

## **Criterion VI**

### **Governance and Leadership**

#### **6.1 Institutional Vision and leadership**

##### **6.1.1 What is the institution's stated purpose, vision, mission and values? How are they made known to the various stakeholders?**

###### **Purpose**

- To facilitate provision of integrated Postgraduate courses in Education
- To be the catalyst to enhance and improve lives through Educational and Research activities.
- To serve as a catalyst for sustained development of community through high quality education, productive partnerships, and joint ventures that increase educational expertise, collaborative research, development of soft skills and social skills and fostering diverse employment opportunities.
- To provide administrative decision making support by coordinating data collection, analyzing data, and reporting findings for consistent growth of the institution.

###### **Vision**

- To present unto the world versatile teachers ever ready to counter present intellectual and emotional challenges

- To ensure inculcation of professional and ethical values in Teachers and in dissemination of the same through them effectively
- To empower teachers with technological excellence
- To enhance awareness of individual potentials ensuring excellence in pedagogical transaction

### **Mission**

1. To enhance the quality of teacher education program to meet the global standards.
2. To take steps for dissemination of research to schools and to the society at large.
3. To plan and implement various extension activities.
4. To impart value education, human right education to the prospective teachers
5. To create an awareness of environmental protection among the student teachers.

### **Motto of the college**

“To be Good is Wisdom”

### **Goal**

To provide the State with DEDICATED TEACHERS

### **Objectives of the institution:**

- To ensure effective teacher training programmes leading to immediate application ensuring enhancement of knowledge

- To tailor the course framework to suit and mete out global trends and demands
- To provide the teacher trainees quality teacher education
- To make teacher trainees good citizens of the nation
- To enhance value orientation through training programmes, lectures and academic input
- To inculcate value systems in them so as to serve the community and nation with all oneness and integrity.
- To increase intellectual input in the subjects concerned to ensure efficient teaching learning transactions
- To have meaningful academic programmes to ensure development and expertise in the area chosen
- To ensure adequate training to bring about Holistic development of a teacher thereby their wards
- To inculcate a sense of responsibility towards community and National development
- To enhance awareness of issues related to ecology and environment through academic programmes
- To prepare them to meet the global challenges in the field of teaching.
- To enable them to come up in life with ideals integral in nature.
- To enable access to educational opportunities to the disadvantaged by exploring the means and ways to implement the same

- To facilitate placement through placement cell and equip students for employment with relevant skills
- To offer good exposure to research in the field of education and related areas of teacher education for candidates of this institution pursuing Post graduate studies, Master of Philosophy and Doctor of Philosophy.

## **Values**

Inculcation of desirable values among teacher trainees is highly essential to develop committed teachers. The teacher trainees need to be equipped with appropriate value inculcation strategies. If we succeed in inculcating values among teachers they will bring up a value oriented generation. We provide value education to all our student teachers. The major objectives of value education practice in the institution are;

- To develop better values and higher standards of personal behavior
- For the overall formation of the mind and character of the students.
- To produce men of mental and moral stature.
- To enable students to make teaching value based.

In addition to the general goals, the college aims at making life of the teacher trainees exemplary. Teachers inculcate in students social, moral and democratic values. Values like truth, co-operation, mutual understanding, quality consciousness, eco friendliness etc. are transmitted through the weekly assembly, social service, medical camp, citizenship training camp, YRC etc. Our institution develops human values among student teachers such as love for fellowmen, tolerance, unity and values in family life.

There is at B.Ed level a paper titled Value Education to inculcate moral and ethical values and another paper on Environment Studies for creating awareness of the importance of clean and green surroundings. The intercollegiate and inter departmental college competitions organized by the departments promote the growth of team spirit and tolerance. Yoga classes are also available for the students to learn ethics and spirituality. Orientation programmes at the beginning of the academic year, Career and Guidance Cell, Students' Welfare Committee also inculcate a value system among the students. Our weekly assemblies lay great stress on moral values.

**They are made known to the various stakeholders in the following ways:**

- A Clear statement of the vision and mission which reflects the teacher education goals and objectives are communicated at all levels to ensure the contribution of every stakeholder for institutional development. College calendar, college magazine, newsletter, etc. are means of communication of our vision, mission, goals and objectives.
- After the admission the student teachers are informed of the vision, mission, goals and objectives as part of the orientation programme.
- The institution's Mission and Vision are fulfilled by the faculty through the curricular and co-curricular activities.
- In addition to this the institution organizes classes by other experts in the field of education and visiting faculty.
- The college has achieved its goals through dedicated Principal, committed faculty and administrative staff, and motivated student teachers.
- To streamline cultural and national goals in education, through competitions, different functions (e.g. CT camp, Muthamizhvizha).

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

Yes, the mission includes the institution's goals and objectives in terms of addressing the needs of the society, the students it seek to serve, the school sector, education institution's traditions and value orientations .

The main goal to achieve excellence and maintain consistent quality is ensured through careful plans, schedules and implementation of the plans. Effective In-service programmes, support services to neighbourhood schools, application of latest trends in teaching, seminar sessions, and affording opportunity to all, community wise including SC, ST and the physically, visually handicapped, is ensured by careful planning.

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

As IASE is an autonomous institution, the following committees function for efficient transaction of teaching – learning process.

- Board of Studies – ( Experts from Neighbouring colleges)
- Governing Body
- Finance Committee
- College Council
- Directorate of Collegiate Education is our prime authority for sanction of funds for infrastructure development and maintenance, furniture and equipment, distribution and allotment of funds, government orders ,important notifications etc.

- Board of Studies – prime body for approval of syllabi modifications and regulations.
- Academic council – Approval of the Minutes of Board of Studies.
- Finance committee – Approves and sanctions permission for all expenditure related to conduct of examinations and exam related work.
- Governing body – final approval of all the resolutions of Academic council, Board of Studies and Finance committee.

**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?**

- The management and head of the institution ensures that responsibilities are defined and communicated to the staff of the institution through council meetings and staff meetings.
- Through the reports of the various committees formed and by observing the activities of the various committees, the head of the institution ensures that the students are guided in the right path.

The circulars are sent on proper time for implementation, follow up and evaluation. Responsibilities of every staff are communicated to them through notices that clearly define their role in the implementation of any given assignments. Besides they are also informally counselled so as to make them aware of their duties.

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

Valid information (from feedback and personal contacts etc.) is available

- By getting feedback from the students about the effectiveness of teaching of all faculty members through questionnaires.
- By getting direct information from the student council members, and optional subject representatives, the management ensures that valid information is available to review the activities of the institution.
- To review the activities of the institution, the Principal conducts College Council Meetings and Staff meetings to get the feedback from the staff.

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

- The internal monitoring mechanism monitors the organization and management of the institution.
- Through the actions and reports of IQAC and grievance cell the institution identifies and addresses the barriers in achieving the vision/mission and goals.
- Meetings with the faculty are held and decisions are made on the following to achieve the **mission, vision and goals** :
  - Distribution of funds to spend on requirements of the college.
  - Infrastructure maintenance.
  - Academic functions and suggestions.
  - Research activities to be carried out by the M.Ed and M.Phil students
  - Extension activities.

The well-established linkage with NCTE, NCERT, NIEPA and RIE at the National level and other linkages with the State level and Regional level organizations play a vital role in the organization and management of the institution. Periodical tests and exams, inbuilt mechanism to check the work efficiency of the non-teaching staff and the practice of allowing them to attend professional development programs is in vogue.

The calendar committee comprising of the Principal and two other faculty members plan the various activities to be carried out for the academic year following the NCTE norms strictly.

The external financial audit mechanism monitors the financial budget, surplus and deficit funds. The State and Central government bodies do this annually.

The Government welfare schemes and scholarships, grievance redressal cell help the students greatly. Quality is the watchword and quality maintenance and consistency our vision. The entire curriculum transaction, co-curricular and other activities are planned and implemented in such a way that the quality is in no way diluted.

IQAC ensures, assesses, advises to maintain quality and ensures its consistency through constant surveillance, review and discussion, through feedback assessment from practising School Headmasters and Mentors, from students and practical examination commission members who visit us, apart from the alumni. All the ideas propounded by the experts in the In-service programs are included in the Pre-Service academic program.

The democratic atmosphere and participatory approach of the administration and the cooperation of the staff ensures easy administration and helps to maintain quality.

**The specific innovations contributing to quality improvement are:**

- Communication skills classes
- Play way method of learning / teaching language games
- Team teaching in science and mathematics class.
- Quiz, unannounced tests, diagnostic tests, remedial programs, and reassessment tests, oral tests.
- Dissertation/Thesis compulsory for M.Ed, M.Phil., and Ph.D., research programmes.
- In-service programs to faculty of CTE, DIET and school teachers.
- Self-learning devices and relevant study skills are developed in students as learning skills.

At B.Ed. level Action Research is compulsory to give basic idea of research and also Case Studies (Individual & institution) compulsory as part of research activity.

**Extension activities:**

- The In service programmes are conducted as and when funds are received for faculties of CTE, DIET and School teachers as part of the extension activities.
- The faculty of this college extends voluntary support service to all the faculty of Colleges of Education (Self-Financing Newly started) to help them take off in their academic activities.
- Further the Academic faculty is constantly involved in various research projects in education funded by MHRD, which definitely enriches the academic programmes.
- Governance ensures that no class depends on one teacher. The work goes on by substitution and turns even if one staff (office/academic) is on leave.

- Democratic measures of governance evolve a pleasant and productive atmosphere.

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

The management encourages and supports the staff for improvement of the effectiveness and efficiency of the institutional processes,

- Through the academic freedom given to the faculty members.
- By deputing teachers for seminars, conferences and workshops.
- By organizing seminar, conferences and workshops in the college.
- A word of appreciation and encouragement speaks more than awards and gifts. The head of the institution appreciates and thanks the staff and students through circulars and in the meetings.

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

- In the governance and management of the curriculum, the head of the institution plans and chalks out the year- activities like pre-teaching, teaching practice and submission of records and files through College Council and Staff meetings.
- In administration, the head of the institution plays a vital role and maintains a good rapport with the Affiliating University TNTEU and the entire administrative work is based on the instructions and the proceedings of the Director of Collegiate Education.

- The Head of the institution is the ex-officio member in Board of Studies, Academic Council, Finance committee and Governing body.
- The Head of the institution plans the activities, executes them by allotting duties to different staff members, prepares the action plan and evaluates the execution of the plans.
- In allocation and utilization of resources like State, UGC, MHRD, Autonomy funds the Head of the institution discusses with the faculty the urgency and immediate need of each department and office in the Council Meeting and accordingly allots funds as per the requirement and need of each department/office.

## **6.2 Organisational Arrangements**

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

The Head of the institution governs all the activities and the staff members are apprised of the important points.

The following committees are constituted for monitoring all the activities and for the smooth functioning of our institution.

- Board of Studies
- Academic council
- Governing body
- Finance Committee
- UGC Committee

- Old students association committee (OSA)
  - a) To monitor the OSA fund
  - b) To allot funds to conduct Graduation Day and other important necessary activities of the college
  - c) To file all the bills, vouchers and required documents

### **Sports committee**

- I) To advise the physical Education Department regarding the conduct of activities and other events
- ii) To guide the physical education department during the inter and intra college sports activities participation.

### **Hostel committee:**

- i) To monitor the activities of the hostel
- ii) To monitor the governance of the hostellers
- iii) To maintain the budget of the hostel etc.,

### **PTA committee**

To maintain funds and to record all the activities related to parent Teacher association.

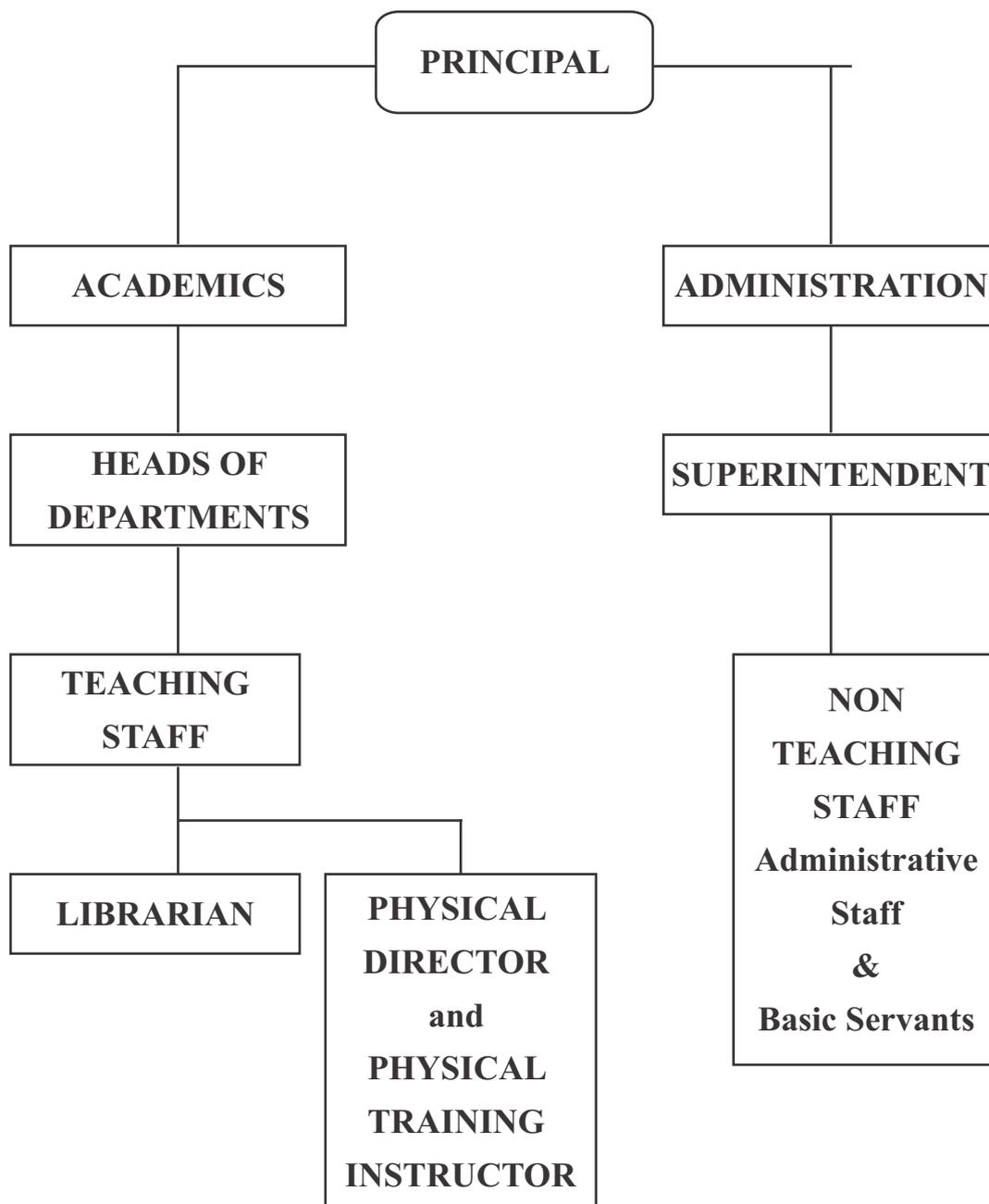
### **Research committee**

To conduct colloquium, to allocate guides to the students, review of M.Phil background paper syllabus ,conduct of viva voce , exam etc.,

<b>S.NO</b>	<b>COMMITTEES</b>	<b>FUNCTIONS</b>
1	Admission committee	Monitoring Admission
2	IQAC	Quality assurance and maintenance
3	Students council	In-charge of college activities
4	Grievance cell	Removing Grievances
5	Calendar committee	Compiling Calendar, Planning academic schedule
6	Placement cell	Arrangement for interview, test etc
7	Alumni Association	(i) Convocation (ii) Conducting activities
8	Examination Committee	Conducting model examinations / semester examinations
9	Sports Committee	Sports Activities, Ground maintenance
10	PTA	PTA related records and funds management
11	Hostel Committee	Hostel Management
12	Library Committee	Library improvement and facilities
13	Research Committee	Research colloquiums and related activities
14	UGC Committee	UGC Funds allocation and management
15	PWD Committee	Infrastructural Maintenance related issues, Proposals to PWD

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

The Principal is the academic and administrative Head, the teaching and non-teaching staff work together for the effective functioning of the College as given below:



### **Academic body of the institution**

- Board of studies
- Academic council
- Governing body
- College council

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

Ours is a Government autonomous institution, hence administration is based on the rules and regulations, and policies framed by the Government of TamilNadu. Within the frame work of college, administration work is allotted to all members of the faculty by the Principal based on seniority. Decentralization is done in such a way that it involves every one and makes everyone feel important. This is implemented under the supervision of the Principal who assigns departmental and college responsibilities equally to every faculty member apart from teaching related activities.

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

Our institution invites dignitaries from various departments and college authorities as special invitees to the functions. For observation, teaching practice, practical exams teachers and students are invited from Government Model Higher Secondary School in the college premises. We interact with around twenty school personnel in and around our institution and send our student-trainees for practice-teaching. Thus good rapport exists between the institution, the school and the society.

**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.**

The IQAC and various departments of the College collect feedback from the students on the aspects of curriculum, teaching methods and institutional performance and takes constructive action. If the College identifies any problems by the appraisal of the students, serious steps are taken in this regard to improve the performance of the students and the teaching learning transactions.

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

- To promote co-operation, innovation among the various departments in the institution, team teaching, citizenship training camps, common seminar classes, workshops, symposium, bridge courses, spoken English classes, yoga classes, physical activities, exercises, VazhumKalai (Art of Living) classes, orientation classes demonstration classes etc., are arranged. These classes / activities help to promote good, congenial environment in the institution.
- In promoting Co-operation, the institution arranges staff tour and camp activities.
- In sharing of knowledge the institution conducts seminar, workshops and club activities.
- For innovations, the faculty members are given academic freedom to use innovative methodologies.

- For empowerment, the faculty members are encouraged to attend seminars and workshops, take up research and also to participate in orientation and refresher courses as part of their professional development.

### **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 institution has an Management Information System (MIS) in place, to select, collect align and integrate data and information on academic and administrative aspects of the institution .In fact the entire correspondence with the Government is done through Internet.

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

The government recruits Teaching faculty through Teachers Recruitment Board. Non-Teaching Faculty are appointed through TNPSC and employment exchange. The teaching faculty members are appointed based on the criteria and prevailing norms framed by University Grants Commission. Preference is given to teaching experience, academic excellence, and priority given to doctorate holders and NET/ JRF certificate holders. State funds, UGC Assistance funds, MHRD funds, Autonomous funds are allocated to the institution from time to time. These funds are utilized for implementation of the mission and goals.

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

- To support, the implementation of the mission and goals planned and obtained we have dedicated and devoted faculty members appointed by the state government proficient in their respective subjects (all are doctorate degree holders).
- As for the selection of students meritorious students are admitted in our college through Single Window Counselling
- Being a Government College the financial resources are from the government (Budget Allotment) through the Director of Collegiate Education.
- The fees fixed by the TamilNadu Government are being collected from the student every year and are deposited under relevant heads in the State Bank of India (Treasury Branch) Chennai.
- Receipts and Expenditure statements are prepared every month reconciled with Treasury (Pay and Accounts Office) and sent to the Head of Department there.
- The Head of Department in turn reconciles the figures with Accountant General.
- The fees collected from the students under various heads such as Union, Games, Magazine, Calendar, etc. are being spent for the purpose for which it is collected on resolution by the committee formed every year for each head.

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

- Academic plan is developed in the staff meeting after discussing with the faculty the issues pertaining to the academic year by the head of the institution.
- These plans are often communicated to the Director of Collegiate Education.
- The Head of the institution allocates duties and distributes workload as per the NCTE and UGC norms to various staff members.
- Prior permissions from administrators and then from concerned school headmasters and staff members are received.
- Then faculty members visit weekly at least 3 days to all schools and help the students for practice-teaching.
- The feed-back from school teachers/head masters helps us to guide our teacher-trainees.
- Thus, school teachers, faculty and administrators are involved in the planning process.

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

- To assure individual employee's contribution for institutional development in achieving objectives, various committee meetings are organized, circulars are sent, reports are made and sometimes even oral instructions are given. The deployment of objectives is carefully monitored by the Principal with the help of various committees constituted for the same.

Individual contributions and achievements are acknowledged in the annual day reports, newsletters and magazines.

#### **6.3.6. How and with what frequency is the vision, mission and implementation plans monitored, evaluated and revised?**

The vision, mission and implementation plans are monitored, evaluated and revised in the council and possible staff meetings held once a month

- Year plan is developed before the commencement of the academic year.
- Staff meetings are conducted by the Principal to discuss various activities to be carried out the whole year.
- Usually, the following matters are discussed in the beginning of the year. While planning so, the merits and demerits obtained from the feedback obtained from different activities is taken in to account.
- List of activities to be conducted
- Framing of Timetable
- Modification / Revision of curriculum to be presented before Board of Studies
- Allotment of duties to different committees

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

IQAC seminars and workshops are arranged to communicate new technology. Institution equips the labs with innovative technology. During regular classes, micro teaching sessions and practical exams the modern technology is made use of.

## **6.4. Human Resource Management**

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

- Faculty development needs are identified through feedback from the students, and with the academic performance of the students.
- These needs are satisfied by the faculty by attending different seminars, symposia, workshop, orientation, induction training programmes, refresher courses, summer courses as per the rules and regulations laid by UGC.

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

Self-appraisal method is in vogue. Self-evaluation helps the faculty to update themselves.

### **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 welfare measures for well-being, satisfaction and motivation are:**

- i. Loan facility ( Housing and Vehicle loan sanctioned by the government)
- ii. Academic freedom
- iii. Funding for seminars/ workshops (State and UGC funds)
- iv. OD for attending seminars/workshops
- v. Free and subsidized medical facility
- vi. Health Insurance Scheme

- vii. Family Benefit fund
- viii. Permission to do higher studies.
- ix. Staff quarters (1 +4) just 20m from the institution is available.
- x. Canteen facility is available.
- xi. Bank loan facility is arranged.

All the welfare measures are as per TamilNadu Government rules and norms

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

Hands on computer training are provided to both teaching and non-teaching staff. Workshop on analysis of research data using SPSS package is given to the faculty. Interested non-teaching staff members are allowed to attend communication skill classes. Classes for development, stress management, to improve emotional intelligence are conducted as part of the academic schedule.

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

As ours is a government autonomous institution the recruitment of faculty with desired qualification, knowledge and skill are carried out by Govt. of TamilNadu through Teacher Recruitment Board (for teaching faculty), TamilNadu Public Service commission, and district employment exchange for the appointment of non-teaching staff.

**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? (E.g. salary structure, workload, specialisations).**

Guest lecturers are appointed with qualifications prescribed by UGC for the post of Assistant Professors, on a temporary basis (i.e. from the beginning of the academic year till the end) with a consolidated salary.

As far as non-teaching staff are concerned, if there is any vacancy not filled by the government, persons are appointed and paid a consolidated salary with funds from PTA or OSA.

**6.4.7. What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty? (E.g. 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 association)**

The Members of the faculty in their own interest write books, participate in international, national and regional level seminar, and publish articles. There is no provision for this in the state Govt. But, teachers are applying for UGC minor, major research projects.

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

The following physical facilities are provided

1. Separate departments with staff room and toilet with water facility.
2. Fully automated library with net connection
3. Good department laboratories

4. Reprographic facility
5. An active functioning office.
6. A Canteen

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

The head of the institution is easily accessible to share information. An active association is in vogue to register any grievance( TamilNadu Government College Teachers Association) The Secretary and other members of the branch of this association in the college discuss all the grievances/ complaints with the Principal. Generally matters are resolved by discussion and consultation.

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

All faculty members are involved in various administrative and academic activities apart from their regular activities. These activities include fixation of schools for teaching practice, conducting seminars, observation of classes during teaching practice, arranging different community related camps,(Citizenship training camp blood donation camps, Health awareness programmes, voters awareness etc.,) The faculty willingly carry out all the activities with the encouragement of the Principal. In order to give equal exposure and experience all the staff members are given an opportunity to take up different activities in turn every academic year.

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

Staffs members are encouraged and appreciated by the principal during staff meetings, after College day and during other activities. They are

rewarded with small gifts on sports day. A word of appreciation is more than a ton of prizes.

## **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 the source of revenue and income generated**

Yes, the institution is fully funded by the government of TamilNadu.

The grants received in the last three years under different heads are as follows:

UGC Five year plan grants for autonomous colleges.

#### **UGC XI Plan Expenditure(2007-2012)**

##### **Amount Received during the period 2007-2008 : Rs.83,232**

Amount Spent	:	Books and Journals	:	27,744	
		Equipments	:	55,488	
				-----	
		Total	Rs	:	83,232
					-----

##### **Amount Received during the period 2008-2009 : 83,232**

Amount Spent	:	Books and Journals	:	27,744	
		Equipments	:	55,488	
				-----	
		Total	Rs	:	83,232
					-----

**Amount Received during the period 2008-2009 : 1,66,464**

Amount Spent	:	Books and Journals	:	55,488	
		Equipments	:	110976	
				-----	
		Total	Rs	:	1,66,464
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UGC Autonomous 2010-11 Rs: 800000

**UGC Additional Assistance – Special Grants**

UGC Additional Grants Rs: 1000000

**MHRD XI Plan Grants for conduct of in-service programmes and grants for research projects**

- FUNDS RECEIVED : Total Amount 10.5 Lakhs
- INSERVICE PROGRAMME : 8 Lakhs
- RESEARCH PROJECTS : 2 Lakhs
- COMPUTER CONSUMABLES : 0.5 Lakhs

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

The following are some of the resources mobilized as endowment prizes for the encouragement and motivation of the best performing candidates in academics. Institute of Advanced Study in Education being a purely government institution no donation is collected in any form.

**College Endowment Prize List**

1. SubramaniyaIyer Silver medal for the highest score, at UG degree in Education.

2. Teacher's college students Trust savings fund endowment prize is given for:
  - i. First mark in Education subjects - A Book
  - ii. First mark in B.Ed practical examination – A Book.
3. Perarignar Anna endowment prizes.
  - i. Highest score in B.Ed written examination.
  - ii. B.Ed practical examination highest score.
4. Lord Bentland prize for B.Ed optional –II ( English) first mark – A Book
5. Jayaram scholarship fund – for highest score in M.Ed examination.
6. Dr. Jayalalitha endowment prize for sports.
7. Institute Of Advanced Study In Education Endowment prize.
8. Institute of Advanced study in Education Endowment prize.

**Alumni of IASE endowment prizes.**

1. Dr.S.M. Sundararaj, Former Professor, Department of Education Instituted, Dr. S.M. Sundararaj prize Endowment in Education psychology for B.Ed students for first & second place.
2. Dr. Muthusamy Endowment prize of Rs.10000/-given by Dr. Muthusamy residing in US for highest score in three optionals, one Education subject and practical examination.
3. Seethalakshmi Memorial Prize of Rs.1000/- instituted by Dr. Krishnaveni, former Principal College of education for the present Academic year B.Ed students highest score in B.Ed.

4. Prof. Palaniyappan Endowment prize of Prof. Palaniyappan of Rs.1000/- for the overall highest score in B.Ed., Education subjects and in M.Ed., subjects.
5. V.S. Ithiraj Ahmed Tamil(Dept) Teacher Trainee of 1997 instituted Umarupulavar endowment prize of Rs.1000/- for first mark in total in all the subjects.
6. Dr. Rathnasabapathy endowment prize for the Best teacher award for Rs.3000/- instituted by Dr. Rathnasabapathy former Professor, Dept of Tamil for optional II Tamil students scoring first, second and the third highest marks.
7. Dr. R. Prema, former Principal, Bharathi Women's College instituted RamanujarIyengar Memorial Prize of Rs.3000/- for the first proficiency prize in B.Ed., & M.Ed.
8. Selvakumar Arts Endowment prize of Rs.1000/- of Mr. D. Selvakumar, former Drawing master for first & Second prizes in Drawing competition.
9. Indira Rao Endowment prize of Rs.2000/- instituted by Mrs.BhanumathyVenkatraman, former professor in the Dept of English for first place in Arts & Craft competition conducted for English optional students alone.
10. Vajravelu Jeeva Endowment prize of Rs. 5000 instituted by former Professor of Tamil Education, Dr.S.Vajravelu for first and second prizes for the Tamil Quiz Competition to be held annually.
11. The Vice-chancellor of Tamil Nadu Teachers Education University Dr.G.Visvanathan, also one of the most distinguished alumnus of Institute of Advanced Study in Education contributed a sum of Rs. 25000 as endowment cash prize for the best thesis at the M.Ed. level.

12. Dr. V.Chandrasekaran, Head of the Dept.Of Education of IASE instituted an endowment prize in the name of Dr.Kumaran, Former HOD of Education, University of Madras for awarding First prize to the highest scorer in Advanced Educational Psychology at M.Ed. Level

**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, the operational budget of the institution is adequate to cover the day-to-day expenses. Whenever there is a deficit arrangements are made to meet the deficit through the other government funds.

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

The following are the budget allocations received over the past five years, depicted through income expenditure statements, future planning, resources allocated during the current year, and excess/deficit.

**SALARY AND NON SALARY ACCOUNT EXPENDITURE**

Description	2008-09	2009-10	2010-11	2011-12
Salary	1,26,12,452	1,51,25,095	2,73,32,245	2406935
Stationery	-	-	-	19772‘
Printing	-	-	-	22094
Postage	-	-	-	-
Telephone	8807	10259	9496	7497
Contingency	22320	41771	59999	43996
Electricity bill	110531	110531	106824	101946

Water	160886	175512	153547	131634
TA & DA	-	-	6930	-
Miscellaneous	-	-	-	-
Advertisement	-	-	-	-
Maintenance - periodical	-	3960	6000	4000
Stocks and equipments	-	10000	29000	25000
Cost of books	-	10000	18000	17993
Machinery and equipments purchase	-	15000	24000	15840
Maintenance	-	19800	38927	35228
Advances-fees	26000	56000	50000	42000
Remuneration	-	-	-	-
Contract pay	11622	17148	4526	-
Recovery	-	57200	34200	-
Prizes/awards	3000	3000	-	-
A.V. equipments	-	-	199992	-
Pay commission				
Arrears				325334
UGC Arrears				2701548

**SPECIAL FEES ACCOUNT EXPENDITURE**

<b>Description</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>
PD – I	117362	120034	119479
PD – II	68530	63040	130265

**UGC ACCOUNT EXPENDITURE**

<b>Description</b>	<b>2010-11</b>
Furniture	639995
Equipments	87645
Computer accessories	0
Meeting and refreshments	0
Examination expenditure	0
T.A	0
Books and Journals	72360
Workshop	10000

**UGC XI Plan Expenditure**

**(2007-2012)**

**Amount Received** during the period 2007-2008 : 83,232

**Amount Spent** : Books and Journals : 27,744

(in Rupees ) Equipments : 55,488

**Total** : **83,232**

**Amount Received** during the period 2008-2009 : 83,232

**Amount Spent** : Books and Journals : 27,744

Equipments : 55,488

**Total** : **83,232**

**Amount Received** during the period 2008-2009 : 1,66,464

**Amount Spent** : Books and Journals : 55,488

Equipments : 110976

**Total** : **1,66,464**

**UGC Autonomous 2010-11** : **800000**

**UGC Additional Assistance** : **1000000**

### Examination Account Expenditure

<b>Description</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-2012</b>	<b>2012-13</b>
Paper setting and valuation	95477	185000	93894	179264	116115
Remuneration / Honorarium	19580	-	52795	-	-
Printing and stationery	53384	47413	73137	95757.50	68390
Audit fees	6500	3500	3500	4000	4500
Meeting charges	-	8763	11342	21930	8230
Repairs and maintenance	-	-	29597	48757	8285
Travelling	3761	600	2109	20265	1518
Lunch and refreshment	20834.50	-	34359.50	34791	28018
Bank charges	-	-	60	60	-
Provisional certificate	66000	66000	68450	72350	65800
Salary staff	86190	62461	113105	201295	205870
Depreciation	25623	62654	53256	49317	50918
Miscellaneous expenses	1403.50	-	-	-	-
Telephone and postage	12309	7961	11231	9201	7487
Balance amount of income over expenditure	151970	139342 (Excess Spent)	39823.50 (Excess Spent)	133162.50 (Excess Spent)	9549 (Excess Spent)
Air conditioners	-	-	-	53980	-
<b>Total</b>	<b>543032</b>	<b>583694</b>	<b>586659</b>	<b>924130</b>	<b>574680</b>
Examination fee collected	510315	566775	561800	589,250	549,850
Duplicate mark sheet fee		250	400		
Bank interest	32717	16669	24459	30,055	24,830
Excess				133162.50	
<b>Total</b>	<b>543032</b>	<b>583694</b>	<b>586659</b>	<b>752467.50</b>	<b>574680</b>

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

Yes, the accounts are audited regularly by the Education Department of Directorate of Collegiate Education and Accountant General of Chennai zone. The outcome of these audits is available in the records maintained by the office.

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

Yes, institution computerized its finance management systems. All governmental transactions, scholarship funds, salary accounts, expenditure accounts are all computerized and accessed through Information communication technology (ICT).

## **6.6 Best practices in Governance and Leadership**

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

The following are the best practices in Governance and Leadership:

- Conduct of seminars and workshops on relevant topics as part of quality sustenance measures
- Individual need-based academic and personal counseling to slow learners and advanced learners to uphold the standards of the institution.
- Emphasis on Total Development (cognitive, affective and psychomotor) through training programmes.

- Institutional climate is supportive and warm.
- Mentoring
- Use of modern technology in classroom.
- Involvement with the community through Each-One-Teach-One, Survey and Case Study.
- Achievement oriented climate.
- Loan facility /scholarship scheme.
- Linkage with various national and international bodies like, NCERT, SCERT, CTE, TRB, TNPSC ,DPI, NGOs
- Good rapport with neighbouring colleges of education, and co-operating schools.
- A vibrant Alumni Association of the college.
- Grievance cell for both staff and students in place
- Regular Council and Staff meetings, different committee meetings, IQAC meetings and decision making
- Suggestion Box and solution to problems

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

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

**Evaluative Observation:** - Staff development programmes need to be increased.

This has been done through workshops and seminars conducted in the institution. The staff members are encouraged to engage in research activities, take up projects and present/ publish research papers at all levels.

IQAC is in the process of being strengthened and has been very active the past few years and all that is possible for the students in the ten months they are with us is done by inviting resource persons, experts and educationists in eminent positions.

All the teaching staff members are active in inter-institutional activities as members of the different boards of neighbouring institutions and very active chair persons, moderators, keynote speakers in research forums organized by these institutions.

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

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

- Special lectures, workshops, seminars conducted periodically
- IQAC activities planned, monitored and executed
- Community involvement is being planned through each one – teach one initiative
- Extension activities through conduct of in-service training, camp activities
- Warm and collaborative institutional climate
- Exceptional academic performance of students

- Networking, participation and organizing development programmes for teachers, Principals and school administrators
- Involvement in relief activities in case of natural calamities.
- Active student placement cell
- Student welfare measures taken through arrangement of scholarship grants and loans

Regular Council and Staff meetings, different committee meetings, IQAC meeting and decision making