ALM (Active Learning Methodology) were organized in the institution especially for the staff members.
- c. Training provided to the staff** Programmes to refresh the dexterity of the staff members, workshops to motivate create better Teaching Learning Material, instructional material development programmes were conducted.

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

Nil.

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

- For the involvement in conducting Seminars
- For pursuing Research work and for encouraging Research work

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

Nil.

### **3.3 CONSULTANCY**

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

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

- Food preparation and preservation
- Cosmetic preparation
- Domestic utility items
- Preparation of phenyl
- Pot making and Pot painting
- Preparation of stationery items
- Preparation of Art and Craft materials
- Book binding and spiral

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

Yes, through press, media local cable Television.

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

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

Our trust provides free consultancy service and it does not charge any amount for this service. The trust bears the entire expenditure on the consultancy services and its preparation. Hence no revenue is generated.

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

No revenue is generated. Consultancy is offered free.

### **3.4 Extension Activities**

**1. How has the local community benefited from the institution? (Contribution of the institution through various extension activities, outreach programmes, partnering with NGOs and GOs)**

Various extension activities are conducted by the institution periodically like



- Health Education programme
- Value Education programme
- Environmental Education programme
- Awareness programme on Pollution
- AIDS awareness
- Sanitation programmes
- Blood donation
- Books donation
- Tree plantations
- Consumer awareness
- Fire Accident awareness programme
- Road safety week celebration

It is heartening to note that the villagers are sensitized and better educated on various issues relating to community development thanks to the sincere efforts of the college. They are motivated to keep the environment clean. They are aware of keeping good personal hygiene and confident on self-employment.

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

The institution maintains a cordial relationship with the community. The college arranges the camps in nearby villages. The college also receives high co-operation from the villagers during the camp schedule. The community helps the college through providing food materials to the student volunteers and also they take part in the community welfare measures along with our students.

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

The institution has decided to undertake a project called “Green - Clean ( Narasothipatty Village )”. The idea of the project is that each and every student –teacher would be provided with a tree sapling which has to be planted by the student teacher within ( Kottagoundanpatty Village ) Village in the place of their own choice. The report about the growth and the development details of the plant should be sent once in a month.

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

- College conducted Saradha Vidhyalaya School under SSA. Two batches of Tribal girl dropout students consisted 100 were identified upto 100 and Education was given to them in the college campus. They are joined and studied up to 8<sup>th</sup> standard. After they passed the 8<sup>th</sup> standard got admission on the 9<sup>th</sup> standard in regular schools. This is the specialized project done by this college for Community Development.
- **“Polio Drops”** awareness campaign made by the college three times under community development scheme.
- Awareness on **Road Traffic Rules** programme with rally was done by the college at Rasipuram town during the Road safety week celebrations.
- Special rally in respect of the following item were made by our college students.
  - **Drink and Drug Prohibition** rally at Omalur Town.
  - Rally for **Global warming** at Tharamangalam

- Rally for **Creative awareness on voting in Election** at Kuranguchavadi.

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

The institution ensures in each and every stage that the student – teachers responsibly develop social and citizenship values and skills. The field trip organized adhering to the curriculum and the camp activities of five days ensure causes of Drink and Drug, problems of Global warming and necessity of voting.

### **3.5 COLLABORATIONS**

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

Sarva Sikshya Abiyan, Tamil Nadu South Indian Matric Hr. Sec. School – 2 batches – consists of 50 students in each batch. Two Tribal Students dropout gives education. One of the girl student got regular admission in 9<sup>th</sup> standard in a regular school.

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

Our college linked with the following members in international level Y R C & R R C.

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

Our college linked with the following activities for the school-sectors.

- Practice Teaching – 40 days in nearby schools.
- Consultancy – To attend the seminars, conferences and workshops in various colleges and universities.
- Extension - school children attended the internet awareness programme , people come for Eye checkup and blood donation.
- Student Placement - In this District nearby school conducted Interviews and selected the students for placement.

#### **4. What are the linkages of the institution with the school sector?**

##### **(Institute-school-community networking)**

The institution has linkages with schools / industries etc. An MOU has been signed and measures have been taken to promote Student placement, consultancy, extension, research activities,

##### **Students placement Details**

<b>S.No.</b>	<b>Name</b>	<b>Occupied as</b>	<b>Year</b>
1.	K. Chitra	B. T Asst. Govt. Hr. Sec. School, Dharapuram.	2011-2012
2.	A. Tamilmani	Asst.Professor in Maths, Padmavani Arts & Science College, Salem	2010-2011
3.	A. Sasikala	Asst.Professor in Tamil, Padmavani Arts & Science College, Salem	2008-2009
4.	G. Uma	Asst.Professor in Maths, Padmavani Arts & Science College, Salem	2008-2009

5.	C. Bharathy	Senthil Public School, Salem	2009-2010
6.	Miss.K. Jabeen	Asst.Professor in English, Muthayammal Arts & Science College, Rasipuram	2010-2011
7.	Velvizhi	Mount Servarayan Matric. School, Thivattipatty	2008-2009
8.	P. Kasthuri	Govt. Arts College, Salem - 8	2010-2011
9.	G. Mohana	V S A Engg. College, Salem	2008-2009
10.	K. Rathika	Golden Speark Matric School, Salem.	2009-2010

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

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

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

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

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

### **3.6 BEST PRACTICES IN RESEARCH, CONSULTANCY AND EXTENSION**

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

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

- Resource materials are provided from the library.
- Our college Library possesses 8020 number of books for reference.
- Our library has sufficient number of Research thesis.
- Consultancy – To attend the seminars, conferences and workshops in various colleges and universities.
- Extension - school children attended the internet awareness programme, people come for Eye checkup and blood donation.

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

##### **Research**

- Special leave is sanctioned for carrying out specific research practice like literature collection, data collection.
- Registration fee, Travelling Allowance and Daily Allowance is borne by the Trust for faculty attending seminars, symposia, conferences and workshops.

##### **Consultancy**

- Special leave is granted for the purpose of consultancy and extension work.
- Travelling Allowance and Daily Allowance will be provided by the Trust.

**Extension**

- Providing internet awareness programme to the school children.
- We organize special camps like Eye camp, Blood donation.

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

### **4.1 PHYSICAL FACILITIES**

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

Our college designed the infrastructure as per NCTE norms and standards. Our college is situated in a quiet and tranquil area of about 5 acres.

The college follows one of the excellent infrastructures.

- Class room's provisions are modernized for Teaching Learning process.
- Modernized Educational Technology Lab, Well equipped Science and Psychology Lab, Advance Computer Technology lab improvised gadgets, peripherals and instruments. Art and Music and Workshop.
- Spacious, administrative building.
- Excellent transport facilities. The college runs 2 buses in 2 different routes.
- 24 hours mineral water supply and power supply with UPS and generator connections.
- Automated and very spacious well stacked Library with an On-line public access catalogue system.
- Spacious and well ventilated auditorium.
- Two play grounds and sports room with all sports materials.



- We have hostel facilities, almost all the students are coming from the nearby surrounding areas. So the students are not preferred to stay in hostel.

a)	Salaries paid to teaching staff during preceeding financial year	-	Rs. 18,45,000/-
b)	Salaries paid to non-teaching staff during the preceeding financial year	-	Rs. 3,10,800/-
c)	Amount spent on utilities during the preceeding financial year	-	Rs. 19,682/-
d)	Amount spent on purchase of books and journals for the library during the preceeding financial year	-	Rs. 35,598/-
e)	Amount spent on purchase of equipment during the preceeding financial year	-	Rs. 26,985/-
f)	Amount spent on purchase of furniture during the preceeding financial year	-	Rs. 31,854/-
g)	Amount spent on capital expenditure during the preceeding financial year	-	Nil
h)	Amount spent on contingencies during the preceeding financial year	-	Rs. 2,12,880/-

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

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

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

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

Overall personality development of the students is the aim of the college. So the students are exposed to a variety of co-curricular, extra-curricular, social and community development activities on and off the campus. The facilities available for co-curricular and extra - curricular activities are as follows:

- Modernized Educational Technology Lab, Well equipped Science and Psychology lab, Advance Technology computer lab improvised gadgets, peripherals and instruments and Audio visual facilities.
- Spacious and well ventilated Auditorium for cultural activities.
- Clean Play Ground and courts for outdoor games.
- Well arranged Games Room for indoor games.
- Yoga and meditation Hall.

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

Our Institution is also have well infrastructure facilities. Padmavani College of Education has self sufficient as far as the infrastructure concerned.

**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.).**

The college building as well furnished and properly maintained with separate toilet facilities for students, men and women staff. Rest rooms for women, washroom facilities for men and women staff separately, sanitary oriented health center are all available in the institution.

To ensure clean water facility, periodic cleaning and maintenance of water tanks are carried out with Water- Doctor connection to provide purified drinking water to all. The entire premises are kept cleaned by sweeping and mopping regularly. First Aid kit is provided for the students.

Awareness on health and hygiene are organized to students and staff by eminent doctors and well qualified staff members. The library has a many number of good books on health education.

**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.**

Our students came from the surrounding areas of our institution. There is no demand for hostel facilities. Although some of the students are interested to stay in the hostel.

## **4.2 MAINTENANCE OF INFRASTRUCTURE**

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

<b>SL. NO.</b>	<b>DETAILS</b>	<b>ALLOCATED</b>	<b>UTILIZED</b>
1.	Building	2,25,000	2,25,000
1.	Laboratories	1,40,000	1,40,000
2.	Furniture	2,50,000	2,50,000
3.	Equipments	1,20,000	1,20,000
4.	Computers	1,10,000	1,10,000
5.	Transport	2,70,000	2,70,000

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

The infrastructure is optimally used for all the curricular, co-curricular and extra-curricular purposed for which it is meant. In addition, the infrastructure facility is extended for conducting the M.S University B.Ed., study centre and examinations, also extended to cultural programmes

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

The institution has acquired a certificate from the local panchayat for the purpose of sanitation and environmental fitness of the location of the college. The institution has been certified by the department of fire extinguish. Our college is functioning in a newly constructed building and its quality is ensured.

### 4.3 LIBRARIES AS A LEARNING RESOURCE

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

Yes, the institution has a qualified librarian and sufficient technical staff to support the library with good collection of books on education and related topics with journals, periodicals, weeklies and dailies. The library has computerized catalogue.

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

Total collection of the following in the library

a. Books	5481
- Textbooks	1645
- Reference books	387
b. Magazines	10
c. Journals subscribed	15
- Indian journals	14
- Foreign journals	1
- Peer reviewed journals	4

- Back Volumes of journals

4

f) e-information resources

(i) Online journals	-	25
(ii) CDs/ DVDs	-	25
(iii) Databases	-	2
(iv) Video cassettes	-	10
(v) Audio cassettes	-	20

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

Yes, there is a library with five members committee functioning efficiently and it is empowered with the following:

- Purchase of books
- Automation of the library
- Maintenance of the library
- Effectively running the book bank for economically backward and deserving students.
- B.Ed., related Research books.

Advisory committee for the Library during last three years

**2012-2013**

K. Sathiyamoorthy - President

K. Duraisamy - Secretary

Dr. P. Vengadachary- Principal

Mrs. S. Esaivani Sathiyamoorthy - Member

Mrs. D. Padmavathy Duraisamy – Member

Miss. M. Keerthika - Student Representative ( Maths )

- Librarian

This committee further review the various library resources for adequate access and it also checks the mechanism adopted from entry till exit.

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

Yes, Our Institution library is **computerized**.

Computerization of following activities will be done.

1. Lending of books, purchase of books, lending of Audio Visual cassettes.
2. Book Bank
3. Stock verification

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

Yes. The institution library has Computers for retrieval of information relating to books, their titles/ authors, their availability of issue Internet facility for E-journals and E-materials, Delnet, Bar code Printer, OPAC (Online Public Access Catalogue) and Reprographic facilities like Xerox machine and Scanners. B.Ed students thesis reference. The above access to staff and students on working hour and free periods.

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

Yes, Delnet Facility Available

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

The library is kept open for 9 hours per day on all working days and 6 hours per day on holidays.

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

The staff and students come to know of the new arrivals by various means like Circulation, Clipping, Information display and notification.

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

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

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

To those who are not able to walk to the library, their friends are permitted to take books from the library particularly, to the physically challenged persons.

#### **4.4 ICT AS LEARNING RESOURCE**

**1. Give details of ICT facilities available in the institution (Computer lab, hardware, software, internet connectivity, access, audio visual,**



**other media and materials) and how the institutions ensure the optimum use of the facility.**

The computer laboratory of the institution is equipped with 15 systems for B.Ed . The computers are connected by LAN and have internet connectivity through 2Mbps BSNL Broad Band Service & 4Mbps BSNL Wi Max Service. All computers have windows XP operating system and MS Offices 2007 is installed. One system has multimedia facility and two printers are available in the college.

### **Hardware Details**

- Sony Handy Camera - 1
- Cyber (Sony) shot Digital Camera - 1
- Multimedia Speaker - 2
- Three in one Tap Recorder - 2
- Two in one Tap Recorder - 4
- Head phone - 6
- Cannon Image runner 2220 I - 1  
(Copier and Printer)
- HP Scanner and Printer - 1
- LCD player with Projector - 2
- OHP with screen - 2

### **Software Details**

- Windows -XP
- MS Office -2003, MS Office -2007
- MS – Visual Basic
- Key man Tamil Trans literature

- Team viewer , Typing Master
- Concern all Hardware CDs

### **Language Lab Details**

- Teacher Console with system and Head Phone - 1
- Inter connected student usage systems  
and Head Phone with all Software's - 25

### **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 extracurricular activities in the timetable provides ample span for the entire student teacher community in our college to undertake training in Educational Technology and Computer Skills, apart from Physical Education, Arts and Craft, Reference and study skills pertaining to Library.

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

Classes are conducted with the help of audio visual aids. Seminars are conducted through LCD presentations. Internet Browsing is the privilege enjoyed for the preparation of assignments and class preparation. The faculty members have prepared a number of CDs for curriculum transactional process.

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

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

#### **4.5 OTHER FACILITIES**

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

The infrastructure already available beholds good and effective for students. The college already owns more than 5 acres of land, this land is enough for any future growth also. The laboratories are also maintained and sufficient equipments required as per norms.

**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?**

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

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

Psychology lab, Science Lab(s), Educational Technology lab, Language Lab, Computer lab, Workshop for preparing teaching aids are the various general and methods Laboratories available in the institution.

The institution enhances the facilities and ensures the maintenance of the equipment and other facilities periodically.

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

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

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

Sufficient class rooms, Spacious and ventilated auditorium are available. The class room provisions for using modern teaching gadgets are available.

#### **4.6 BEST PRACTICES IN INFRASTRUCTURE AND LEARNING RESOURCES**

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

- Teacher Educators prepare power point presentations for the purpose of instruction.
- Teacher educators are trained to prepare power point presentations.
- The various audio-visual facilities are used by the teacher-educators and the optimal use of the same is made including practice teaching.

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

Non-print materials like, Teaching Aids, Audio-Visual facilities like Television sets, Tape Recorders, Computer Systems, Headphones, Digital camera, Handy camera, Digitalized (computer aided instructional materials like Databases, Online journals- CDs, DVDs ,Videocassettes Audio cassettes are used.

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

- Use of all modern teaching-learning tools and methodologies
- Use of Various performing arts as a medium of teaching learning.
- The college is located in a quiet and peaceful atmosphere, well furnished buildings and spacious rooms with proper ventilation are upgraded every year.

## **CRITERION V: STUDENT SUPPORT AND PROGRESSION**

### **5.1 STUDENT PROGRESSION**

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

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

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

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

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

**3. Give gender-wise 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?**

The College has been giving counselling to the student's from the beginning and its necessary to complete the course, which will bring a placement for them in the noble profession. So, No Drop Out.

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

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

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

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

**Students careers**

<b>Details</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>
Teaching	30	44	45
Higher Education	20	30	22
Employment	15	21	18
Non-Teaching	4	5	14

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

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

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

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

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

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

Yes, placement cell of the college conducted campus interview,



2008-09	2009-10	2010-11
21	19	27

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

As the placement cell runs under the college and also it runs under the efficient leadership of principal and the patronage of trust. So, it does not have any difficulty.

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

The institution invites the schools to conduct campus interviews. The management schools provide opportunities for our students.

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

Coordinator and two staff members are the committee of the placement cell and a computer has been allotted for this specific purpose. The institution provides all the resources and meets with the expenditure for the functioning of the placement cell.

**5.2 STUDENT SUPPORT**

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

For the implementation of the curriculum our college has planned academic Calendar. We arrange different type of activities and tests the

knowledge of students. From the beginning of the college, new arrival students are guided about our college and all co-curricular activities, so that the students get ready with mental preparation to do all curricular and co-curricular activities for achievements.

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

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

We take care for physically challenged students very sympathetically such as we make them to sit on the first row so that they can see, hear and communicate with teachers educators.

We provide them Information Communication Technology facilities for their curricular activities and concession in the fee structure.

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

Every Assistant Professor in the institution is being involved in the tutorial system and is allotted a group of students to find out their strong and weak points which they do through informal contacts with the wards and provide necessary academic and personal counselling individually. The counselling varies from the individual requirements to high achievers and slow learners, sports students and students with personal problems.

The high achievers are given counselling for enhancing their talents by using the library and other resources. Those students are talented in sports, college provide special coaching for their achievements. The slow learners facilitated with special coaching from the faculty members and also to get the assistance from the high achievers.

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

- To enhance the competence of the teaching faculty, workshops and induction programmes are conducted as part of in-service training.
- The problems of the students are identified by the faculty and discussed with the Principal. The college takes appropriate steps to help the students to overcome their problems.
- Teacher educators are encouraged to take part in the conferences, workshops, seminars. The trust bears the expenditure and the preparatory materials for the same.

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

Yes, the institution has its own website namely **www.padmavanicollege.org**. It is self-explanatory and gives all information about the institution details like faculty, infrastructure administration details, student particulars, staff particulars and other facilities. It also contains information about seminar, workshop, festival celebration, awards received, prize winners.

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

Yes, the remedial instruction is provided for the deserving students in the form of coaching classes from 5.p.m to 6p.m for the students those who are in need of the same.

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

The special strategies adopted for teaching are:

- There are academic counselling programmes to help the slow learners to see their inhibitions.

### **Slow Learners**

- The slow learners are guided to prepare for the examination by going through previous question papers. Special attention is paid to them to get over their difficulties. Remedial measures are taken to improve their proficiency.

### **Advanced learners**

- Advanced learners are helped to enhance their knowledge through library reading and using multimedia facilities.
- They are used for the development of slow- learners in schools.

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

- Academic Counselling Service
- Career Guidance Service
- Personal Guidance Cell
- Grievance and Redressal Cell

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

The redressal cell provides triparty settlement services that are exclusive members of staff, principal and trust. The grievance in our college relating in admission procedure, leave work, study problem, adjustments, payment of fees assignments and welfare amenities etc are solved through this cell. The system is comprehensive and flexible and has proved effective in promoting harmonious relationship between student and staff, employees and management.

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

The progress of the students is monitored through micro teaching, unit tests, practice teaching classes, revision tests. The students are closely monitored through student mentor system and are advised periodically.

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

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

During the school visit the teacher educators observe the classes taken by the student teachers and give their feedback. The faculties also discuss with the Headmaster and the Guide teachers in the school about the performance level of the student teachers and take necessary steps. Model of teaching classes are taken to the staff members and model classes are given to the students.

### **5.3 STUDENT ACTIVITIES**

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

Yes,

(i) List of office bearers

President	-	G. Sathya
Vice President	-	C Ramya
Secretary	-	B. Vanitha
Deputy Secretary	-	K. Sudha
Treasurer	-	K. Sukilathy

(ii) Give the year of the last election- 2008

(iii) List Alumni Association activities of last two years.

- Donation of Books for book bank
- Consultancy Services
- Monetary Help for the students who are economically weak.
- Academic Guidance
- Provides books for the school students who are economically weak
- Provides the needful accessories and food during camp activities.

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

1. Working in Guest Lecturer, Govt. Arts College, Salem
2. Lecturer in Poly Technic College.
3. Lecturer in Education College.
4. B.G. Asst. Govt. High School, Salem Dt.
5. Working in CBSE School, Salem Dt.

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

- Alumni have donated books for the book bank.
- Alumni contribute their time and deliver lecture, render service to the community through the extension and the consultancy services provided by the institution.
- Alumni provide financial assistance from the association fund especially for the students who are economically weak.
- Alumni provide assistance and opportunity for the recruitment of the outgoing students.

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

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



- The expenditure occurred is borne by the trust.
- The students are appreciated publicly by giving advertisements in the leading news paper.

## **Games**

Every year our college celebrate sports day. Our students participate in different types of games such as volley ball, running race, shot put, discus throw and got good scores in it. We take care and appreciate them for participation and good performance. The college offers prizes and shields.

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

The college encourages the students to publish a college magazine and address book. The editorial board executes the plan as per the advice of the library committee.

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

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

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

- Student council
- Alumni association

- English literary club
- Tamil literary club
- Physical Science club
- Biological Science club
- Grievance club
- Maths club
- History club
- Computer science club
- Health club

Students organize and take part in all the activities arranged in the respective club and association.

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

Yes, feedback forms from the graduates employers, are collected to improve the preparation of the programme and the growth and development of the college.

**5.4 BEST PRACTICES IN STUDENT SUPPORT AND PROGRESSION**

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

The progress of the candidates at different stages of programmes is monitored and advised through individual guidance programme. We arrange for self-motivated lectures through academic counselors.

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

### **6.1 INSTITUTIONAL VISION AND LEADERSHIP**

**1. What are the institution's stated purpose, vision, mission and values?**

**How are they made known to the various stakeholders?**

#### **VISION :**

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

#### **MISSION :**

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

#### **Values**

The values determined reflect the vision of the college. Developing National Integration, Developing Discipline, Dedication, innovation, Values like adaptability, Tolerance, Social Orientation, Service Mindedness, Sprit of Patriotism, Democratic Outlook and Love. The values also include

dedication to duty, conscientious adherence to the needs of academic growth.

### **Goals and Objectives**

- To empower the rural women society to uplift them and make Self-reliant.
- To produce and ensure quality based Teacher Education.
- To produce Service Minded Teachers.
- To Reform the Society.
- Bringing Self Confidential students
- To develop Good Personality.

The goals and objectives are made known to various stakeholders through

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

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

Yes, the college is located in a rural background in the district of Salem, Tamil Nadu. The college caters to the social needs of rural public. It inculcates in the students, a democratic outlook as well as honouring their

dexterity to develop as resourceful enterprising citizens, who would contribute their best to national culture and civilizations.

- Our trust issued Prizes to the First, Second and Third rank of 10<sup>th</sup> and & 12<sup>th</sup> Std. students in Salem District.
- A.P.J. Abdhul kalam's Golden words pamphlets - issued to the school students.
- During Republic day and Independence Day the paper flag is issued to near School students, College students and Public.
- AIDS Awareness notice issued to the Public.
- Blood donation, Eye donation.

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

- Governing body is constituted.
- Various Committees have been constituted for decentralized functioning.
- The different Committee's recommendations and suggestions are seriously considered by the management and are implemented.
- The trust arranges special programmes like conferences, workshops for the benefit of teachers and learners.

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

- In the governing body meeting governed by the trust, the program for the year is planned after serious discussion, plans, reviews and monitored effectively.
- Work load is equally distributed by the head of the college, through regular staff meetings.
- The responsibilities are clearly and precisely defined by the head of the college.

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

The trust get feedbacks from the outgoing students, alumni and prospective employers,

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

For achieving vision / mission and goals, the college provides effective leadership.

- The trust encourages the staff by providing feedback constantly and continuously.
- The trust seeks the help of Eminent Persons in the field of education and seeks advise from advisors.

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

- The trust encourages the staff by providing feedback in the functions and motivates them for improving the quality.
- Staff members are given self appraisal forms every year in order to use that as a touchstone to obviously know about the development of the staff personally and professionally
- Remuneration is given for the staff for their contribution.
- Incentive is given for the staff members for centum results.

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

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

## **6.2 ORGANIZATIONAL ARRANGEMENTS**

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

### **Governing Body**

Overall trust of the college meetings conducted on

1. Discussion and suggestion on B.Ed.,
2. Students approval of B.Ed.,
3. Proposal for NAAC Accreditation
4. Approval of Budget planning and recruitment of staff

### **Internal Quality assurance cell**

Total quality management and the enhancement of quality.

Role of IQAC Training Session for IQAC members	-	20.05.2011
Performance appraisal of various departments	-	10.07.2011

### **Examination Cell**

To look into all affairs related to examinations.

Revision Test-I	-	25.01.2011
Continuous Assessment Test- I	-	21.02.2011
Revision Test - II	-	02.04.2011
Continuous Assessment Test-II	-	08.04.2011
Continuous Assessment Test-III	-	14.05.2011
Internal assessment (Practical)	-	18.05.2011



### **Academic Council**

- Admission procedure, course outline - 15.08.2010
- Bridge course, Micro Teaching - 25.08.2010
- Assignment Plan, Observation, Lesson Plan  
Particulars - 12.09.2010
- Permission from schools for teaching  
practice, Preparation of students for record - 20.09.2010

### **Placement and training cell**

To give career counselling, academic counselling and conduct training programmes pertaining to job opportunities for students

15.05.2011

29.05.2011

### **Alumni Association**

To motivate them for professional and personal excellence.

10.12.11

### **Library advisory committee**

To take care of all activities related to effective functioning and using of the library

- 10.06.2011

- 11.07.2011

- 10.08.2011

- 10.09.2011

- 20.10.2011

- 14.12.2012

## Research committee

To facilitate and monitor research activities.

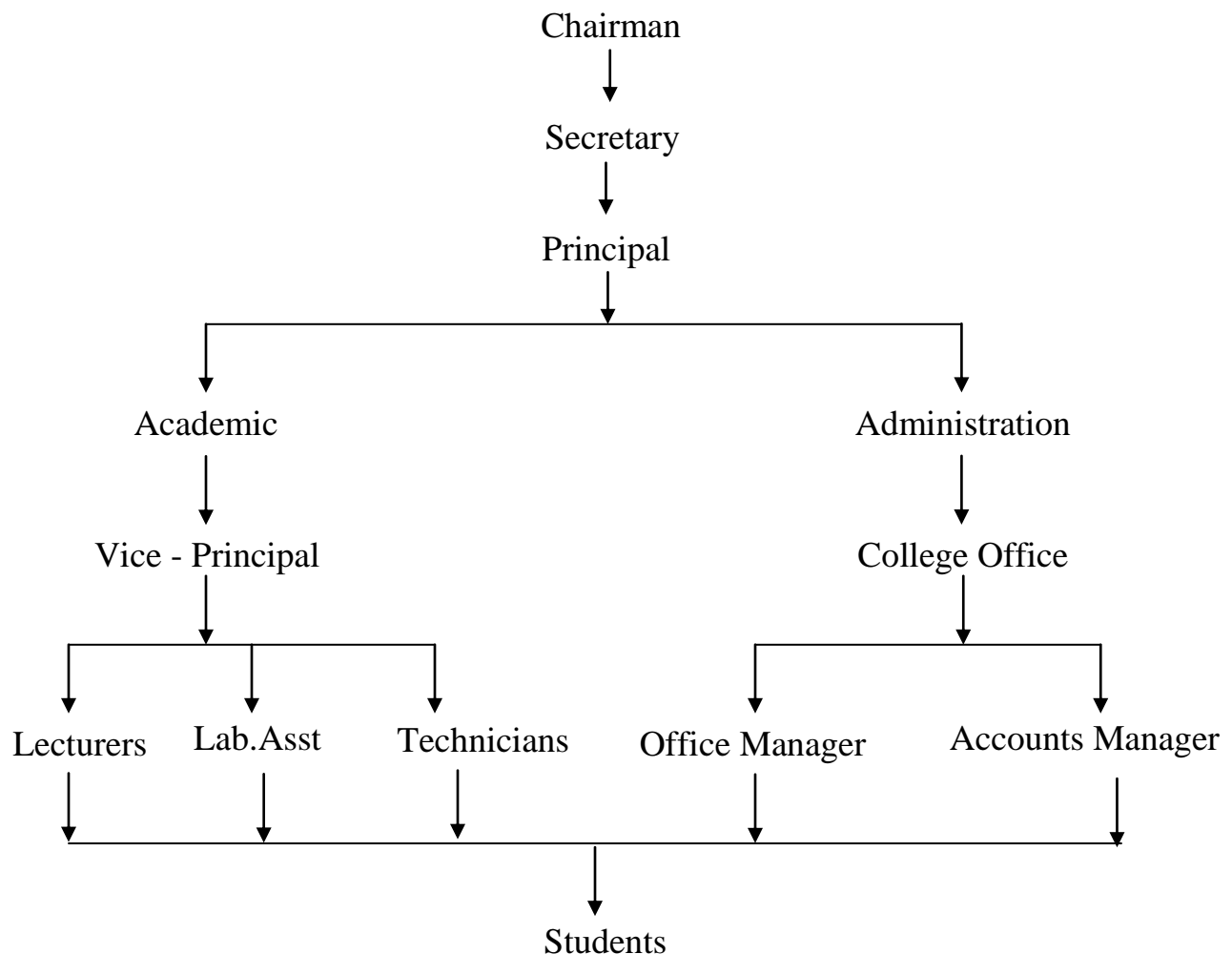
- 02.10.2010
- 23.05.2011
- 28.12.2011

## Cultural and Sports Committee

To encourage extracurricular activities

- 27.01.2012

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



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

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

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

To coordinate and monitor the collaboration with the other sections and school personnel, we have also an effective mechanism which is the only aim of quality of education. Internal co-ordination is done by the purpose. The members of the faculty willingly and actively participate in all the activities. The Principal and the management representatives are part of each of the committee and hence coordinator is efficient and monitoring effective. Many consultancy programmes and extension services are provided only through the same. College collaborates with Salem District YRC & RRC and Test camps for the development of school students knowledge.

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

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

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

English Literary club conducts “Shakesperes Day” in which competitions like oratorical, debates, extempore, puzzle, language games are conducted for all the students other than English department.

The students of our college conduct tree plantation programme, quiz and other competitions to the school students and they also make awareness about environment and **Global warming** to the students.

The science department celebrates “**Science Day**” in which the students exhibit their projects and models which are their own creations. Quiz and other competitions are also conducted.

### **6.3 STRATEGY DEVELOPMENT AND DEPLOYMENT**

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

Yes, the management information systems are connected and discussed through Principal to the management, staff members and students with all the aspects.

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

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

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

- Applications are invited from the candidates for the post of lecturers through advertisement in leading Newspapers.
- Call letters are sent to suitable candidates after scrutiny of the received applications.
- Candidates are interviewed by an interview committee and got approval for selection.

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

1. Management Representative
2. Principal
3. Subject Expert
4. Special Invitee from Government / Aided College of Education / University.

**4. Describe the procedure of developing academic plan, how are the practice teaching school teacher's faculty and administrators involved in the process?**

In the beginning of the year, we prepare academic calendar according to Tamilnadu Teachers Education University regulations. On this basis, we

prepare our annual academic plan concerning the school teachers, faculty and administrators.

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

- The curricular objectives have been published in the institution prospectus.
- The goals and objectives of the institution have been highlighted on display boards.
- Monthly meetings arranged for employee's contribution for institutional development.

The communicated objectives are deployed and a review is done by the Principal to ensure its governance.

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

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

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

New technology is implemented in the teaching learning process. B.Ed., students are motivated to the research work based on new technology of teaching. Staff members are exposed to the new technological equipments in class room teaching. Seminars, Conferences and Workshops all are the new technology based concepts.

## **6.4 HUMAN RESOURCE MANAGEMENT**

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

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

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

- Self appraisal forms are provided
- Students feedback on teachers are provided
- Assessment report of Principal on staff

The college uses all these mechanisms improve teaching, research and service of the faculty and other staff.

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

- Study leave
- Maternity leave
- Providing Medical Assistance
- Adjustment in teaching schedule

- Festival advance
- Fee concession for employer's children studying in our institution
- Providing secretarial support and other facilities
- Incentive granted for acquiring additional research degree
- Loan facility
- Medical assistance
- Insurance

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

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

- 6 days Intel programme.
- Communication skill teaching
- Spoken English classes
- Training in office automation

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

Advertisements are given in news papers and the staff members are selected by the intake committee. The skilled staff members are retained with negotiable salary as per the experience and merits. The various steps



taken are in line with the requirements of the statutory and regulatory bodies such as UGC and NCTE .

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

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

**7. What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty? (E.g. budget 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 motivates its teacher educators to take up research by

- Staff Motivate for doing research with eminent lectures.
- Library and internet facilities provided in the college
- Special leave sanctioned for literature collection, specimen collection, consultancy and extension work.
- Making adjustment in teaching schedules, if necessary.
- Permission to carryout research programmes in the university departments and elsewhere.
- Incentive for faculty for obtaining Ph.D.
- Registration fees paid by management for faculty attending seminars / symposium / conferences/workshops.

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

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

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

- Our college website is being updated to give latest information.
- The college office provides all the information needed.
- People can seek information through phone
- A suggestion box is provided to make suggestions and complaints.

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

The faculty workload norms as prescribed by the NCTE and university are adopted strictly. The workload policy and practices for the faculty are planned in the beginning in order to distribute the work load equally according to the quality of the faculty members. They also interact with schools and community around the college. These activities are taken care of by the teacher educators spending 2 hours per week.

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

Yes, our management motivates staff members to further studies and rewards for their skillful activities.

- Award for Centum Result
- Award for Best Paper Presentations.
- Award for Organizing Seminars.
- Award for Publishing for book.

## **6.5 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION**

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

No.

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

The trust does not receive any donation.

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

Yes, each expenditure is made based on carefully allocated item-wise expenditure in the budget.

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

Budget details are enclosed for your kind information

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

Yes. An auditor to audit the accounts of the college every financial year and approved. The details are enclosed for your kind information.

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

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

## **6.6 BEST PRACTICES IN GOVERNANCE AND LEADERSHIP**

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

- Decentralized administration
- Constitution and function of various committees
- Suggestions and inputs from the committees are brought to the knowledge of trust which in turn takes care of these suggestions.

## **CRITERION VII: INNOVATIVE PRACTICES**

### **7.1 INTERNAL QUALITY ASSURANCE SYSTEM**

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

Yes, the college has established Internal Quality Assurance Cell (IQAC ) in the Year of establishment: 2010-2011.

*Major activities of Quality Assurance Cell :*

- To examine the B.Ed., programme.
- To promote design, develop and monitor quality assurance activities of the college.
- To get an overview of the quality practices of an college.
- To promote quality consciousness and contributions of B.Ed., are the functionaries of the college.

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

Through the Internal Quality Assurance Cell (IQAC), the evaluation scheme of our college is constant and comprehensive.

- The institution plan activities to develop and test the skills of the trainees.
- Evaluation is followed by two dimensional programme such as self evaluation, and teacher evaluation.
- Students knowledge, skill and attitude were tested by several tests such as class tests, three unit tests and two model exams.

- We have our schedules of practical work and co-curricular activities to test their skills and performance.
- In addition to that aptitude test and individual inventory is also conducted followed by the feedback of teacher educators.
- Implementation of this feedback is reflected in further planning and performance.

The student teachers are well informed and guided at the beginning of the first term regarding objectives of the curriculum, course of study, evaluation scheme and format of question paper.

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

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

- Various means like internal auditing
- Expert review
- Observation by the Management
- Observation by Principal
- Unannounced visits by governing body members.
- Regular and periodical checking done by Principal and Vice-Principal,
- Quality Assurance Cell reviews
- Preparing academic Calendar
- Work distribution
- Leadership training
- Time Management
- Regular feedback from parents, students and remedial programmes

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

The college administration and the financial management process although controlled by the college management, every step is taken by it through the Principal and various committees that the quality is ensured through the means of internal and external auditing serves as tools.

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

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

**7.2 INCLUSIVE PRACTICES**

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

Our college is exclusively for women students. In addition physically challenged students (other than blind, deaf and dumb) if apply for the programme are selected. They are taken care through various measures.

**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?**

Padmavani College of Education is only for women. The college takes responsibility to avoid gender discrimination among staff members.

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

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

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

By providing training of various multi sensory teaching methods and use of appropriate teaching aids, the proficiency of trainees are increased. It also develops proficiency for working with children from diverse backgrounds by conducting campaigns for developing proficiency. Regular feedback of every practice teaching session also helps them for the same. Along with this, trainees over all personality are developed by various activities such as news reading, speech, role play and dramas, performing in assembly.

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

- They are helped in the places like library, labs.
- They are allowed to utilize Information communication technology resources whenever they are in need.



- The Institution co-ordinates with them to get the scholarship from the state and the central governments.
- They are allowed to play indoor games like chess, carom board etc.,
- We are providing free transport facilities to those students.

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

Our college is for women so that there is no need of it.

**7.3 STAKEHOLDER RELATIONSHIPS**

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

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

- Press
- Pamphlets
- Website
- Brochures
- Orientation Programs

and by giving individual counselling also.

**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?**

The institution shares the information during the staff meeting and Parent Teacher Association meeting and makes a review of the

developmental and implementation plan for bringing qualitative improvement.

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

We collect feedback from

- Students
- Alumni
- Community
- Peers
- Employers
- Experts

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

## COLLEGE OF EDUCATION,

### Mapping of Academic Activities of the Institution – 2012-2013 B.Ed., Programme

Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33		
Admission and Orientation																																			
Theory																																			
Tutorials/ Seminars																																			
Sessional Work- Tests & Assignments																																			
Practical Work																																			
Preparation of Internship: Demonstration/ Observation of Lessons/ Micro Teaching/ Simulations																																			
Practice Teaching/ Internship																																			
Co-curricular Activities																																			
Working with Community/ Project work																																			
End-Term Examination																																			

Note: Six working days in a week and six hours in a day.

## **DECLARATION BY THE HEAD OF THE INSTITUTION**

I certify that the data included in this Self-Appraisal Report (SAR) are true to the best of my knowledge.

This SAR is prepared by the institution after internal discussions, and No part thereof has been outsourced.

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

**Signature of the Head of the institution  
with seal**

Place : Salem

Date : 06.02.2012