

The objectives of the committee are:

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

COMPOSITION OF THE COMMITTEE

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

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

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

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

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

YES, the institution encourages Action Research.

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

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

The goal of our institution is

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

Outcomes and impact

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

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

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

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

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

WORKSHOP

SUPW Workshop was conducted on 8th November, 2008 demonstrated by Mr. K. Amarnath Sedhupathy, Arts and Crafts expert.

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

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

3.2 RESEARCH AND PUBLICATION OUTPUT

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

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

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

The facilities available for developing instructional materials are as follows.

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

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

Yes, the Institution has developed ICT related instructional materials. They are as follows.

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

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

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

b. ATTENDED BY THE STAFF

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

c. TRAINING PROVIDED TO THE STAFF

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

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

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

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

Nil

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

Nil

3.3. CONSULTANCY

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

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

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

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

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

List the areas of competency of the staff members

1.	HIV Awareness	Mr. M. Sivakumar
2.	Pollution Awareness	Mr. M. Sivakumar
3.	Personality Development	Mr.R. Senthil kumar
4.	First Aid	Mr. R. Parthiban
5.	Communicative skill	Mrs. M. Selvi
6.	Time Management	Miss. K. Abirami
7.	Self Employment program	Mr. S. Thangaraju
8.	Career Guidance	Mrs. M. Pushpa

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

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

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

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

The college is providing free consultancy service, every year.

3.4 EXTENSION ACTIVITIES

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

Neighborhood communities are supported and strengthened by our institution through camp activities. They organize special camps and help them in all possible ways. There is one citizenship camp unit with 200 students headed by two Program Officers. Before the starting of special camp, preliminary survey is conducted in the villages and then the programs are checked out with the help of local village leaders. The above said unit organizes special camps and help the people in possible ways. The neighborhood communities are supported and strengthened by our institutions area of Kalipatti.

Area of partnering with NGO'S and GO'S

NGO organizations

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

GO's Organization

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

are some of the examples of outreach programs organized by the institution. Students visited Yercaud.

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

Community participation in Institutional Development;

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

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

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

Institutional - community networking.

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

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

Institution -school networking

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

Students welfare orientation programs like

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

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

FUTURE PLANS AND MAJOR ACTIVITIES

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

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

PROJECT COMPLETED BY TE INSTITUTION RELATING TO COMMUNITY DEVELOPMENT:

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

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

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

3.5 COLLABORATION

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

1. Local Bodies for Community:

Town Panchayat, Village Panchayat

Panchayat Union.

2.State:

St.John's Ambulance Service

3.National:

Youth Red Cross

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

Nil

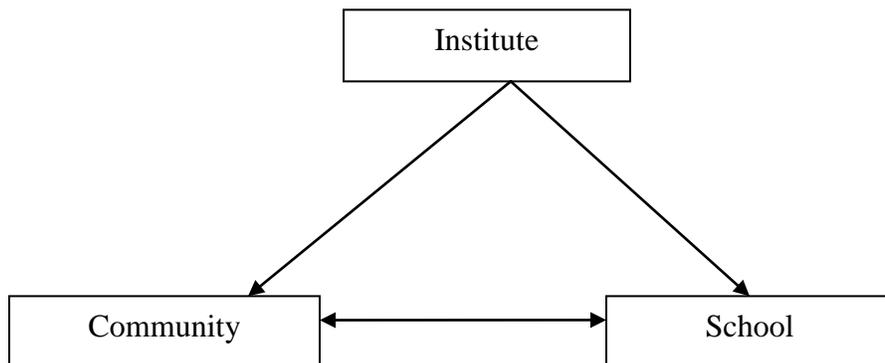
3.5.3 How Did The Linkages If Any Contribute To The Following?

Linkages- Contributions

- ❖ Curriculum- Awareness On Human Rights Is Emphasized.
- ❖ Teaching - Guest Lectures Are Arranged In Human Rights and First Aid.
- ❖ Training & Practice Teaching- Students Attend Human Right And First Aid Workshop.
- ❖ Research - Papers Are Submitted In Above Said Programme.
- ❖ Consultancy - Staff And Students Act As Consultancies For The Needy.
- ❖ Extension - B.Ed Trainees Create Awareness On First Aid And Human Rights Among The Slum Children.
- ❖ Publication - Articles Are Written By Staff And Students Regarding The Above Said Field.
- ❖ Student Placement - Students Who Actively Participate In The Above Are Given First Preference In Placement.

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

Linkages With School Sector:



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

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

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

COLLABORATION WITH SCHOOL:

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

Mahendhira higher secondary school is adopted by our B.Ed., college for developing the weaker section students

COLLABORATE WITH COLLEGE:

Collaborate With Other Colleges

1. Dr. H. Manjunatha, Principal of Mahendhira College of Education, delivered a speech on Personality Development Programme in Mahendhira college.
2. Mrs.N.Malaivizhi, Vice Principal Of Mahendhira College of Education, delivered a speech on interview technique and tips in Selvam college of Education.
3. Our Staff Members Participated in many Seminars, Workshops, Symposium.

3.6 BEST PRACTICES IN RESEARCH , CONSULTANCY AND EXTENSION

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

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

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

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

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

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

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

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

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1. PHYSICAL FACILITIES

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

We have full pledged physical infrastructure as per NCTE norms.
The facilities and amount invested for developing the infrastructure

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

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

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

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

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

co-curricular activities

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

Extracurricular activities and sports

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

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

- ❖ Play ground is shared with our sister concerns.
- ❖ Hostel, open auditorium and canteen are shared with our sister concern.

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

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

4.1.6. Is there any hostel facility for students? If yes, give details on capacity, no of rooms occupancy details ,recreational facilities including sports and games, health and hygiene facilities etc

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

e. Outdoor games:

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

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

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

4.2. MAINTENANCE OF INFRASTRUCTURE

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

	2005-06	2006-07	2007-08	2008-09	2009-10
Land	9,75,150	-	-	-	-
Building	2,00,25,000	-	-	-	-
Furniture & Equipment	12,000	13,000	15,000	20,000	22,000
Computers	17,000	22,000	27,000	35,000	45,000
Vehicles	3,00,000	3,50,000	4,00,000	5,00,000	6,00,000

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

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

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

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

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

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

Name of the librarian: Mrs . R. Thenmozhi.

Qualification and Experience: B.A, M.LIS

Name of the technical staff: Mr. R.Srinivasan.

Mr R. Palanivel

Mrs N. Uma

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

S.No	Name of the Articles	Total
1.	Text books	5500
2.	Reference books	1020
3.	No of journals	18
4.	No of Encyclopedia	35
5.	Dictionary	45
6.	No. of Magazines	10

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

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

E- RESOURCES

RESEARCH

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

HIGHER EDUCATION

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

E- LIBRARIES:

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

EDUCATIONAL e- JOURNALS

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

11. Leading & Learning With Technology (ISTE)

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

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

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

E - BOOKS NAME LIST

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

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

AUDIO - VISUALS TEACHING - LEARNING RESOURCES

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

COMPUTER AIDED TEACHING LEARNING

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

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

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

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

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

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

Yes.

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

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

Yes.

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

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

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

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

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

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

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

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

Yes.

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

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

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

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

4.4. ICT AS LEARNING RESOURCES

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

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

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

Internet connectivity is available during the working hours.

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

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

1. LCD power point presentation

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

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

www.mahendhira_bed.org is the college website. The website is updated on the following aspect every year.

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

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

a. Developing lesson plan

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

b. Classroom transactions

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

c. Evaluation

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

d. Preparation of teaching aids

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

4.5. Other Facilities

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

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

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

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

AUDIO - VISUAL FACILITIES

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

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

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

The various laboratories are

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

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

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

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

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

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

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

They are:

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

4.6. BEST PRACTICES IN INFRASTRUCTURE AND LEARNING RESOURCES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

There is no dropout.

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

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

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

S.No	Year	Higher studies	% of higher studies
1.	2008-2009	9	9%
2.	2009-2010	12	12%
3.	2010 -2011	20	20%

S.No	Year	Teaching career	% of teaching career
1.	2008-2009	50	50%
2.	2009-2010	58	58%
3.	2010 -2011	69	69%

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

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

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

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

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

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

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

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

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

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

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

5.2. STUDENTS SUPPORT

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

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

Academic Achievements

Results	2008 - 09	2009 - 10	2010 - 11
Total strength	100	100	100
Pass percentage	100%	100%	100%

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

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

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

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

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

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

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

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

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

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

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

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

5.2.7. What specific teaching strategies are adopted for teaching?

a. Advanced learners:

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

b. Slow learners

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

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

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

Chairman, Principal, Vice - Principal, Administrative officer. Recently the following activities were carried out, on students request.

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

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

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

Grievances redressed during the last two years.

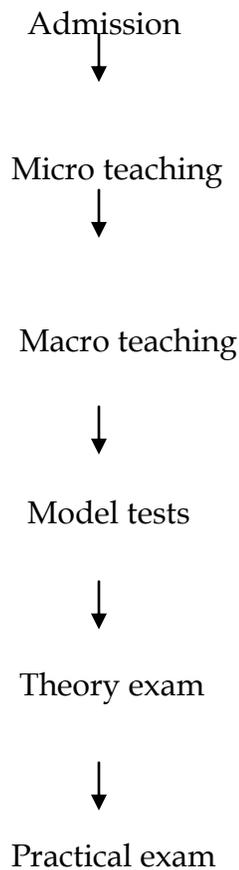
- A separate library hour allotted in the time table
- A separate seminar hour in the time table .
- Multiple copies of recent reference books.
- Concession in course fee for the students under poverty line.

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

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

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

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



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

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

5.3. Student Activities:

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

Yes

i) List the current office bearers :

President : T.Yudhakesini (Biological Science)

Vice-President : L. Sugunabharathi(English)

Secretary : V. Srignanambigai (Computer Science)

Treasurer : M. Dharanibabu (Tamil)

ii) Give The year of the last election :

2010-2011

iii) List Alumni Association activities of last two years.

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

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

TOP TEN ALUMNI OCCUPANTS

SL.NO	NAME OF THE ALUMNI	NATURE OF JOB
1.	S. Bharathi	Asst. Professor MEC, Kalipatti
2.	R. Kavitha	Teacher, Vinayaga Higher sec school, Pillanatham.
3.	M. Senthamizh Selvi	Mahendhira Engineering College, Office.
4.	L. Sugunabharathi	Mahendhira International School, Kalipatti.
5.	R. Thenmozhi	Teacher, Sri vidya Mandhir School, Salem.
6.	R. Baby	Junier Asst. Govt. Service
7.	M. Ranjitham	Inspector of Co-operative Society.
8.	R. Jamunarani	Asst. Prof. Ganesh college of education, Salem
9.	G. Baby shalini	Avvaai KSR Matric School, Tiruchengode.
10.	S. Syad Mubarak	Asst. Prof. Star college of Education, Periyamanali

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

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

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

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

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

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

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

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

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

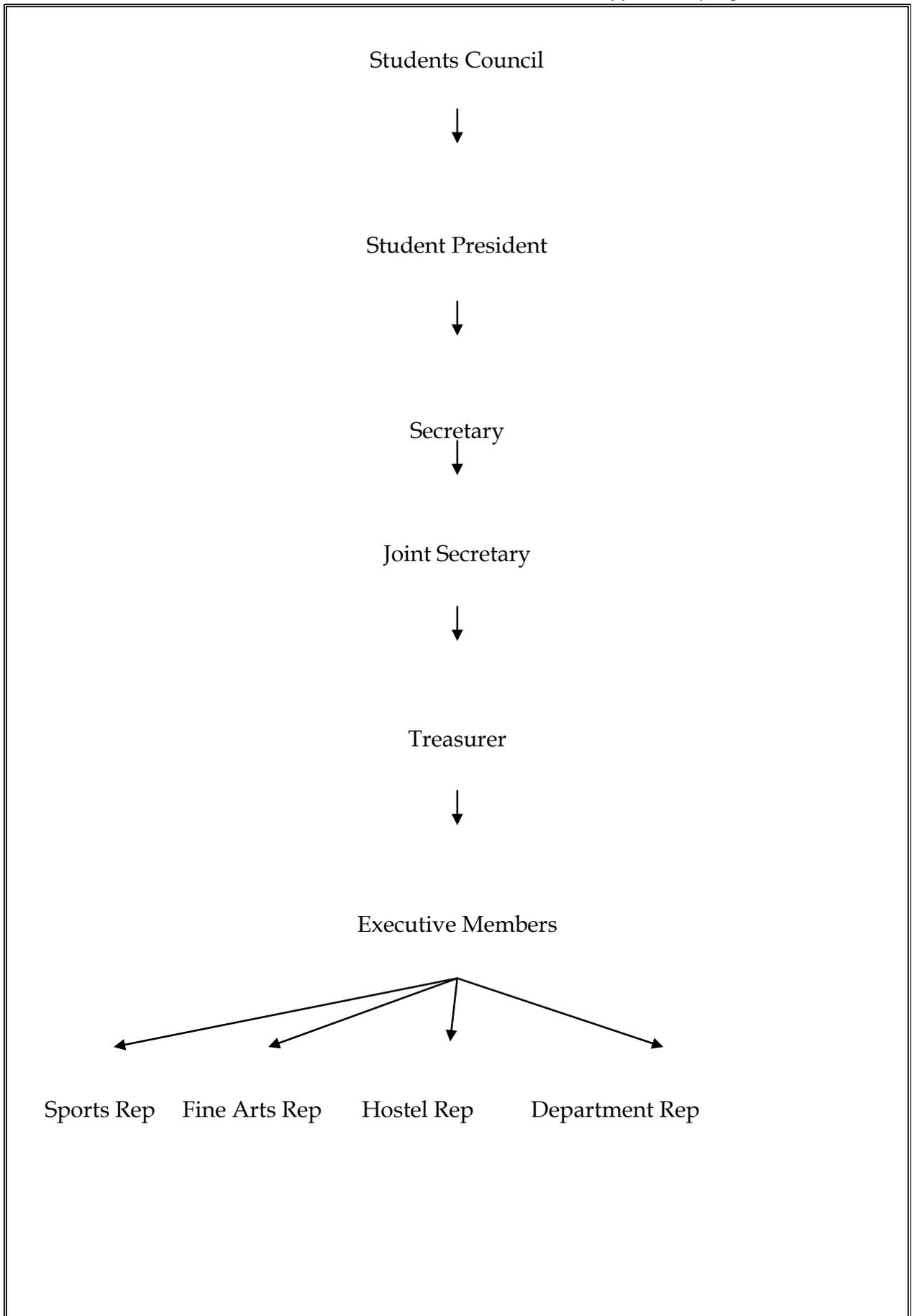
5.3.4. Does the institution have a student council or any similar body? Give details on - constitution, major activities and funding.

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

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

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

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



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

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

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

5.4 Best Practices In Student Support And Progression

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

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

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

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

CRITERION VI : GOVERNANCE AND LEADERSHIP

6.1. INSTITUTIONAL VISION AND LEADERSHIP

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

How are they made known to the various stake holders?

VISION:

- ❖ The Vision of this Institution is to become a globally recognized Centre of Excellence in the field of Higher Education and research.
- ❖ To provide education through innovative methods keeping pace with the changing scenario.
- ❖ To enhance students' skills more effectively with the best of their knowledge, this helps them serve mankind with love, tolerance and humanity.

MISSION:

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

Values:

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

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

Yes,

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

OBJECTIVES :

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

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

Board of Management

Chairman



Administrative officer



Principal

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

Administrative Departments

- ❖ Admission Department
- ❖ Accounts Department
- ❖ Hostel

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

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

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

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

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

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

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

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

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

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

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

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

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

Principal duty

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

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

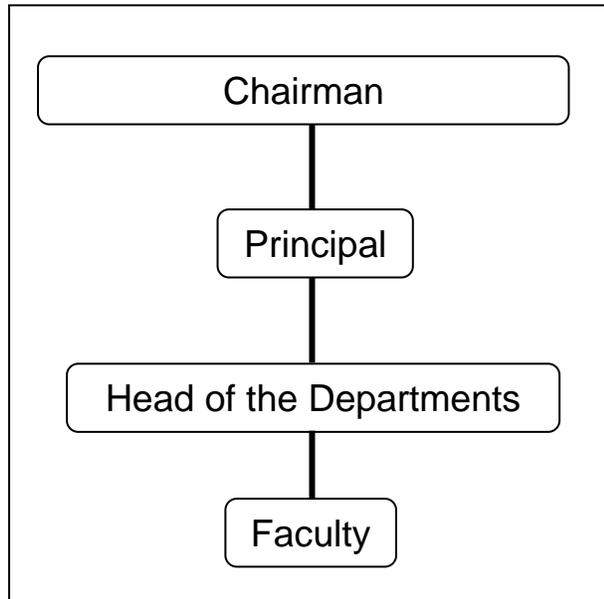
6.2. Organizational Arrangements

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

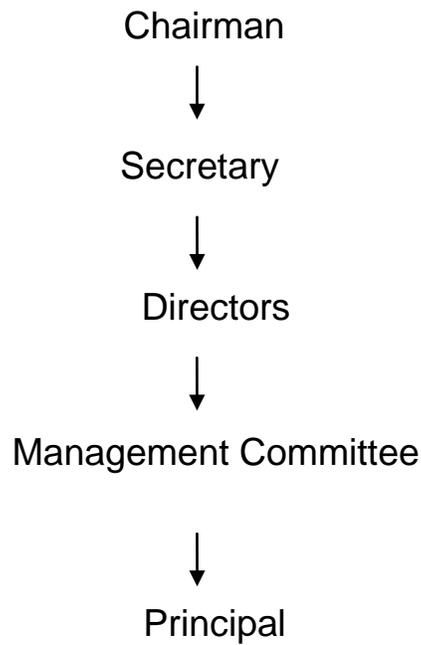
- ❖ Academic Committee
- ❖ Finance committee
- ❖ Library
- ❖ Research Committee
- ❖ Building Management Committee
- ❖ Extension Committee
- ❖ Staff Council

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

Organizational structure of Academic body



Administrative Bodies of the Institution



REGULATORY BODIES

MAHENDHIRA EDUCATIONAL TRUST

Chairman

Mr.M.G. BHARATHKUMAR.

Secretary

Mrs. B.VALLIAMMAAL.

Managing Directors

Er. BA. MAHENDHIRAN.

Er.B. MAHA AJAY PRASAD

Director

Dr. S.RAJAMANICKAM

Principal

Dr. H. Manjunatha.

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

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

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

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

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

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

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

6.2.6 What are the institutions initiatives in promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty?(Skill sharing across departments creating/providing conducive environment)

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

6.3 STRATEGY DEVELOPMENT AND DEPLOYMENT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Teachers use different technologies for teaching in the classroom.

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

6.4 HUMAN RESOURCE MANAGEMENT

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

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

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

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

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

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

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

Some of the welfare measures provided by the college are,

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

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

Yes,

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

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

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

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

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

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

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

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

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

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

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

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

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

The Institution provides the following facilities to the faculty:

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

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

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

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

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

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

Yes,

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

6.5 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION

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

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

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

NIL

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

Yes,

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

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

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

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

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

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

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

6.6 BEST PRACTICES IN GOVERNANCE AND LEARDERSHIP

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

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

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

CRITERION VII: INNOVATIVE PRACTICES

7.1 INTERNAL QUALITY ASSURANCE SYSTEM

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

Institution has established Academic governing body in the year 2005 which is similar like Quality Assurance Cell. AGB consists of the following members. Correspondent, Administrative Officer, Subject Experts, Academic Development Officer and Principal.

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

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

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

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

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

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

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

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

SUPW - Socially Useful Productive Workshop:

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

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

Project work: Students engage them in many projective works like

- Environmental projects
- Biological projects

Psychology Seminar:

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

Workshop:

Jewel Making is an interesting thing in the workshop

Talent Show:

Talent show is conducted to bring out the hidden talents of the students. All 100 students proved their creativity in various fine arts activities such as dance, drawing, song, poem, fancy dress, fashion show, mono acting, miming etc.

Ramanujan “Maths-contest”

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

Preparation for the competitive examinations:

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

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

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

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

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

SPORTS:

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

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

Institution assures quality of its administration and financial management process. The mechanism ensures systematic planning implementation and monitoring of programmes and activities of the college at various

departments like Tamil, English Physical Science, Biological Science, History , Commerce, Economics and Computer Science.

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

Teachers contribute their valuable skills and ability through academic activities.

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

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

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

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

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

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

Individual faculty members are encouraged to do intensive practice and new ideas and practices are introduced in teaching skills and teaching

learning process and also the valuable effect of institutionalize initiatives explore in the departments to enhance the overall quality of the educational process.

Best practices as follows,

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

7.2. INCLUSIVE PRACTICES

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

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

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

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

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

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

Various activities are envisioned in the curriculum.

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

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

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

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

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

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

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

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

Differently - abled students:

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

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

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

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

7.3. STAKE HOLDER RELATIONSHIPS

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

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

RELATIONSHIP WITH PARENTS.

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

students is not upto the mark, the students are called to give reason for amelioration. If the students find the subject tough, steps are taken to make them enter the comfort zone.

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

RELATIONSHIP WITH SCHOOL HEADMASTERS:

Our Institution has cordial relationship with the schools

Sl no	SCHOOL	Place
1	Government High Sec School(B)	Mallasamudram
2	Government High Sec School(G)	Mallasamudram
3	Government High Sec School	Devanankurichi
4	Government High School	Kozhikalnatham
5	Government High School	Pallipalayam
6	Vinayaga High Sec School(G)	Pillanatham
7	M.D.V. High Sec School	Tiruchengode
8	Mahendhira High Sec School	Sembampalayam
9	ICL Sankar Higher Secondary School,	Sankagiri.
10	Government High Sec School(B)	Vennandur
11	Government High Sec School(G)	Vennandur
12	Government Higher Sec School(B)	Tiruchengode
13	Government Higher Sec School	Ramapuram
14	Government High School	Kottapalayam

15	Government Higher Sec School	Vaiyappamalai
16	St. Antonys' Higher Sec School	Tiruchengode

RELATIONSHIP WITH SOCIETY:

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

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

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

Satisfaction of the students and stakeholders:

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

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

DISSATISFACTION OF THE STUDENTS AND STAKEHOLDERS:

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

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

There are many feed back mechanisms followed:

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

DECLARATION BY THE HEAD OF THE INSTITUTION

To

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

Sir,

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

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

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

Place : Kalipatti

Date : 04.04.2012