

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 (student's pre-requisite knowledge and skill to advance) to completion?

The teaching faculty of the institution orients the students on the theory and practical aspects to be studied by the students at the beginning of the academic year. The orientation programme anchors the entire course to proceed according to the rules and regulations. The staff handling the Core papers and Elective papers orient the students about the syllabus, marks allotted for that paper, number of hours allotted for each unit and their weightage. The students are apprised of the external marks for the papers and the mark allotment for the internal assessment. Internal assessment includes seminar, tests and assignment. The importance of the attendance percentage is explained by the teaching faculty during the orientation programme for the students.

The teaching faculty demonstrates the Micro-teaching skills to the students so that they gain pre-requisite knowledge through observation which will be useful for them when they practise the skills.

The students are given training in writing lesson plans and preparation of teaching aids before they are sent for the teaching practice phase. They are given orientation on the code of conduct to be followed in their respective schools.

The students are advised and oriented by the Camp officer, before the camp sessions begin, regarding the schedule and duties allotted to the students. The students are given special Camp uniform to inculcate team spirit among them.

In the beginning of every academic year (soon after the college reopens) the College

Calendar is distributed to each and every student and staff.

The following general information about the College and the Academic activities are furnished in the College Calendar:

- The motto and IASE Emblem
- History of the college
- Milestones of Development
- Location
- List of Principals who have served in the college
- Details of various departments with the list of teaching staff
- List of non teaching staff
- Endowment Prize List
- General rules of the college
- Evaluation procedures
- Fee structure and Examination fees
- Details of various scholarships provided to the students
- Academic Details
- Parents Teachers Association
- Course details

The general calendar contains the number of working days in each and every month and the date of last working day for each semester, commencement of semester exams and the re-opening date of the college.

Assessment throughout the year

The performance of the students is evaluated by tests, internal examinations, seminars and various co-curricular activities. The academic and other activities of the college are evaluated by collecting feedback from the students through an evaluation proforma suggested by the NCTE with respect to evaluation of teachers, evaluation of the course, curriculum, institution, etc. The feedback received is taken positively for further improvement.

The clean, green, serene campus environment motivates the teacher trainees to improve their performance. The tutorial system, co-scholastic activities through various clubs, extension services, SUPW, enhanced library facilities, participation in university and inter-university level competitions, IT oriented programme, celebration of days of importance, awareness programmes, etc. ensure the performance improvement of students.

The performance of the institution is reflected in the results at the Semester examinations in the B.Ed and M.Ed course.

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

- The institution ensures that the campus environment promotes motivation of the students through its planned department-wise assembly programmes and theme based camp activities.
- The campus environment promotes satisfaction through its effective curricular transactions. Development is promoted through the year-long execution of co-curricular and extra-curricular activities.

- The teaching faculty motivates the students' participation in the curricular, co-curricular and extracurricular activities. Our students participate in various co-curricular activities conducted at regional, state and national level competitions.
- They have proved their talents by participating and getting prizes in the intercollegiate competitions conducted in Chennai. Our students participate in the talk shows of the media and prove their skills in communication.
- The performance improvement of the students is promoted through the timely evaluation, feedback, remedial programmes and enrichment activities, academic counseling and support by the faculty throughout the period of the study.

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

Dropout rate of students: The drop-out rate is negligible in our institution. Only those who get employment when selected for Government postings under UPSC / TNPSC / TRB / TET / CET or students who have health problems leave the institution before completing the course. The dropout rate of students during the last five years is given below.

Drop-out rate (last five years)

Course/ Year	2007-2008	2009-2010	2010-2011	2011-2012
B.Ed	1	1.277	5.1066	0.426
M.Ed	Nil	Nil	Nil	Nil
M.Phil	Nil	1	Nil	Nil

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 two years?

Additional services provided to students for enabling them to compete for the jobs and progress to higher education are as follows:

The faculty motivates the students to go for further studies in keeping with the spirit of continuous and lifelong education of teachers. The institution provides assistance to students in their academic pursuits. Facilities for computer education, familiarity with online searching of books, preparation and use of PowerPoint presentation using LCD, use of interactive white board, blogging, web browsing, etc pave way for their development. The well equipped laboratories like computer lab, language lab, technology lab and modern media lab, psychology lab, etc. are highly beneficial to the students in their future accomplishments. Special training using the language lab is provided for the development of communication skills of school students.

The teaching faculty enlightens the students about the scope of B.Ed and higher studies in the field of education. The students are oriented on NET and SLET and the need for passing it. The students are also informed about the various competitive examinations conducted both at the State and National level. The students are provided with training in communication skill and add on course by the faculty of the Department of English. This helps them overcome the fear in communicative skill and enable them to face competitive exams and interviews confidently. During the Camp activity of B.Ed, one of the programmes is enhancement of interview skills to equip the students for their future.

After the completion of the prescribed syllabus the faculty of each department of our institution gives the necessary input to their wards in the NET and SLET syllabus to equip them to face the examination with

confidence and invariably they excel in these exams as per past records. In the year 2009-2010, two students excelled in the NET Examinations. Every year, approximately 50% of students who attend these exams clear the competitive examinations.

In the last two years about 90 students cleared competitive examinations, 25 students passed SLET examination.

Placement Service

The college has a placement cell to which educational institutions approach for fresh recruitment of teachers. Interviews are conducted by the teachers of those institutions and the trainees are recruited by them.

Various schools and agencies are in frequent touch with the institution and send letters to recruit teachers. Our placement cell displays these letters on the notice board. Campus recruitment programmes are conducted at our college. Many teacher trainees get selection through these interviews. The institution supports placement service cell by providing a special room, computer and free Internet service, human resources by assigning duties to staff members.

5.1.5 What percentage of students on an average goes for further studies/ chooses teaching as a career?

Give details for the last three years.

	2010-2011	2011-2012	2012-2013
Further Studies	35%	35%	35%
Teaching as career	45%	45%	45%
Competitive Exam	20%	20%	20%

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.

No, the institution does not provide training and access to library and other education related resources to our students teachers after graduating.

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.

The college has a placement cell which renders valuable service to the educational institutions which approach the cell for recruitment of teachers. Two Members of the teaching faculty are in charge of it and the Principal informs and guides them for regulating the process in an effective manner. Interviews are conducted by the teachers of those institutions and the trainees are recruited by them.

Various schools and agencies are in frequent touch with the institution and send letters to recruit teachers. Our placement cell displays these letters on the notice board. We arrange campus recruitment programmes at our college also. Many teacher trainees get selection through these interviews. The institution supports placement services cell by providing a special room, computer and free Internet service, human resource by assigning duties to staff members.

Velammal Knowledge park (Ponneri) and Velammal group of Institutions offer a good salary and have been coming here for the past two years to conduct campus interviews. Earlier students got recruited directly.

Every year, SEED an organization gives placement for at least 2 of our student teachers. Kumutha Matriculation Higher Secondary School from Erode recruits students every year about 5 to 6 students get placed.

Apart from these two institutions, several institutions like S.R.V Matriculation Higher Secondary School, Mahatma Gandhi Residential High School, Poonamallee, Bharathi Matriculation School, Koyambedu and Vani Matriculation School, Taramani came the last two academic years and recruited students with the help of the placement cell.

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

The placement cell does not face any difficulty. The educational institution that gets benefited by the placement cell gives a good feedback about the old students recruited which motivates our teaching faculty to extend full support and co-operation to them. The Head of the institution, Principal serves as the guide and able administrator for enabling the Faculty in charge of the Placement Cell, to work in an effective manner for the bright future of students.

Problems faced: - Remedial measures taken

- Mostly English medium schools approach us for campus – placement.
- to improve the communication skills and personality development bridge courses are organized
- a certificate course in English communication is also conducted to overcome this problem.

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

The institution does not have arrangements with practice teaching schools for placement of the student teachers as they are mostly government and corporation schools. However, the student teachers while doing teaching practice in their respective schools are informed by the school Head Master about the vacancies prevailing and after doing the B.Ed. course they join there as the faculty appointed through Parent Teacher Association.

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

The institution being a government institution no special financial resource is allocated to the Placement Cell as such but to conduct the campus interviews and demonstration classes necessary ICT facilities, venue and other resources are provided to the schools conducting the interviews.

5.2 Student Support

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

According to the UGC guidelines, work-load and time table is framed for the curricular programmes. It enables the teaching faculty to give individual attention for the betterment of the students. The co-curricular and extracurricular activities are also pre-planned and well executed by the faculty in charge. The students are well informed, trained and guided by the faculty regarding the activities. The students who participate and win prizes in various activities are appreciated in the morning assembly of the institution by the Head of the institution. This motivates the other students to participate in

various activities conducted by the institution. Through the feedback gained from the staff in charge and the participating staff, objectives are framed and plans are drawn for effective implementation of the activities for the next academic year. The winners of the sports events are appreciated in the sports day and winners of other co-curricular activities receive certificates on the College Day of the institution.

At the outset of every academic year, a meeting is held with the staff by the Principal in which approximate schedule of programmes like schedules for micro teaching, teaching practice, Citizenship training Camp, Blood Donation Camp are planned. Depending upon the difficulties faced in the previous academic year, changes are carried out in the academic calendar.

The History of the institution and the recent development and progress taken place regarding the introduction of new course and enrolment of students is provided to add to the prestige of the institution and motivate the students in extending their full support for successful completion of the academic course in this prestigious institution.

Fee details are updated in the calendar. Details about the theory and practical examinations, attendance percentage, and general guidelines for students are updated for the benefit of the students. Since the institution belongs to the government sector, details and updated information about the teaching, non-teaching staff and supportive staff are available in the calendar. A list of the endowment prizes are given in detail for motivating the students in the curricular process.

The students are well informed about Physical Education program, micro-teaching, observation and teaching practice sessions, Parent Teacher association, old students association and their working mechanism. Details about college library, hostel, hostel fees, higher studies, prevailing scholarship facilities, transport facilities are given in the academic calendar.

The syllabus is revised with inclusions based on the syllabus for SLET/NET and other competitive examinations by the respective teaching faculty. The students' opinion is also sought from the student representatives of each optional. The revised syllabus is submitted for the perusal of the Expert Members of the Board of Studies, Faculty Members, Principals, Senior Faculty from other institutions and the student representative of past years.

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

- The curricular planning is same for physically challenged students. However, the classrooms allotted for them ensure their comfort and ease.
- The teaching faculty extend due consideration to enable the physically challenged to overcome their difficulties.
- They are advised to record the lessons when they listen in the classroom.
- The visually challenged students record the lessons when their peer group read for them.
- Scribes help them in writing their tests and assignments.
- Importance is given to audio aids for the blind students.

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

Yes, our institution has tutorial/ward system. About fourteen students are allotted per tutor.

- As per the college time table we have a tutorial hour every week.
- The tutors meet their wards every week.

- The members of the faculty, who act as the tutor, guide the students in overcoming their difficulties in their personal, financial and curricular problems.

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?

The faculty is given full academic freedom by the institution to guide and mentor the students. If necessary they discuss with the Principal the problems confronted by the students. They are given suggestions and advice regarding the ways that can be used for solving the problems of the students. Question banks are prepared for the benefit of the students by the teaching faculty. Special classes are conducted and it is fully ensured that the portions are completed to the utmost satisfaction of the 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, the institution has its website. The website address is www.iasetamilnadu.org. The website offers the history of the institution, unique alumni details, course details, admission rules and regulations, Teaching and Nonteaching Staff details with a facility for the students to contact us. The fee structure and results are posted. The entire activities of the college for the academic year are posted on the web site along with the photographs.

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

Yes, the institution has a remedial programme for academically low achievers who are very few and weak in certain areas which is easily remedied by the concerned staff.

The teaching faculty through class tests for internal assessment identify the low achievers. Through personal contact, they find out the reason behind it. They try to help them by suggesting relevant reference books. They are given retest. They orient them about the syllabus and method of study. They give suggestions regarding their study habits. They are given extra and simplified notes, special tests are conducted.

5.2.7. What specific teaching strategies are adopted for teaching?

(a) Advanced learners and (b) Slow Learners

Specific teaching strategies are adopted for the advanced learners and slow learners

a) Advanced Learners:

The teaching faculty handling the optional subjects identifies the advanced learners and advises them to do special project as part of their practical work. They are asked to collect and compile rare pictures and news items for their pictorial album. They are given special topics for doing seminar and assignment which improves their communication skills.

b) Slow learners:

They are taught using drill and practice mode. Periodical tests, home assignments, individual attention are given to the slow learners but most of the students are above average as they are selected on merit and are willing to work hard.

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

The various guidance and counseling services available to the students are:

Academic guidance: The concerned optional faculty in-charge gives proper guidance for their academic enrichment as well as remedial improvement.

Personal guidance: Individual attention is given for advising and guiding them for their personal day to day problems by our faculty members. The students who have personal problems like illness, anxiety, aggression and stress are given counseling by the faculty members.

Social guidance: The students are guided for their social behavior and social adjustment. The staff after identifying the problems of students counsels them and does follow up work whenever necessary.

Career guidance: Guidance and counseling services and placement committee take initiative to guide and to make them choose the right career for their bright future.

The students are given advice regarding the courses and institution available for higher studies and the benefit of studying them. They are also well informed about the competitive exams they can appear for and the related requirements. The institution has an excellent grievance redress cell.

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?

The institution has a grievance redressal cell.

- Two members of the teaching faculty are in charge of it.
- We have a suggestion box fixed in the office wing. The Faculty in charge receives the grievance from students both formally and informally.

- Every year the students with problems approach the staff in charge for getting guidance and solution. The Principal with the help of Public works Department solves the problems related to infrastructural facilities revealed by the students as and when the need arises.

Some of the problems solved in the last few years are as follows:

- Provision of drinking water near the classrooms three RO plants one in the Administrative block, two in the Five classrooms Block and one in the hostel.
- Fixed extra fans and lights in the classrooms and hostel for the comfort of the students.
- Fitted inverters in the institution to overcome interruptions in power supply.

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

Through the internal assessment marks which involve seminar, assignment, class test and marks allotted for attendance percentage, the communicative skills, academic achievement, regularity and punctuality of the students are assessed. The participation of students in co-curricular activities and extracurricular activities are encouraged to enhance their team spirit and sportsmanship. The students who excel in these activities are encouraged in front of their peers and teaching faculty by the Principal in the morning assembly.

The students' performance while practising micro teaching skill is monitored by their peers and teacher educator and feedback is given to them immediately. Re-teaching of micro teaching skill is advised till mastery over the particular skill is attained. Teacher educators visit the schools where the student teachers undergo practice teaching to assess their performance in

teaching, effectiveness of teaching aids and relevance of lesson plan. Appropriate feedback is given to enhance the teaching skill of students. Revisit to the schools by teacher educators helps the students to know their improvement in teaching performance. It helps the teacher educator to grade the students in terms of their performance.

During the Camp, students are allotted duties in groups. Strict attendance is maintained to ensure punctuality. Students are encouraged to participate in the co-curricular activities like skits, dance, and music to exhibit their talents. They are given prizes at the end of the Camp to encourage them.

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?

The teaching faculty gives demonstration classes in microteaching which forms a base for acquiring pre-requisite knowledge regarding teaching by the student teachers. They are given orientation on the preparation of different types of teaching aids that can be used while practising teaching at their respective schools. Awareness of different varieties of teaching aids is given to the student teachers. They are instructed to have a lesson plan and teaching aids which are relevant to the topic while teaching in schools.

The students are instructed to observe the classes taken by their mentors in schools during their observation phase. They are given clear instructions by the optional teacher educators regarding observation sessions. The students come to know the dos and don'ts while observing the classes of their mentors which are helpful for them while teaching during teaching practice sessions.

When the student teachers go to practice teaching schools, they are given evaluation / assessment format sheet. Their mentors evaluate their teaching daily and grade their performance in the evaluation sheet. The

student teachers get the signature of the mentor in the lesson plan and teaching aids used by them daily. They get guidance and suggestions from.

Apart from their mentors, optional teachers from the college of education give them surprise visits to assess their performance in teaching. Their teaching aids, lesson plan, regularity to the school and class are assessed by them. They get feedback from the Head of the institution regarding the performance of the student teachers. The teacher educators report their feedback from the Heads of the schools to the Principal. 100% attendance is insisted upon for student-teachers during the teaching practice phase.

5.3 Student Activities

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

- I. List the current office bearers
- ii. Give the year of the last election
- iii. List Alumni Association activities of last two years.
- iv. Give details of the top ten alumni occupying prominent position.
- v. Give details on the contribution of alumni to the growth and development of the institution.

Old Students Association

The institution has an old student association, with the Principal of the college as the President, two members of the teaching faculty as the secretary and the treasurer, alumni as the member. The fund for old student association is collected along with the student fees. The fund is used for the beneficial

activities of the students. Endowment prizes for the students who excelled in their subject are given from the endowments created by various persons that is maintained by OSA.

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

Achievements of students:

Lions club organization conducted district level intercollegiate competition at Meenakshi College of Education on 12/12/2009. Thirty colleges participated and our students won the fourth prize thus proving their talent in Quiz competition.

In the Government tourism and exhibition of Chennai under Department of Education, our M.Ed, M.Phil, B.Ed students gave a demonstration of five psychology experiments for the public and received good comments. This exhibit and demonstration were done from 22/12/2009 to 05/01/2010.

Two of our M.Ed students participated in the State level seminar at Ankalaman College of Education, Vadakampatti on 27/02/2012 and presented their papers.

Newrite foundation India conducted free evening classes for B.Ed students from 30/11/2009 to 20/01/2010 on “Computerized Short hands in English” Thirty two B.Ed students got benefited from this training. One of the students from physical science and other from English department excelled in this training and received Rs. 1500/- as prize from that institution in the valedictory function of the training programme.

Our students participated in the Lecture and Lecture cum demonstration on “Popular Lecture series on recent trends in Education of the present Generation” by Dr. Kishore, Principal, St. Johns International School at Periyar Science and technology centre, Kotturpuram, Chennai.

On 29/12/2010, Tmt. Vijayarani and Tmt. Subbulakhmi gave a value lecture on Teaching Methods for students who have taken Tamil as the optional subject. The resource persons who are experts in curriculum construction enriched the students with their knowledge and experience.

In the departmental Seminar conducted on “Modern Trends in English teaching and learning” On 14/03/2011 by the Department of English, Eight of our English students presented their papers.

On 24/03/2011 Tmt. Tamilarasi an eminent educationist from Singapore, explained “Tamil Instruction through Computer” to our B.Ed students.

On 26/03/2011 Thiru. Sundaram Mahalingam explained to B.Ed students how to teach “Thirukural” through music and dance.

On 30/03/2011 Dr.S.Santhanakrishnan, Principal of Sri Ankalamman College of education, vadakampatti, gave a lecture on “Self development” for our students. He is the resource person invited by Internal Quality Assurance cell of our institution.

On 05/04/2011, Dr. Kirupa Charles Former Principal of Lady Willington college of Education, gave a valuable lecture on “Teacher Ethics and Values” for our students.

On 05/04/2011 afternoon, Mr. Zakir Hussain gave a lecture cum demonstration on “Emotional control, Self-confidence and Self-Esteem” to our students. By sheer self control he demonstrated how he could lie on a bed of nails and eggs.

On 18/03/2011, Department of English conducted the painting and collage competition for endowment prizes. Two students from English department won prizes.

Sports:

Tamil Nadu Teacher Education University held zonal level competition in our institution with the Physical Education Director as the organizer on 08/04/2010 and 09/04/2010. Four of our college students won second prize in athletics.

On 16/04/2010, 12 members of our students participated in State level Throw ball competition held at Stella Matutina College of Education and secured the second place. One of our students from Physical Science won the overall individual championship in this event. One of our students from Physical science won the second prize in 800m athletic events held in Chennai Zone by Tamil Nadu Teachers Education University on 10/03/2011 and 11.03.2011.

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.

The institution publishes the college magazine every year. An editorial committee with the Principal and two faculty members are in charge of the magazine. The student teachers are informed about it through the circular. They are encouraged to give their articles, paintings, short poem, scramble word, puzzles for proving their creativity. The students' creative works are published in the magazine after edition and released on the Graduation day. The Chief Guest of the Graduation day receives the first copy of the magazine every year.

5.3.4 Does the institution have a student council or any similar body?

Give details on – constitution, major activities and funding

The college has a student's union. This union is constituted at the beginning of the academic year. Every department elects a student as class representative. The class representatives of all the departments meet for election in the Principal's room. They elect a Chairman, Secretary, Sports Secretary, Cultural Secretary, and Social Service Secretary from among the class representatives on the basis of secret ballot. The Principal is the chairperson and two senior teaching faculty witness the election. This helps in inculcating leadership skills vital to a teacher. Union inauguration function is held with an eminent person as the Chief Guest where the student teachers take their oath for executing their assigned duties.

Activities of the Student's council:

There are regular meetings of the council in which matters related to academics and extra-curricular activities and problems of students are discussed.

Council encourages students to participate in inter-collegiate, university and inter-university cultural events.

Class Representatives have an important role to play. They are In-charge of class discipline, class attendance, lecture schedules and communication between staff, student, and management.

To encourage inter-mixing among students from different streams and courses, the Council celebrates special occasions or occasions of importance such as Teachers Day, Muthamizh Vizha etc.

In order to awaken a spirit of National Integrity among the student population, student council gives special importance to celebration of Republic Day and Independence Day.

Students' Council is a body which organizes College Day function under the guidance and supervision of the Principal and faculty members of the college. On this day we felicitate the students who have won laurels in academics.

Parent Teacher Association:

Parent Teacher Association functions with the Principal as the President, three members of the faculty are selected as the vice president, secretary and treasurer. The guardians and parents are the members.

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

Youth Red Cross and Student Social Service League:

Two staff members are in charge of Youth Red Cross. They receive the fund as part of the student's fee collected at the beginning of the academic year. They motivate the students for donating their blood by conducting a blood donation Camp with the active participation of volunteers and dedicated doctors.

Our college also has a student Social Service League, two faculty members are in-charge of this league. The fund is collected from the students' fees at the beginning of the academic year. Every year, our students participate in an active manner in the blood donation camp organized by the Youth Red Cross and Student Social Service League.

32 students donated their blood in the academic year 2009-2010. About 52 students donated their blood in the academic year 2010-2011. The then Principal donated blood first and motivated the students to donate blood.

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

The institution gets oral and written feedback through a Feedback form from the graduates and employers regarding their benefits attained from the institution. The graduates during the convocation day express their gratitude to the members of the teaching faculty and convey their progress in higher studies and job. Most of them pass the competitive examination and have a secured job. Some of the student teachers who work in the school visit our institution as representative of their school, to have interview with the present student teachers which add to the reputation of our institution.

Moreover, the institution which recruits our student teachers through placement cell express full satisfaction of the recruited teacher's performance which is revealed through their visit and letter regarding fresh recruitment every year.

5.4 Best Practices in Student Support and Progression

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

The college gives orientation programme to the students about the institution, vision, mission, goals and objectives, value of teaching profession, status and code of ethics for teachers, various courses offered, evaluation process, facilities in the institution, utilization of library, rules and regulations, etc.

We conduct stage programmes for conveying messages against evils of drugs/alcohol, and awareness programme about HIV/AIDS, various contagious diseases, physical fitness, life style diseases, road safety, savings and zero balance accounts, communicative English classes, coaching

programmes for various competitive examinations, civic and social responsibilities, etc.

The institution provides career guidance to the students to enable them to enter a job especially in teaching. Guidance is also given to appear for competitive examinations like NET, SLET.

The dissertation abstracts of M.Ed students are compiled for ready reference for new students joining the course. The research tools are prepared by the students for their research work is compiled.

The innovative practices in student support and progress in the institution are listed below:

- Well equipped computer and educational technology lab
- Provision for settling students' grievances
- Effective placement services
- Coaching classes for competitive examinations
- Remedial teaching for backward students
- Scholarships and incentives for students
- Support of associations like students council, PTA, Alumni Association
- Effective evaluation programme

The institution gives special attention to inculcate the spirit of values among the teacher trainees. The theoretical and practical knowledge gained by them is a real source of inspiration to lead a virtuous life in their future. It is a blessing to the young generation to get well equipped teachers as role models. The institution adopted various measures to provide value orientation to the student teachers. Eminent resource persons having a background of value education are invited to deliver a talk on various aspects of values during the camp.

Language Laboratory

The language lab was established with minimum facilities in 2004-2005. Then the lab was built and established on the second floor of the science block with equipment planned and set to improve the confidence level of the student teachers with self-study machinery talk sessions and hands on sessions with computer software such as mind game, listening comprehension exercises through linguaphone sets.

The language lab is now fully equipped with linguaphone sets for listening and speaking skills enhancement. The computer is loaded with software package designed to improve the interview and telephonic skills, vocabulary enhancement through mind game software.

In 2011-2012 through additional assistance fund of UGC the lab is fully equipped with digital language lab software designed to enhance self study and self- improvement in language fluency with the teacher helping on a one-to-one basis.

The electronic podium enables easy talk sessions and recording to boost the confidence level of the students in public speaking.

There are four task tables wherein they plan and play various language games to improve language skills and grammar comprehension. Group discussions and debates are regular features in the lab session.

The Television and DVD is used to play films and programmes enabling exposure to the language in an interesting way. The students are trained to generate power point package for various concepts to enable them to engage in computer aided language learning.

Internal seminar, mini paper presentation sessions with an external expert, language game demonstration sessions are held with the trainees as eager participants leading to enhancement of fluency in English.

Students Activities:

- Empowering with coordination of lectures, feedback on various problems, discipline in class room, etc.
- Use of Student Council as a forum to discuss problems and solutions.
- Class Representatives serve as an important communication link between management and students.

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

1. What were the evaluative observations made under Student Support and Progression in the previous assessment report and how have they been acted upon?

The suggestion to make internet facility available especially for M.Ed students and for the staff members has been attended to. There are three computers in the education department at the disposal of PG students and the number would be shortly increased.

The previous assessment report advice of setting up of placement cell has been put into effect. Campus interviews are conducted regularly. The placement cell is active for the past five years and regular campus interviews are held.

A formal grievance cell has been setup with at least two members of the faculty in charge.

2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Student Support and Progression?

The other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Student Support and Progression are as follows:

- 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.
- One day medical camp is conducted with the support of the Ward Councillor, Corporation of Chennai.
- The institution being the oldest and the most prestigious, most headmasters, CEO, Vice Chancellors, Government officials belong to the Alumni. Hence they regularly visit and encourage development of this unique institution.
- Short term, need based education courses such as certificate courses on Yoga, communication English are conducted. Computer skills courses and soft skill training, value education, Guidance and counseling courses are being planned.
- Special coaching is designed and offered at end semester to enable students to clear competitive examinations like TET and TRB.

IQAC organizes regular knowledge enrichment sessions through expert lectures and input for holistic development of teachers to be well equipped to deal with all cadres of students and challenges of the community.