

## **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.**

#### **Physical Facilities**

Yes, the institution has adequate physical facilities and infrastructure for the existing academic programmes and administrative functions, co-curricular and extra-curricular activities as per NCTE norms. But recently the Metro Rail project caused damage to one of our main Buildings, the UGC block the loss of which has been recompensed with a new five classroom block. Plans are underway to sanction an Auditorium and other infrastructural needs. The College campus is spread over an area of 20.5 acres of land. The College is well connected by road and rail. It is 200m away from Saidapet Railway Station. It is situated in the heart of the Chennai City. The laboratories are well equipped with all modern gadgets for scientific learning. Two new laboratories (Psychology Lab, Language Lab) have been constructed in the second Floor of the existing science block. There are spacious classrooms, laboratories, to carry out academic activities. The institution is a State Government Institution and all the activities from admission to closure are carried out as per the government norms. The entire organization and management of Institute of Advanced Study in Education is monitored by the Director of Collegiate Education, Chennai.

Institute of Advanced Study in Education has six blocks. 1) Old Science Block. (2) Administrative Building (3) Humanities Block (4) New Science Block (5) Library and (6) Five classroom Block.

In the **Administrative Block**, Principal's Room, Office Room, English Department are located along with separate toilet facilities for staff and students. In the Old Science Block, there are two floors. In the ground floor, there is a Multi-purpose Hall spacious enough to hold 300 students. The Education Department and Geography Laboratory are also there. There are classrooms for M.Ed., M.Phil. and a spacious hall enough to accommodate 100 students on the first floor.

In the **Humanities Block**, Controller of Examination office functions and the various departments like Geography, Tamil, Games and Sports, Mathematics and History are there.

In the **Science Block**, Physical Science Laboratory, Computer Laboratory, Educational Technology lab, English Language Laboratory and Psychology Lab are situated.

In the **Five Classroom Block**, five class rooms accommodate 235 B.Ed. students.

**The College Library** functions in a separate Library Block.

### **Physical Facilities**

#### **The Institution Provides Necessary Facilities For Classrooms (Furniture And Fixtures)**

- Classrooms are fitted with sufficient number of lights and fans.
- Classrooms are provided with two-seater benches with sufficient leg space for students.

- Each bench has a desk that provides space for placing books.
- All classrooms are fitted with ceramic boards.
- Every floor has a notice board.
- Every room is cleaned in the evenings.
- The institution has a plan to construct an Auditorium and a Conference hall in the campus. The proposal has been submitted to the Government of Tamilnadu for necessary action.
- As part of the Tamilnadu Chief Minister's special project to improve infrastructural facilities in Government colleges a proposal has been submitted for digitalization and modernization of the library in the coming year.
- Automation of library has been completed
- Any amount granted and invested for developing infrastructure is entirely under the jurisdiction of the Public Works Department (PWD) of the State Government.
- The Master Plan of the Institution is enclosed.

#### **4.1.2 How does the institution plan to meet the need for augmenting the Infrastructure to keep pace with the academic growth?**

The institution plans to meet the need for augmenting the infrastructure to keep pace with the academic growth.

The college council identifies the need for enhancement of infrastructure.

Proposals are submitted to the Tamilnadu Government, MHRD and TANSICHE for construction of classrooms, library and hostel buildings

respectively.

### **Maintenance of infrastructure**

The institution being a purely government institution the total maintenance the entire buildings rests with Public Works Department of TamilNadu.

#### **4.1.3 List the infrastructure facilities available for co-curricular activities and Extracurricular activities including games and sports.**

The infrastructure facilities available are

Spacious Hall

Ventilated lecture hall

Library

Computer room

Language laboratory

Educational technology room

Infrastructure for co-curricular and extracurricular activities. In order to conduct Conference, Seminars, Discussions, Debates, Yoga classes, competitions R.K. Hall and a hall on the first floor of Old Science block are available.

### **Extra-curricular activities**

In order to conduct field events and matches, an ideal play ground with

200m track, Cricket field ,Volley ball court, Ball Badminton court, Shuttle Badminton court and Kabadi court are available.

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

The physical infrastructure is shared for the M.Ed., M.Phil., and Ph.D programmes of the institution.

They are as follows:

- Computer Lab
- Educational technology lab
- Library
- Psychology lab
- Lecture hall
- Auditorium
- Rest room
- Playground
- R.K.Hall

**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.)**

The college has facilities such as rest room for women, wash room facility for both men and women and also a canteen. Washrooms are cleaned

everyday by regular staff thus all these rooms are maintained in a good hygienic condition.

**4.1.6. Is there any hostel facility for students? If yes, give details on capacity, number of rooms, occupancy details, recreational facilities including sports and games, health and hygiene facilities, etc.**

Yes, hostel facility is available for the B.Ed students. There are 23 rooms in the hostel. As part of the training the hostel is run by dividing system in the Hostel Mess and the entire system is managed by the student committee on department wise rotation basis. Utmost care is taken with matters concerned with hygiene and cleanliness. Special emphasis is laid on cleanliness, comfort and convenience. There is a Hostel Committee comprising of the Principal as Warden, A Deputy Warden (faculty member), a Manager (faculty member), a senior faculty and two members of the faculty who have served as Deputy Wardens, offer guidance and support. A dedicated team of people take care of the students in the hostel. The team comprises of the Warden (Principal), Deputy Warden & Residential Tutor/Manager (Teaching Faculty Member), and Cooks, Assistants in the mess, scavengers and sweepers. The hostel has a dining hall.

**Recreational Facilities**

As the college ground is opposite to the hostel, the hostel students have free access to the ground

They are provided with sports equipment like throw ball, volleyball, cricket kits, ball badminton and shuttle racquets to play in their free time.

Television is also available for the students to keep abreast of the current events.

## 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 (Building Laboratories, Furniture, Equipment, Computers, Transport/Vehicle)**

Category	2009-2010	2010-2011	2011-2012	2012-2013	2013-14
Building & Furniture	7 lakhs	8.5 lakhs	13 lakhs	13 lakhs	19 lakhs
Laboratory Equipments, Computers		2,97,949	24,000	51,068	74,640

**Budget allocation and utilization in the last five years.**

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

### Utilization of Infrastructure

The physical and instructional infrastructure such as buildings, ICT facilities, laboratories, library and other allied infrastructure of the college are well maintained and strengthened from time to time from the maintenance funds sanctioned by the state government, autonomous funds and human resources. It is also ensured that they are accessible to and utilized by the staff and students on regular basis.

The infrastructure of the college is optimally used for conducting various curricular, co-curricular and other activities. The Library, Computer Lab, Technology Lab, Language Lab, Psychology Lab, etc. are optimally used by the students by making necessary arrangements in the timetable. Many

departments have computer and LCD Projectors. These facilities are used regularly in classroom teaching. Teachers and students make power point presentations. The R.K hall is used for organizing the state, national and international seminars. All the cultural programmes, festival celebrations, inter college competitions; debates, etc. are conducted in the R.K hall. The play ground is used in the evenings and also during the physical education practical periods.

The institution plans and ensures that the available infrastructure is optimally utilized in the following ways:

- For conducting regular teaching and learning transactions of B.Ed , M.Ed , M.Phil and PhD programmes.
- For conducting certificate and diploma courses.
- By lending classrooms, halls to other institutions (Universities, Public and Private Sectors).

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

Our management takes ample care of the environmental issues associated with the infrastructure of the college. The campus is clean and green. Students are educated on the importance of greenery and its value. Around every building, trees are planted and maintained by all the Departments. Vanamahotsav is celebrated every year and saplings are planted in and around the college. Through the elective titled “Environmental Education” awareness connected with environmental issues is created. Rain water harvesting has been given due importance. The Community service programme involving the students as part of their curricular activity ensures maintenance of a clean environment. Medicinal Garden is maintained behind the library. Slogans around the campus motivate the students to preserve the environment. We have a beautiful garden and lawn inside the campus.



The supporting staff members always keep the campus very clean. The college organizes campus cleanup programmes every year. This creates awareness among the students about the importance of cleanliness in the campus. All students participate in the programme. Students are grouped and each group cleans the area allotted to it.

### **4.3 Library as a Learning Resource**

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

Yes, the institution has a qualified librarian and sufficient technical staff to support the library.

#### **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 access, etc.).**

The library resources available to the staff and students are:

S.No	Particulars	Total Collections
1	No. of. Books	14,600
2	No. of. Magazines	7
3	No. of. Journals	18
4	No. of. Reference Books	3000

Thus the college library has both general reference books and specific reference books. The Library provides short range and long range reference services for both faculty and students. The library maintains a good Reference Collection. It includes valuable reference sources like Encyclopedia, Multilingual Dictionaries, Thesaurus, Yearbooks, Theses, etc. Since the Institute of Advanced Study in Education is older than the University of Madras the collection in the library is exceptional and quite a wide range of rare books are available.

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

### **Library Resources**

The library and Information Centre of the college is situated in a separate block. It has adequate holdings in terms of books, journals, other learning materials and facilities for technology aided learning which enable students to acquire information, knowledge and skills required for their study. The library offers its services to about 350 users comprising of teacher trainees, scholars (M.Phil., & Ph.D.) and teaching and non-teaching faculty of this college. The library has a key role in supporting the academic activities of the institution by establishing, maintaining and promoting library and information services. It supports the teaching and research programme of the college by maximizing access to information.

### **Library Committee**

The college librarian and five other staff members constitute the library committee to suggest measures for the improvement of the library. The Advisory Committee of the library is comprised of the Principal, librarian and

three Members of the teaching faculty. The Principal and the Council allocate funds to various departments from the State, Autonomous and UGC funds. The Principal and the committee have initiated and taken efforts to make the library “Effective and User Friendly” in the following ways:

- All students registered under any programme and having a college identity card have library membership.
- Each student can borrow two books at a time.
- Each book is issued for the duration of one week.
- Extension is possible unless the book is reserved.
- Date- wise, year-wise issue register is maintained.
- Open Access System is followed to facilitate the users to get the necessary references.
- The library works from 8.30 a.m. to 5.00 p.m. Extension of library hours is possible during examinations on request.
- For the convenience of students coming from far off distances, the duration for borrowing books may be extended during study holidays on request.
- Referral services are also available for conducting research activities.
- Library assistant is available in case any disabled students require help.
- A notice board is fitted outside the library to facilitate display of important information.

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

Yes, the library is automated.

**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.**

The library has a computer with internet facilities to facilitate easy reference.

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

No, the library does not make use of inflibnet / Delnet / IUC facilities.

**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.)**

The library is open on all working days.

The timings on working days - 8.30 A.M to 4.30 P.M.

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

The staff and students come to know of the new arrivals through the display on the notice board in the library.

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

No, the institution's library does not have a book bank. However students are allowed to xerox textbooks and materials with permission.

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

. The library allows the visually and physically challenged persons to bring helpers to assist them.

## 4.4 ICT as Learning Resource

**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 institution ensures the optimum use of the facility.**

### **ICT as Learning Resources.**

Computer Lab	: 1 terminal (4-terminal in college)
Hardware	: 20 Computers with Printers & LCD Monitor
Software	: Windows 7&8
Internet Connectivity	: Available
Access	: Yes

### **Audio Visual:**

TV	: 2
LCD- Projector	: 4
OHP	: 8

### **ICT in Curriculum Transaction**

ICT is a part of M.Ed. and B.Ed. Curriculum. It is used as a tool for doing assignments, data collection, documentation and conducting research. Teachers extensively use ICT for preparing learning resources and updating the teaching notes. We use ICT Technology such as computers, LCD Projectors, Interactive White Board, digital camera, CDs, DVDs, application software such as word processor, spreadsheets, Language lab software, Language skills development software, library automation software etc. We strive to develop a new generation of teachers who are capable of employing technology in all phases of academic, administrative and research

programmes. Video cameras are used for micro teaching and recorded videos are useful for giving feedback to the students.

**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, there is provision in the curriculum for imparting computer skills to all students. They are as follows :

Operating Skills

Statistical Skills

Presentation Skills (PPT)

Explanation Skills (Website Identification)

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

OHP, LCD- Projector, Interactive Board, Video Compact discs are used in curriculum transactional process.

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

The student teachers use /adopt technology in practice teaching in the following ways.

- Computer is used in preparing lesson plans.
- Power point is used in classroom transaction.
- During micro-teaching practice, the sessions are recorded and replayed; thereby feedback is given to them.

- Computers are also used by the students for recording marks, analysis of statistics and evaluation of the tests (conducted during the teaching practice)

### **Technology in Practice Teaching:**

An integral part of our curriculum is teaching practice of six weeks duration which provides the students with first-hand experience of the actual classroom situation. Students are sent to schools for their teaching practice in the first semester. Student Teachers are trained to use computers, LCD Projectors, LED Projectors, OHP and internet for developing lesson plans and its effective transaction. The power point presentations, multimedia packages, IT based teaching aids etc are used by students in observation, practice teaching wherever technological facilities are available and in post practice teaching sessions. Laptop Computers are also used by student teachers for classroom presentation.

## **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.**

**Yes, the institution shares its facilities with others.**

The halls and classrooms are used for conducting Viva Voce for Ph.D programme, TNTEU Zonal programmes, Contact Seminars, Research Colloquiums and Central – State Government Examination and Online registration for B.Ed Admission procedures.

**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?**

The audio-visual facilities/materials available are

TV	: 2
OHP	: 8
LCD- Projector	: 3
Computers	: 20

Other materials available are:

- Educational CDs
- Educational Audio and Video Cassettes
- The student teachers are encouraged to use them for practice teaching,
- By instructing them to take model lessons using technology
- By ensuring that they participate in seminars using technology
- By encouraging them to make use of technology for cultural programmes
- By making them use technology for their camp activities.
- By making them use modern technology in preparation of lesson plans, in evaluation and in preparation of teaching aids.

**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 equipment and other facilities?**

The various general and methods Laboratories available are

- Educational Technology lab
- Physical science Laboratory
- Computer Laboratory



- Language Laboratory
- Psychology Laboratory

During the optional classes, students make maximum use of the labs with guidance provided by the Professors.

### **Computer Laboratory**

There is a well equipped laboratory with computers. Students are encouraged to engage in hands on sessions on computers in person. They are taught how to search material using search engines, how to write lesson plans using computers, how to present lessons using power point, how to use excel in the evaluation technique.

### **Language Laboratory**

There is a full-fledged language laboratory with 'LAN' facility connecting 10 systems. In the Digital language lab interactive software is installed. With that practice in communication is given to all the students. Students are allowed to use the system periodically to practice their language skills.

The institution thus enhances facilities by adding the latest equipment and software every year. Annual and periodical maintenance procedures are followed.

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

### **Multi Purpose Hall**

The College has a spacious *Multi Purpose Hall* Hall which caters to the demands of the college for Educational Activities. The auditorium accommodates almost 300 persons at a time. It is a well furnished auditorium having facilities such as Public Address System, a LCD Projector, and

Podium. It is a venue for common programmes of the college like International and national Conferences, Quiz Competitions, Debates, Personality Contest, Workshops, College functions, PTA Meetings, Alumni Meetings, etc.

### **Staff Rooms**

Our staffrooms are well ventilated and have facilities like tables, chairs, computer, shelf, fan, light, cupboards, and rest room. Staffrooms are spacious enough to accommodate the faculty comfortably. The Principal's room has a fridge. M.Ed faculty has separate cabins for taking optional classes and holding discussions for dissertation work.

### **Sports**

We have a spacious playground opposite to the college hostel. The Physical Education Department maintains the grounds for both indoor and outdoor games. It has a well maintained ground for various outdoor games like Kabbadi, Volley Ball, Ball Badminton, Shuttle cock, Cricket and Track and Field Events. Indoor games such as Table Tennis, Chess and to enable workouts a Tread Mill is available for the Staff and Students. The College has an ideal ground to conduct Annual Sports Day. Students and staff are encouraged to take part in various sports events. To enrich sportsmanship spirit the winners and participants are given prizes and certificates in Annual Sports Day celebration. R.K.Hall in the Old science Block is used for conducting competitions and also for yoga.

### **Encouragement given to Participants**

- Athletes and players are given preference in admission.
- Students participating in sports events are given travelling and refreshment allowance.

- Students are encouraged to participate in Inter-Collegiate Sports Meets and tournaments at University / State / National levels.
- Students participate in the Zonal level and the State Athletic Competitions conducted by TamilNadu Teachers Education University and also students participate in the Inter-Collegiate tournaments organized by various colleges.

**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.**

There is no latest technology available in the classrooms but the members of the faculty take the equipment available in their departments to teach their sessions.

**Transport**

There is a staff in charge for helping students in getting concession tickets for both bus and train. For getting holiday concession tickets, students are being helped by the staff in charge.

**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?**

Yes, we use projector and LCD, wherever necessary, we record important classes and student's performance especially micro-teaching.

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

1. Interactive teaching and learning method.
  - a). Group Discussion
  - b). Seminar

- c). Assignment
- 2. a) Presentation of lessons through PPT.  
b) Presentation of key points through OHP.

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

- Maintenance of Herbal Garden
- Presenting the Daily News on the Bulletin board.
- Enrichment of ICT resources, Computer and Language labs
- Optimum utilization of available space and resources for the conduct of Academic and Co-curricular activities.
- Sharing the resources with Government and Non Governmental organizations for conduct of Welfare programmes, Medical Camps etc
- Channeling funds to enhance learning resources.

**Additional Information to be provided by Institutions opting for Re-accreditation / Re-assessment**

**1. What were the evaluative observations made under Infrastructure and Learning Resources in the previous assessment report and how have they been acted upon?**

The Review committee suggested increasing the allotment for the library in the annual budget and also creating ramps for physically challenged students.

A lot of effort is made in the direction of improving the existing infrastructure. The institution now has made the infrastructure barrier free for persons with disabilities. A ramp has been created near the classrooms. The

budget for library has been increased and fully utilized for updating and digitalization by careful planning with UGC funds and other funds available in accordance with the government norms.

**2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Infrastructure and Learning Resources?**

The other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Infrastructure and Learning Resources are:

- Internet Facility has been made available to the faculty and students. M.Ed students are allocated scheduled hours to access internet on a regular basis.
- Library hours have been extended. It has been made a compulsory component in the practical component. The borrowing facility has been extended to 1-2 books per student.
- There is mutual sharing of resources between the institute and practice teaching schools. Often the students are called out to help tide over their staff inadequacies due to leave vacancy etc. Similarly the student teachers are supported by the schools by offering part-time jobs wherever and whenever possible as invigilators and paper evaluators.