

## **CRITERION-VI**

### **GOVERNANCE AND LEADERSHIP**

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

##### **6.1.1 The governance of the institution is reflective of an effective leadership and participatory mechanism in tune with the vision and mission**

The vision, mission and goals of IASE are the guiding principles as the institution works for quality teacher education, preparing competent teacher educators and research in teacher education.

**Vision:** *“To develop world class teachers and teacher educators who can guide the generation for transforming the world to be a better place to live in, where people and nations live in peace and harmony with nature”*

The quest for excellence is highlighted in the vision of the institution. The institution functions to develop itself into an international standard centre for teacher education. The institute aims at developing an intellectually competent, morally upright, physically balanced, and socially responsible, dedicated teachers, who have a vital role in the upcoming world.

**Our Mission:** *“Holistic development through excellent pedagogic training, cultural practices and environmental and life skill education”*

The mission stated above implies

- \*To make the institution a centre of excellence.
- \*To impart quality training in various areas and thereby enrich the teaching community.
- \*To make academic link with similar institutions in India for sharing resources.
- \*To develop the institution as a good centre of educational resources,

- \*To provide space and human resource for setting up a teacher education university.
- \*To emerge as a centre of experts on diverse educational areas.
- \*To extend consultancy services to the field of education and social science research.
- \*To upgrade the institution as an educational research centre.

The teaching ,research and extension provided in the institution aim to generate a new work culture for improving the practices of education.The institution utilizes all the available resources ,for experimentation and innovation,which lend a hand in achieving and sustaining excellence in teacher education

**Values:**To inculcate among prospective teachers the values like world vision, spiritual wisdom, tolerance, sense of responsibility and work culture, self control, self respect, truthfulness, enthusiasm, dynamism, tranquility, eco-friendly development, environmental sensitivity, effort for excellence, commitment towards profession, commitment towards society, self esteem, self empowerment and modernity.Institutional values are different to our personal values in that they allow the members to function within the institution. Our institutional values are not rules but shared ideas and understanding that bind us together. Along with our mission and our commitment to excellence

**Aims:**Our vision and mission statement do reflect the objectives of the teacher education of our country. We strive hard to develop human resources by imparting quality education withthe right emphasis on values and the cultural heritage of our nation. All our efforts are directed to empower our student teachers and make them responsible, productive, earning members andexemplary human beings. We help them to march forward with an aim and a purpose and a clear direction and make the nation proud with their contributions.Our curricular and extracurricular activities are designed to translate our vision andmission into action. In this temple of Learning, students from all sections of society are engagedin learning and skill

development. Learner-centered and activity-based classroom teaching, use of modern technological devices, community orientation, social service and extension activities are some of our best practices. We organize a wide range of extracurricular activities to help the students to discover and to develop themselves. We encourage them to question and to learn creatively. A large number of our student teachers come from the underprivileged sections of the society and their learning skills and self-motivation are not up to the mark. Keeping this in mind, we devise excellent learning programmes for our student teachers, and nourish and nurture them. Very often, we have to walk an extra mile to bring our student teachers to the mainstream of modern, competitive and skill-based education. We do this with true commitment and unfailing dedication. We follow vision, while at the same time responding to greatly changing needs. The purpose, vision, mission and values are known to the various stakeholders with the help of our college prospectus, college calendar, Alumni, celebrations of festivals and national days, college day, college website, seminar invitations and the display boards in the corridors of the college building.

**Objectives:**

The institution has clear and specific objectives:

- \*to provide innovative practices according to the global trends and demands
- \*to empower the teachers by providing activities for the development of self, community and nation.
- \* to develop human values among teachers such as ,love for fellowmen,tolerance,unity,equality,etc.
- \*to arrange value education classes for developing a value oriented society.
- \*to provide assistance to become intellectually competent and academically enriched teachers by using the training facilities provided in the institution.
- \*to equip the teachers to develop and practice innovative methods in teaching and evaluation.
- \*to help the socially disadvantaged to come forward in the main stream of the society.

***The vision, mission and values are made known to the various stakeholders in following ways:***

The college has its prospectus for admission to courses like B.Ed. and M.Ed. that contains detailed introduction of the institution including its vision, mission, and values. The students and community come to know about all these in this way. On very first day Principal addresses the new comers in which the students and the stakeholders are made acquainted with features, achievements, vision, mission, values, and objectives of the institution. The institute's stated purpose, vision and mission are displayed in the college at various places for information of students and teachers. On all important days like convocation, sports day etc. students are repeatedly made aware of the vision, mission and values.

The institution maintains a healthy and warm rapport with major educational organisations of the state. Also the college has strong communication with all schools of the district. members of our faculty attend different programmes of these institutions. They also act as visiting faculty in the nearby institutions.

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***6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management***

The mission of institute includes the institution's goals and objectives in terms of addressing the needs of society, students, school sector, educational institution's traditions and values orientations. The Principal and highly qualified staff of the college is competent well to transact the mission through different curricular and co-curricular activities to the society, students and schools. We aim to produce a band of committed teachers who would be agents of social change which is the need of the society. To make the students understand and experience the reality of underprivileged is part of our

mission. This will make the prospective teachers work towards just and humane society together with the poor which is our institution's goal. The School sector requires the skillful and committed teachers that could be reached through our mission. We are to equip the teachers with thorough theoretical input and provide them practical training so that the teaching-learning process becomes effective. Imparting the values of brotherhood, sisterhood, social justice and eco-human solidarity is a part of our mission which is the need of the hour. This mission brings forth good citizens for harmonious and humane society.

Following are the ways followed by us:

□ All the students who may or may not be seeking admission here, are provided with counseling in our institution for their bright future. The students are assisted for filling up online forms, choosing subjects etc without any cost. Free service is given to them.

□ When the students get admission they are given full opportunities to explore themselves in studies as well as their talents. Teachers teach the students with full responsibility and interest. Teachers put their full energy to develop and polish the skill of teaching in students. It helps the students to get a good job in schools and colleges. They become able to be economically independent and to serve the society.

□ The students are also provided with different resources like rich library, well equipped computer lab with internet facility.

□ Extension lectures by experts are also organized which are related to our mission and helps us to realize our goals. The extension lectures are generally in the field of Personality development, Communication Skills, How to face an Interview, Moral Education, Environmental issues etc.

□ The students are given maximum opportunity to participate in different activities of Calicut University Youth Festival. In our institute different type of competitions like Literary, Dramatics, Fine Arts, Home Science, Information Technology and Sports competitions are organized annually by respective societies of the college. Each student is encouraged to participate in these

competitions to explore the talent within. The participants are honored on Annual Prize distribution function.

□ Morning assembly is conducted daily in the college. The students recite prayer and National Anthem. Then there are daily talks by students and sometimes by a teacher on moral, social and educational theme.

□ The college celebrates important days like International Women's Day, World Environmental Day, World AIDS Day, Teachers' day, Children's day, etc. to generate awareness among students about the related issues.

□ The National festivals like Independence Day , Republic Day Religious festivals like Onam ,Christmas and Ramadan are also celebrated with full enthusiasm.

□ The college also organizes and participates in Intercollege Competitions of Skill in teaching, Teaching Aid Preparation, Declamations, PPT presentations, Quiz, Slogan Writing, Poster making etc.

□ The college has a good coordination with associated schools. During Teaching Practice in those schools, the students plan, organize, manage and participate in various activities.

### **6.1.3 The institution maintains transparency in its financial, academic, administrative and other functions**

lase is a goverment institution.The administrative and academic functions of the institution are operationalisedthrough various committees constituted in the institution and division of activities into different portfoliounder the leadershipof faculty members.

The principal is the administrative head of the institution

taking care of the day to day functions with the involvement of stakeholders

S.No.	Name	Designation	Status
1.	Dr.Jayasree	Principal	President
2.	Dr.Harinarayanan.K.R.	Associate Professor	Advisor

3.	Dr.Happy.PV	Associate Professor	Coordinator
4.	Anitha.KD	Assistant Professor	Member
5.	Dr.R.Lakshmi	Assistant Professor	Member
6.	Mr.Prasanth.P	Assistant Professor	Member
7.	Dr.Mubi.K.Mohammedali	Assistant Professor	Member
8.	Dr.Sreekala	Assistant Professor	Member
9.	Dr.Anju.I	Assistant Professor	Member
10.	Mr.Unnikuttan.P	Assistant Professor	Member

The academic activities are performed under the leadership of the principal, who is the chairperson of IQAC. Academic coordinator initiates and coordinates all the academic activities as per the specifications in the academic calendar for the year in tune with directions from the Government and university and approved by IQAC. Academic activities are divided under different portfolios under the leadership of faculty members.

#### **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 head of the institution ensure that the responsibilities are defined and communicated to the staff of the institution in the following way:

- The Principal acts as the coordinating link between the management and the staff. She conveys the decisions of the management to the staff.
- Regular circulars issued by the Principal help in communicating with the staff.
- Before starting of new academic session a staff meeting is held in which academic calendar, various responsibilities of the staff, new practices and various duties are defined and communicated to staff.

- The meetings with the staff are regularly held and a record of the meetings is kept.
- The IQAC discusses constructive suggestions of staff for desirable changes in the next academic session. The strengths and weaknesses, major outcomes of the previous academic session are also discussed.
- The feedback from the students is also discussed in that meeting. After the meeting the Principal assigns duties to staff by writing in Order book and it is communicated to staff.
- As and when there is a function like seminar, convocation, youth festival, annual sports day etc., Principal assigns duties to the staff. The duties are allocated in the order book and are signed by respective teachers.
- Informal interaction between staff and Principal helps in sorting out day to day problems. In this way responsibilities are defined and communicated to the staff of the institution.
- The Principal of College have a well-defined policy for the smooth and efficient functioning of the college. The college holds a staff meeting at the end of each session to plan the activities for the next year. Various committees are formed during this meeting for carrying out different tasks of the session. Similarly, an academic plan for the entire session is chalked out during the meeting. The Principal conveys officially to each member of the staff the composition of these committees and the duties that each committee has. The periodic meetings between the staff and the principal, between the non-teaching staff and the principal and between the heads of the various committees and staff members ensure the effective implementation of the various plans chalked out.

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

First of all, there is enough transparency and accountability in the system. There is a direct access for parents and students to the principal.



Personal contacts also do exist in a very prominent and pronounced manner. The principal regularly organizes meetings of the teaching and Non-teaching staff and various committee heads. The meetings with the chairperson of the student council, and the class leaders are also a means for collecting feedback and ground realities. In short, we are in direct touch with the students, parents and the members of the society.

The staff council meets every month and evaluates the monthly programme. The principal collects feedback from the meeting .

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

The barriers in achieving the vision and mission and goals can be identified with the help of feedback from the alumni, well wishers of the institution, students and the staff. The former students of the college, when attend Alumni meeting and convocation express their idea about the area which the college has more focused and less attended. Similarly, in the monthly staff council the staff members do evaluate in general, the regular activities of the college.

Also informally, the senior faculty members who know the history of the institution make the needed observations connected with functioning of the college to the Principal. Further, the IQAC of the college identifies the barriers and present it to the Principal. Based on the above feedbacks, the Principal takes firm steps to solve the problems.

The institution designed an Action plan for the whole academic year with the involvement of the following bodies:

1. Staff council
2. College development council
3. PTA
4. Alumni association
5. Ex-PTA Members forum
6. Various subject associations
7. College union

8.Students grievance cell

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

The Principal conveys the work efficiency of the staff to the management. The management sends the message of encouragement through Principal to the staff.

- 1.Government outlines the policies, but there is no interference on daily basis.
- 2.Principal is open to suggestions.
- 3.Democratic environment is provided to apply innovative practices.
- 4.Each staff member is the part of one or the other committee/ Society/ Club functioning in the college. They are participating actively in college functioning.
- 5.Staff is relieved from the college duties to perform the duties of evaluation, external examination, extension lectures, attending seminars, workshops, conferencesetc.
- 6.Timely disbursement of salaries is also a point of encouragement and support.
- 7.Government grants maternity leave to female staff when required.
- 8.Faculty members are felicitated on their achievements e.g. honoring them in getting Ph.D degree.

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

The head of institution is visionary and plays an important role in the management of curriculum,administration, allocation and utilization of resources. The leadership role of the head of the institution is reflected in the following areas:

- The Head of the institution ensures that the objectives of the institution are incorporated in the curriculum.
- Keeps check on timely completion of the syllabus.

- Ensures the allocation of work and duties keeping in view the competencies and specialization of teachers.
- Ensures fair distribution of work among staff.
- Plans the instructional material and co-curricular activities in consultation with faculty members.
- Frames suitable admission policy for fairness and transparency.
- Grants fee concession to needy and award of stipends to deserving students.
- Grants leave to staff.
- Ensures Organisation of extra mural activities.
- Utilizes the Amalgamated fund appropriately.
- Ensures availability of sports material and facilities.
- Ensures smooth and fair conduct of Examinations.
- Frame societies, clubs, associations comprising of students for curricular and co-curricular activities.
- Continuous guidance and supervision.
- Evaluates the outcome of implemented policies.
- Identifies and incorporates required changes/ modifications initiated by welcoming suggestions from teachers, students and stakeholders.
- Acts as a link between faculty, office staff and students.
- Ensures availability of ICT related resources and their optimum utilization by students and staff.
- The Principal is available to staff and students.

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## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic plan is effectively deployed

The institution has constituted various committees/cells for the efficient functioning of the institution and the list of committees is provided below :

- Staff council

- Purchase committee
- Admission Committee
- Planning committee
- Time Table Committee
- Finance Committee
- Evaluation and Examination Committee
- Tours and Trips Committee
- Library Committee
- Placement Cell
- Discipline Committee
- Cultural Committee/Cocurricular activities Committee
- Grievance Redressal Committee
- Advisory Committee
- Guidance and Counseling Cell
- Sexual harassment prevention committee
- Morning Assembly committee
- Human Rights Committee
- Anti ragging cell
- Research committee
- Naac core committee
- IQAC
- Publication committee

Staff council meets once in a month and all other committees meet at least once in three months and as when urgency needed. Specific objectives and guidance for working of each committee are evolved.

The committees perform the following activities.

### **Time Table Committee**

The committee frames the time-table of B.Ed and M.Ed classes for the session. It takes care of the various subjects to be taught by each lecturer, work load to be given to the lectures and equal distribution of work. The committee also manages the time table of the day when some cultural programme /extension lecture or seminar is arranged in college. A faculty member who is the Day Master of a particular day takes care that time table is observed properly.

### **College Calendar Committee**

The committee prepares the academic calendar for the whole year. The calendar includes the various activities like inauguration of session, days for various competitions as Dramatics, Literary, fine arts and sports. Celebration of important days, seminars to be held, house examinations to be held, demonstration lessons, discussion lessons, teaching practice and day for convocation is also planned by the college calendar committee.

### **Advisory Committee**

The Principal invites the advisory committee to have advice for taking important decisions like improving facilities in the college, infrastructure, for discussing problems of students especially physically disabled students, arrangement for celebrating various functions and activities in the college, implementation of new practices, feedback system and any issues or problems which arise.

### **Internal Quality Assurance Cell**

The cell work for improving quality of academic and non-academic activities of the college. It takes feedback from the outgoing students about curricular and about performance of faculty of the college. Feedback is used to improve the performance of teachers by suggesting them the ways and means to upgrade their skill.

The quality is also maintained during internal examinations and university exams. Norms are followed strictly and no unfair means are allowed. Regular attendance of all the students during the session is assured according to university norms. Learned personalities and visionaries in educations are contacted and invited for seminars and the workshops. Annual report of the college academic and non-academic is prepared by the cell. Faculty members completing Ph.D are honored on annual convocation of the college. The IQAC serve its immediate community by holding free plantation programme in the nearly villages and holding campaigns and spreading awareness about environment, the women folk of the surrounding villages is made aware about the general health, reproductive health and nutritious food. The extension lectures are also arranged for the community regarding social evils like female foeticide, drug addiction and personality development of students. IQAC also organizes tours for students.

### **Research Committee ( Research Centre)**

Research committee encourages faculty members to publish papers. M.Ed students are also encouraged to write papers. The committee also works for arranging seminars and workshops on research in education for widening the research knowledge and mental horizon of the faculty. This committee persuades the faculty to enroll themselves for Ph.D. Various books on research are also purchased on the recommendations of the committee. Two of these members are deputed as coordinators of Research Centre.

### **Admission Committee**

All the staff members are involved in admission of B.Ed and M.Ed courses. The students are checked for their eligibility to these courses. Original documents are checked. Keeps the record of all filled and vacant seats and communicates with university about the status of admission.

### **NAAC Committee**

Helps to maintain the college standards according to the NCTE/UGC norms. The committee prepare the self appraisal report for assessment and accreditation by NAAC. On visit of NAAC Peer team the NAAC committee will make the necessary arrangements.

### **Inter-College Competition Committee**

he committee makes sure the participation of students in inter college competitions in the field of skill in teaching, teaching aids preparation, fine arts competition, literacy competitions and dramatic activities according to the potential and interest of the students. The committee also organizes inter college competitions in the college.

### **News and Press Reporting**

The members of the committee invites the reporters of leading newspapers when some important activity is organized in the college. Sometimes the committee also prepare the news and send it to the newspapers.

### **Purchase Committee**

The committee makes all the purchases related to different activities like fresher's party, convocation, annual prize distribution function, seminars, inter-college competitions, sports day, etc. The committee also purchases the uniforms for class-IV employees which are given to them by the college every year. Required furniture, crockery etc. are also purchased by this committee.

The committee also invites quotation for purchasing projectors, Audio-System, Infrastructure improvements/ equipping all labs and rooms, etc.

### **Evaluation Committee**

Evaluation committee plans and conduct house exams two times in a year. They assure the smooth running of examination in the college. The good performers in house exams are honored in Annual Prize Distribution function. The committee prepares the internal assessment record of students after taking assessment lists from the concerned teachers. The evaluation committee is responsible for sending all the internal assessment and marks of practical exams of B.Ed and M.Ed to the university.

### **Teaching Practice Committee**

Teaching Practice Committee plans Demonstration lessons by teachers, teaching practice (in two phases) of B.Ed students and discussion lessons (internal) and final skill in teaching exam. The committee takes permission for Teaching Practice from DEO. Then committee contacts the different schools and gets permission for teaching practice over there. The committee also plans teaching practice schools for each and every student according to her convenience and her teaching subjects. Teaching practice committee invites the external examiners in final skill in teaching exams and organizes the whole schedule of discussion lessons and final skill in teaching exam. The team is also responsible for sending award lists to University. The committee also gets feedback from the schools about our students practicing there.

### **Guidance Cell**

The members of guidance cell provides counseling services to students during admission and after that during selection of optional subjects and crafts. The students are free to discuss their academic and personal problems with the teachers of guidance cell. The students with disabilities are specially taken care by the guidance cell.

### **Placement Cell**

The placement cell helps the students in getting prepared for the interviews to get a job. The cell gives orientation to the students for KTET and CTET. They also invite the private schools to interview the students in the campus. The members of the placement cell also maintain the record of placement of students. Any notices related to job opportunities are displayed on college notice board.

### **Discipline Committee**

The discipline committee ensures the discipline in the college during routine days and on special occasions. They make sure that all the students are attending the classes and no student enters or exits without making his entry in the register. The late comers are questioned by the discipline committee. The committee also makes sure that students are wearing uniforms on Wednesday and on special occasions.

### **Societies**

For harmonious development of students and for helping them to learn organized skills, four societies consisting of senior faculty members are formed to organize co- curricular activities for the students. The co- curricular activities are a regular feature of our college. Student office bearers arrange all programmes with the help of Society incharge teachers.

1.The literary society organizes open talent hunt in the activities like declamation, poem writing and recitation, extempore speech etc. The inter house competitions for quiz, creative writing and elocution are also organized by the society.

2.The dramatic society also goes for open talent hunt and inter house competitions with items of Gazal, Song, Folk singing, Solo and Group dances, Histrionics and Skit, Folk dancing like Giddha and Bhangra.

3.Fine arts society organizes open as well as inter house competitions in Poster making, collage, Cartooning, Still life, Rangoli, Alpana, Flower arrangements, mehandi, knitting, Pakhi making, clay modeling etc.

4.Sports society organizes the mega event of the session i.e. annual sports day where maximum students participate in events, march past and PT show. The society also prepares the athletes to participate in inter college sports meet of Panjab University Chandigarh and other university championships like Kho-Kho, Badminton, Volley Ball, Hand Ball etc.

5.IT society of the college organizes competitions in PPT presentation Theme based Slogan Writing in MS Word, etc.

All the societies also select office bearers like President, Vice President, Secretary and Joint Secretary during open talent hunt in the beginning of session. Those office bearers work with teacher incharges in organizing activities round the year. The society incharges select, encourage and prepare and accompany the students to participate in youth festival.

### Houses

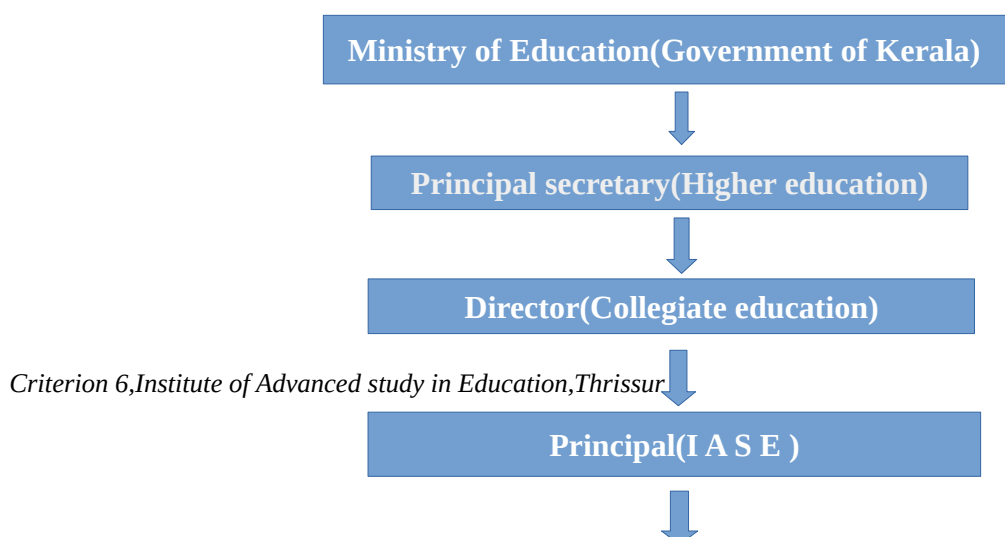
The college is also following the culture of having four houses of students. The house incharges motivate and prepare the students to participate in inter-house competitions of literary, dramatics, fine arts and sports societies. The sense of belongingness and spirit to win works here a lot.

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strategic Plan and deployment documents on the website	<a href="#">View Document</a>
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#### 6.2.2

**The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

IASE is a Government Institution and the administrative structure is given below:



Various committees with the Principal as the chairperson look after the academic and nonacademic functions of the institution.

IQAC - It ensures efficient progression of the College with regard to academic and quality initiatives.

Principal - Principal is the ultimate decision-making authority and establishes the quality policy and objectives of the College.

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Upload Any additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>
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### 6.2.3

**Implementation of e-governance are in the following areas of operation**

**1.Administration**

**2.Finance and Accounts**

**3.Student Admission and Support**

**4.Examination**

- The administration of the college is totally decentralized.
- The Principal decentralizes the power among senior teachers. Various committees are formed by the Principal and decisions are taken by the committee and the principal together in a democratic way.
- Most of the committees have administrative staff and student representatives as members.
- Various activities like academic management, research, examinations, co-curricular activities and teaching practice are looked after by the respective committee and their incharges.

Admission is purely online and university will provide rank lists.

Question papers are recieved online and hard copies are made at college.Internal and external marks are uploaded online to university websites



- The issues are put up and discussed by the staff collectively and then suggestions are taken. The solutions are put forth by the concerned committee and the Principal.
- The students play an active role in administration through student representatives. The chairperson discuss the problems of the students with the Principal and the decisions are taken collectively by these student representatives, staff and Principal.
- In the girls and boys hostel, students' mess committee supervises the work at mess. Student incharges of hostel blocks analyze the facilities provided to them and maintains the discipline in the hostel. The hostel head girl and boy supervise all of them alongwith the warden.
- The administrative staff assists the Principal and faculty.
- Plan fund utilisation and budget allotments are done after getting proposals from concerned offices and are discussed with faculties before taking a final decision.

#### **6.2.4 Effectiveness of various bodies / cells / committees is evident through minutes of meetings and implementation of their resolutions / decisions**

IASE was established in the year 1945. From the starting year onwards the institution is collaborating with other schools in the locality in organising several programmes in addition to the routine practices.

When the institution was raised to the level of Institute of advanced study in Education(IASE),it started providing in-service training to teachers working in various schools of the state.

The college collaborates with other colleges, department of Education, Calicut University, different schools and other departments in the following way :

- The institute is also member for council of Teacher Education (CTE).
- The college is affiliated to Calicut University, Calicut and is getting aid from Dce ,Government of kerala.
- Principal is member member of Academic Council of Calicut University, Calicut.
- The college is running Calicut University Research Centre in Education.
- All the guidelines are received from Calicut University, and its department of education.
- Resource persons for delivering a talk on seminars and extension lectures are invited from different universities. The school principals are also invited as resource persons.
- The school staff is invited for attending the seminars.
- We have a Lab school in the campus associated with the college.

- The schools of the vicinity acts as a laboratory for our training college. Our college collaborates with schools and gets their cooperation in running teaching practice programme over there.
- The school students and teachers also act as subjects for our M.Ed students who conduct the research in schools.
- Various surplus teaching aids from college are sent to the practicing schools.
- Our faculty members are invited as judges by the schools and other colleges on inter school and inter college competitions respectively. Our teaching staff is also invited as resource persons for seminars and extension lectures in other colleges and schools.
- The school faculty members from various departments are invited by us for judgement in skill-in-teaching exams of our students.
- Awareness campaigning and Environmental programmes is done in adjacent villages .
- The institute collaborates with schools for conducting on-campus interviews for placement of our students.
- We collaborate with the special homes made for physically and mentally challenged children and visit over there with our students.
- Project with Deptt. of Education, and Environmental programmes of Calicut University.
- Our students visit Innovative schools of Thrissur area to know about the recent trends in education. Our teachers and students also visited Employment Exchange, Guidance and Counselling Cell at Thrissur .
- Teaching staff also visits the Department of Education, calicut University for attending Seminars, Workshops and Syllabus Revision Workshops.

**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 feedback is taken from from students, schools alumnies and parents. The institution

uses the various data and information obtained from the feedback in decision-making and performance improvement. Details are given.

Microteaching workshop was organized after realizing the need of more clarifications and effectiveness.

After realizing the students' needs, on campus interviews are started. The college has started training in employability skill in the form of extension lectures and tutorial groups.

Smart Board package is purchased and used by teachers after getting the feedback that teacher educator and pupil teachers need awareness and skill for the use of smart board.

To update the teacher educators with global trends the teachers are sent to attend various national and international seminars and conferences.

After realizing faculty's need of training in use of ICT resources, a remedial workshop was also organized.

Feedback given by examiners of research dissertation is used to improve the research in next session.

In students' feedback Performa, wherever students' remarks are found justifiable, the concerned teacher improves herself. On the basis of feedback given by the students regarding facilities available in the college, the improvements are brought like facility of Xeroxing, Wi-Fi internet, ambulance arrangement, shuttle, mess food menu etc.

#### **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).**

The Institution's initiatives in promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty are:

The institution facilitates its staff members to participate in seminars, workshops, conferences, orientation course and refresher courses.

Various courses are also organized in the campus for faculty members like Yoga Practice, Computer Literacy Programme, etc.

The faculty is also encouraged to publish their articles in college journal “academia” and magazine.

Students of College participate in Intercollege Competitions like Skill in Teaching Competitions and Teaching aid preparation competition.

Knowledge is shared by participating and contributing in various syllabus revision workshops, Lesson planning Workshops and Seminars.

Teaching faculty is also invited as Resource Person by various Colleges and Schools and they learn a lot.

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Screen shots of user interfaces	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### **6.3 Faculty Empowerment Strategies**

#### **6.3.1**

**Effective implementation of welfare measures for teaching and non-teaching staff is in place**

Following is the list of existing welfare measures provided by the college :

#### **I. Teaching Staff:**

Provident Fund from the time of appointment

Gratuity on retirement

Medical expenses reimbursement for self and family

State life insurance

General insurance scheme

Statutory pension/contributory pension

Parking space facility given for two wheeler as well as four wheeler of staff

## **II. Non teaching staff:**

Provident Fund from the time of appointment

Gratuity on retirement

Medical expenses reimbursement for self and family

State life insurance

General insurance scheme

Statutory pension/contributory pension

Parking space facility given for two wheeler as well as four wheeler of staff

Parking space facility for two wheeler as well as four wheeler.

1. Provision of paid study leave is there.
2. Staff members get the facilities for their work like access to internet in computer lab, high level research material (surveys, thesis, journals, online consultation of research material) and literature books by authors of national and international repute). Psychological lab, well equipped with more than 100 psychological tests to be used as research tools.
3. Extension lectures on research methodology especially on the latest issues, methods and ethics are organized.
4. Regular as well as adhoc faculty guides the M.Ed. for research work.
5. The faculty who complete their Ph.D. are honored on the occasion of annual convocation. Whosoever in teaching faculty writes and publish a book i.e. released by organizing a special book release ceremony.
6. The regular faculty on completion of their Ph.D. gets increments as per the UGC norms.
7. The principal always inspires and reinforces the staff members in their efforts of research work in Ph.D.
8. Staff members are encouraged to participate and present papers in the seminars which are organized in other colleges and universities.
9. TA/ DA and duty leave for attending seminars, workshops, etc. are sanctioned by the college.
10. The college has well furnished staffroom, mess facility, drinking water facility in the staffroom, refrigerator and induction cooker. Staff is provided with small cupboards and washrooms.
11. There is a separate reading area in the library for staff.
12. For efficient management of curricular and co-curricular activities, separate committees of staff are formed where the staff members have freedom to take decisions for the

execution of college activities.

13. There is staff welfare fund.

14. Staff quarters facility is provided to the staff members who are willing to stay in the college.

15. Well-furnished residence is provided to principal of the college.

16. Free accommodation is also available to class IV employees in the campus.

17. Staff members are presented with the gift of sapling on their birthday.

18. Timely disbursement of salary is also a point of satisfaction for teaching and non-teaching staff.

19. Class IV employees of the college are given uniforms and sweaters/jackets every year.

20. Advance money as and when required is provided.

21. Loan facility from PF is also available.

22. Provision of medical and maternity leave ( for female staff ) is also there.

23. Advisory committee comprising of senior members give constructive suggestions and recommendations to principal for the smooth conduct of activities of the college.

24. Teachers' day is celebrated.

25. Leave encashment are made to the staff members. On retirement gratuity is provided as per Kerala government rules.

26. Farewell party is organized for the retiring faculty.

27. Provision of Employees' Provident fund is there.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 6.3.2

#### **Percentage of teachers provided with financial support to attend seminars / conferences / workshops and towards membership fees of professional bodies during the last five years**

The central and state governments have policies for training and retraining of teaching and non teaching staff and to encourage specialised professional training. There are sufficient opportunities for the faculty development programmes and career progression of the staff. These opportunities encourage the faculty members for doing research, extension, to publish in journals and for professional growth.

In an evolving knowledge society, constant updation of theory and practice of teacher education is a prerequisite for the improvement of teaching learning process, to sustain the quality of the output and to keep pace with the rapid changes in the social and educational scenario. Whenever the curriculum is revised, the teachers are directed to attend orientation programmes, seminars and workshops to update and upgrade their knowledge.

The institution is conscious of its quality provisions and has a well established functional internal quality management system.

The major quality assessment and management systems in the institution are,

- Preparation and submission of self appraisal of the staff
- Appraisal by the principal

IASE is a government institution and hence financial needs of the institution are mainly met through government funds. The staffs get salary from the state government. In addition to these we receive grants-contingency grants, maintenance grants and library grants from the state government. We also receive grants from UGC. The records are kept authentically.

**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<a href="#">View Document</a>

**6.3.3**

**Number of professional development /administrative training programmes organized by the institution for teaching and non-teaching staff during the last five years.**

The vision, mission and goal of the college direct towards the quality education. The aims and standards laid down by NCTE gives rise to the need of human resources of teachers in the

ratio of 1:11 we have 50 seats of B.Ed and 50 seats of M.Ed and 11 teachers are appointed to teach them. To appointment of qualified and competent staff are ensured as per rules and regulations of Kerala Public Service Commission.

For excellent academic and non-academic pursuits, the institution allocates separate budgetary resources. The budget is planned for faculty development programme, updating library, organizing seminars and workshops, educational tours, hostel facilities, updating labs, youth festival activities, art and craft workshops, participation fee for different competitions etc.

The college gets 100% grants from Govt. of Kerala.

**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of professional development / administrative View Document training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

**6.3.4**

**Percentage of teachers undergoing online / face to face Faculty Development Programmes (FDPs) viz., Orientation Programme and Refresher Course of the ASC / HRDC, Short Term Course and any other similar programmes**

The academic plan is developed by the Principal and college calendar committee keeping in mind the vision, mission and goals of the institute and after reviewing the needs and importance of various academic and non-academic activities. The academic plan is mainly based on the previous year experience, needs of the students, expectation of the university and norms of the NCTE. The Principal discusses the academic plan through the Staff council, IQAC, college



development committee, steering committee, Examination cell. Later, the principal fix the tentative plan based on the discussion in the committees. Finally in the staff meeting the academic plan is finalized. Since the teachers from practice teaching schools are well represented in the above committees, their views are also well taken. Planning is done for inauguration of session, various Talent hunt competitions, Youth festival preparations, house exams, Teaching practice, Internal assessments, holding demonstration and discussion lessons, annual prize distribution function, convocation, sports day, seminars/ workshop, etc. Various committees and the individual teachers give inputs and follow the academic plan. The faculty gives their constructive suggestions in planning the academic plan and different events during the session. Regular staff meetings with Principal provides the platform for giving suggestions.

The Principal and teachers of Practice schools are consulted for planning the teaching practice days/ months. Adjustments are made according to their requirements and suggestions.

#### **6.3.4.1 Total number of teachers attending professional development Programmes viz.,**

##### **Orientation /**

##### **Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

#### **6.3.5 The institution has a performance appraisal system for teaching and non-teaching staff**

Performance appraisal system forms an important mechanism for quality enhancement.

Students are the major stakeholders in the teaching learning process. Therefore, in case of teaching staff, the feedback of all faculties covering all the classes and subjects taught by them is taken from the students in both the semesters. The online feedback on teachers is taken on a rating scale that

includes aspects such as subject knowledge, coverage of syllabus, clarity of explanation and use of appropriate teaching methods.

This feedback is then submitted to the Head of the Institution for necessary action.

From 2018-19, the College also conducts online student satisfaction survey based on teaching learning and mentoring process which is discussed in the IQAC meetings and uploaded on College website.

Faculties also submit a self appraisal form on an annual basis.

For Self Appraisal of the staff, an appraisal form is designed by the Central HR to be circulated first to all the staff members. Each teacher is assessed on the basis of teaching methods adopted in class, innovative teaching pedagogies, committee work and contributions made by the teacher in the administrative system of the institution. Here ratings are on a scale of 1-10 and each staff member has to mark herself/himself between this range.

After self assessment by the staff, this form is given to the head of the department; in case of faculty, the Program Coordinator is the reporting officer and for the office staff, the Registrar is the reporting officer. Once the reporting officer puts in their remarks and ratings, it is then given to the Reviewing officer, the Principal. The Principal reviews both the ratings of the employee as well as the reporting officer and accordingly puts

in his score and remarks for further recommendations. The Principal may take the suggestions of the reporting officer if needed. The appraisal forms are then sealed and sent back to the central HR department at the Head Office.

As and when the teaching staff become eligible for their promotion under the career advancement scheme, they present their performance based appraisal forms in the format prescribed by the University from time to time.

### **Mechanisms for Performance Assessment**

Performance of teachers is assessed by the Principal of the college through annual confidential report (ACR's).

Self appraisal Performance is filled by the teachers and assessed by the Principal.

The feedback is sought from the students on feedback forms and teacher evaluation form.

Research work (M.Ed. dissertation) is examined by distinguished researchers of universities other than Calicut University. Feedback by the examiner of M.Ed. research work is positively used to improve the future research work.

Teaching work is assessed by students' performance in university examinations and inter college skill in teaching competitions. Achieving university position by the students is

considered to be result of effective teaching.

A suggestion box is provided for suggestions from students.

Principal can assess the performance of the teacher by observing his management skills in performing different duties and in fulfilling the responsibilities allocated to him by the Principal.

Principal observes the lectures by taking round of the classrooms and through CCTV. Peer observation is also used as a tool for getting feedback. Assessment of teaching research is also done in staff meeting. The college uses the evaluation results to improve teaching research and services of the faculty and the staff.

Interaction by the Principal with the students is encouraged. Student Council meetings with the Principal will be there to give feedback.

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

As mentioned previously the vision and mission are discussed in various meetings of the teaching and non-teaching staff with a view to ensure their implementation. The monitoring is done by Principal, IQAC and college calendar committee. Annually the outcomes and the vision and mission are evaluated and revised only if needed, keeping in view the current trends. The revision is also based on feedback from various stake holders and students. The Staff council is always ready to bring about improvements in all aspects. After implementation of each programme, feedback is received from the staff and stake holders; the modifications are done regularly.

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

As we are living in a digital world, technology has become a part and parcel of every aspect of our life. Education is no exception to it and in particular, the teaching learning process has to adopt the technology for its meaningful transaction. Hence the college pays special attention for techno-based pedagogy by establishing ICT facilities such as LCD projector, interactive White Board, Faculty members and students are given proper training on using the modern technologies in the teaching-learning process.

Planning and deployment of new technology is done by implementing ICT and new trends in education. The new technology is deployed through various methods as under :-  
As per the syllabus of B.Ed, Calicut University , a student is required to deliver at least three ICT based lessons in the internship programme. So the students are motivated to use techniques in delivering the lessons by using smart board, LCD projectors, OHP and computer.

Teachers also use ICT in their routine teaching and demonstration lessons to B.Ed students.

As part of B.Ed curriculum, where ICT is compulsory paper of B.Ed where the practicals have a good weightage, Two well equipped computer labs are maintained by the college for the purpose.

Ours is a government college, still internet (broadband and wi-fi) facility is available all the time, which is frequently used by teachers and students. Students of M.Ed use ICT resources for research work also.

The admission, evaluation record of students, accounts etc. are maintained on computer. College has its own website also. Library computerization is under process.

All students are given practice in using computers, for this a provision is made in the timetable.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## **6.4 Financial Management and Resource Mobilization**

### **6.4.1**

#### **Institution conducts internal or /and external financial audit regularly**

Financial audit aims at ensuring financial transparency, essential for the smooth running of the institution.

The Budget of the Institution is prepared in two parts, viz., Capital Budget and Revenue Budget. For the

requirements of academics, it is done by Coordinators of various courses in consultation with other faculty

members of their department. Various other departments like the library, laboratory, sports, examination

and admin office also fill in their requirements in the prescribed format.

The Accounts department gives the income and expenditure statement of the previous academic / financial

At every level it is ensured that actual expenses are within the budgeted amount.

Any audit objections are faced by the Finance Head .

Departmental audit and AG audit are done periodically

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### 6.4.2

**Funds / Donations received from non-government bodies, individuals, philanthropists averaged over the last five years (not covered in Criterion III)(INR in Lakhs)**

**6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

#### 6.4.3

**Institutional strategies for mobilization of funds and the optimal utilization of resources are in place.**

##### **A.Mobilization of funds**

The major sources of revenue are:

Fees collected

Rental income

Sale of application forms for admission

Charges for various application forms and fees for services rendered to students Interest received on saving deposits.

Surplus from Certificate courses

Donations

Sundry income generated through sale of scrap

Membership fees from associations conducting co-curricular and extracurricular activities, for eg., alumni membership fees.

The funds collected are spent only for planned expenditure reflected in the Budget.

During the preparation of budget, inputs are obtained from IQAC, departments, library, sports, laboratory and committees. Then the annual budget of the College is prepared. After collecting quotations from the Purchase Department, the budget is revised on the basis of requirements and priorities of the College.

The College also makes operational budgetary allocations for salaries of all teaching and non-teaching staff, house-keeping staff, repairs and maintenance, AMCs, license fees, developmental work, audit fees, legal and professional charges, purchase of books and periodicals, event expenses, sports participation fees, reimbursement for paper presentations and workshops, electricity and water bills, stationery expenses, postage & telegram and miscellaneous expenses. The daily sundry expenses are met out of the petty cash provisions.

A specific amount is finalized (on the basis of income) within which the College has to restrict its expenses.

All financial transactions are controlled and monitored by internal and external audit.

The College distributes endowment prizes and SEAT scholarship to the deserving needy students.

## **B. Optimal utilization of infrastructural resources**

Staggered time table for students for utilization of class rooms and work schedule for teaching and non-teaching staff.

ICT enabled computer labs for conducting lectures, Smart class room, Projectors, LCD & mike system in classrooms.

Certificate courses /Tally courses are conducted on Sunday and in vacations.

Library is well equipped with text books, reference books, journals, magazines, online journals and kindle for reading.

Library sitting hours extended during the period of exam.

Library is open to senior citizens of Aadhata Foundation.

AV room given to the senior citizens for conduct of activities of Aadhata Foundation.

University and HSC Board examinations conducted in the College.

On Sundays, various government exams are conducted in College premises.

.Quadrangle used to conduct various events and sport practices.

.Canteen and amphitheater commonly used by all sister institutes.

### **C. Optimal utilization of human resources**

Experienced and dedicated teaching and non- teaching staff.

Maximum teaching workload as per university norms shared by the teachers and the remaining workload is contributed by visiting faculties.

Experienced and trained teachers appointed as internal auditors for smooth functioning of College activities.

Teachers involved in various committee and administrative work.

Job rotation of non-teaching staff to enhance versatile skill development

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

Institution has conducted staff development programme for skill upgradation for the training of the teaching and non-teaching staff as follows.

National level seminars have been organized by the college.Sponsoring the faculty to participate in national and state level seminars, conferences and workshops are mentioned in Annexure. Staff is allowed and encouraged to actively involve in organization of activities of teacher associations.

Staff development fund is there.Teaching faculty is encouraged to pursue the research work like Ph.D. and research projects from U.G.C. Leave is sanctioned to attend general orientation course and refresher courses. The regular teachers completing their Ph.D. are getting increments in their pay as per U.G.C. guidelines.

The teachers completing their Ph.D. are honored at annual convocation of the college. The teachers who write and publish their books get the opportunity to release their book by a ceremony at college.

Teaching faculty is encouraged to deliver extension lectures as resource persons in other

institutions. The resources like internet facility, Xerox machines, printers and well equipped library are contributing for professional development of faculty. Faculty got orientation to use ICT, Smart board, Language Lab., etc. Yoga camp was also organized for staff and students keeping in mind the healthy mind in a healthy body.

Our college hosts the syllabus revision workshops of Calicut University and the faculty members participate in these workshops whenever workshops are being organised on some other venue by University

**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.)**

Faculty is recruited as per the UGC, Kerala public service commission, Government of Kerala and Calicut University guidelines.. Template framed by UGC and KSR is used to calculate the merit of the candidates. Timely disbursement of salary and conducive environment is provided to retain diverse faculty and other staff having desired qualification, knowledge and skills. Senior faculty members help the newly recruited teachers wherever they need.

**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, specializations).**

Adhoc faculty on full time basis is employed as per the requirements. The norms related to student-teacher ratio decide the no. of teachers from adhoc faculty to be appointed. No. of teaching faculty under different subjects is also decided by number of students in a particular subject. Adhoc faculty is appointed for one complete session and re-appointed for the next session after a break.

In terms of work load the regular and adhoc faculty is equal. The postgraduate class i.e. M.Ed. is taught by the senior and regular doctorate faculty members only. B.Ed. class is taught by regular as well as adhoc faculty. There is no difference in facilities to adhoc and regular faculty.

Supportive Staff is also under grant- in- aid category. Additional Supportive staff is employed on regular basis They all get regular pay and incentives.

Provident fund is deducted and contributed to gpfi.

**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 associations).**

The policies are framed in such a way that all the staff members may get the chance to develop professionally. The opportunities are given by rotation. Faculty members attending seminars, workshops, etc. are sponsored by paying them Registration fee and TA/DA.

Staff members are timely sent to attend the orientation courses, Refresher Courses, short term courses, etc. Teaching faculty is encouraged to pursue Ph.D. All the possible support is given to staff like relieving them for examination and evaluation duties, extension lectures, etc.

Staff is encouraged to publish their research work. Special training in use of internet and smartboard is given to faculty. Rich library is the biggest source for professional development of the staff. Adjustments in Time table to facilitate the Ph.D work of faculty are done. Faculty members act as Resource Person in Schools, Colleges and Universities.

Faculty members also act as research guides for Ph.D.

**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).**

College has well developed hygienic environment with almost all infrastructure requirements. The facilities provided to faculty are:

Well stacked and computerized library having wide range of books, journals, surveys, newspapers, magazines and internet facility. In the library separate reading area is there for staff. Well maintained labs for different subjects are provided to faculty like science lab, social studies lab, English lab, home science lab, multimedia lab, psychological lab, computer lab, fine arts room, tie & dye room, gym room, A-V aids room, music room, room for candle making craft etc. where they can carry out their work effectively. Well furnished principal's office and staff room with ultra modern facilities is provided.

In staff room facility of desert cooler, food warmer, heater for winter and refrigerator. Study spaces for all faculty members apart from the staff members.

Information and communication technology like smart board, internet facility, computer labs, LCD projector, OHP's are provided to staff to make their teaching effective.

Tea shop, canteen and health centre with regular nursing sister is there in the campus.

Staff hostel is provided to Lady faculty members. Free accommodation is provided to class IV employees.

**6.4.9 What are the major mechanisms in place for faculty and other stakeholders to seek**

### **information and/ or make complaints?**

Major mechanism in place for faculty and other stake holders to seek information is from the college website, college prospectus, college magazine, direct interaction with the management, principal and staff through e-mail ,Whatsapp etc.

A special supplement about the history and achievements of the institute is published by the reporters annually in leading newspapers which is a matter of pride for the institution. Press reports are framed and published on each activity taking place in the college.

Our college has a special committee of students comprising head girl, mess in charges, and block in charges etc. that listen to the grievances of students and act as a connecting link between the principal and the students. Provision of suggestion box is also there.

Moreover, staff has an easy access to the principal. The faculty directly interacts with the principal who conveys the grievances to the government. Suggestions are always encouraged by the principal.

Detail on workload policies and practices and practices that encourage faculty to be engaged in a wide range of professional and administrative activities including teaching, research, assessment, mentoring, working with schools and community engagement. The workload policies and practices are in accordance with the NCTE norms and Calicut University.

Principal ensures that proper distribution of work keeping in view skills and efficiency of the faculty and supportive staff. Democratic approach is followed.

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

The staff members completing their Ph.D are honored on Annual convocation. Whosoever from faculty writes and gets a book published gets a chance to release his/her book in special function of the college.

Staff is motivated to publish research work. Class IV employees are given uniforms every year. Advance salary (loan) is available to class IV employees. Provident fund is in place for all employees. TA/ DA and Registration fee for attending the Seminars, workshops is given to staff to motivate them for professional growth.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

### 6.5.1 Internal Quality Assurance Cell (IQAC) or any other mechanism has contributed significantly for institutionalizing the quality assurance strategies

The IQAC consistently strives to institutionalize quality assurance strategies and processes at every level

of functioning of the Institute.

#### 1.Improving Teacher Quality:

i.In order to improve teacher quality, the IQAC has been motivating the teachers to attend NET/SLET workshops.

ii. The recruitment of fully qualified teaching faculty has been adopted.

iii. Workshops are being conducted by IQAC, Library committee, Research Committee, Central Training

ivDepartment and other committees encouraging the faculty to use ICT and e-resources.

vi. Teachers are encouraged to attend Orientation, Refresher and Short term courses. A large number of

teachers are enrolled for Online learning platforms like SWAYAM and MOOCS.

vii. Teachers are encouraged to participate in Syllabus Revision Workshops.

viii. A workshop on how to identify and deal with students who have learning disabilities was organised

by IQAC with Staff academy.

ix. Feedback Mechanism is prepared by the Feedback Committee for conducting student feedback on teaching learning.

xi. IQAC is continuously engaged in imparting and sharing ideas by organizing workshops on Best practices adopted by Degree Colleges for Quality enhancement, workshop on interpreting and implementing new NAAC guidelines, how to write SSR etc.

xii. Teachers have been trained as internal auditors.

xiii. Teacher Diary/ Teaching plan is being maintained to monitor the lecture delivery system.

#### 2. Promoting the Culture of Research:

The IQAC strives to develop an environment conducive to research.

For Teachers

- i. A Research Centre in the Library is established to promote research culture. Faculties are engaged in publishing research papers and research articles to enhance their knowledge skills.
- ii. Various conferences have been organized both at national and international levels on varied and relevant topics.
- iii. IQAC and Research Committee organized a workshop on Minor Research Project and Statistical tools.

For Students-

- i. Students are encouraged to present case studies and write research papers. Various sessions and workshops are conducted to enhance the same-Slide Geeks, Foundation Course Projects, Exhibitions etc.
- ii. Research competition among students is organized.
- iii. An orientation program was conducted by the Research Committee to motivate and guide students

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### **6.5.2 The institution reviews its teaching-learning process periodically through IQAC or any other mechanism**

The College has continued to move towards quality enrichment in its current Cycle of accreditation by working upon the recommendations of the Peer team

##### **1. Effective teaching learning and monitoring process**

Since the second cycle of NAAC, IQAC has emphasized on quality enrichment of all aspects of the College. As a result, whenever there have been any changes introduced by NAAC, the College has been prompt in organizing workshops/seminars to highlight the changes and implement them.

Curriculum:

Faculty Development

FDPs are organized on contemporary issues, e-content development, sessions on preparation for NET/SLET and research projects.

### Teaching Pedagogies

The IQAC promotes modern teaching pedagogies. Accordingly, teachers employ power point presentations, audio-video films on the curriculum, youtube videos, google classroom, flip classrooms, etc.

### ICT Infrastructure

To promote ICT in teaching learning, the College has invested in Microsoft Teams, smart boards in 8 class

rooms and establishment of a Media Centre. Also the number of computers has increased

The speed of internet has increased from 10 MBPS to 50 MBPS.

### Optimization of Students' Potential

Students are classified as slow and advanced learners based on their performance in the lower exams and class tests.

Remedial lectures and assignments are given for slow learners.

#### Preliminary

exams are conducted for the students appearing for University Exams. Intensive coaching by faculty members is an effective way of bringing concept clarity for students.

### Experiential Learning

Guest lectures by subject experts and industry experts are organized to provide practical exposure to students.

### Monitoring the Teaching- Learning Process

For effective monitoring of teaching learning process, periodic audits are conducted. The academic calendar, teaching plans and result analyses are checked by the internal auditors. This is followed by Academic audit by principals of reputed colleges.

### Feedback Mechanism

The feedback mechanism has been strengthened to receive responses from all the stakeholders. It has also

been made online to make it more effective. The feedback is analysed and appropriate action is taken.

## 2. Personality development of the students:

The IQAC believes in developing the holistic personality of students.

They get an exposure to diverse fields, which widens their knowledge horizon.

The Placement Cell of the College conducts training programs on resume writing, facing interviews and organizes career fairs. These help the students in cultivating the much needed technical and corporate skills to meet the challenges of the corporate world. The Cell also strives to bring in placement and internship opportunities from reputed institutions.

The departments also take special efforts in organizing workshops, seminars on topics like personality development and grooming, positive attitude and preparation for teaching. Students are encouraged to organize departmental fests which are based on the theme of their course. This promotes practical exposure, organizing skills and team spirit among the students.

To promote the culture of research among students, the Research Committee organizes various events.

The students are offered numerous opportunities to show case their versatile skills and talents through a wide spectrum of committees.

The IQAC in recent years has also taken initiative in imparting value based education to make the students socially conscious citizens of the country.

The Sports Committee guides students to participate at many State and national level games.

In a world that is becoming more and more digital, the students are involved in live projects like development of the College website, development of library app, etc.

In order to develop a sense of belonging among the students and to develop a spirit of ‘giving back to the society’, the College has an active Alumni Committee.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.5.3 Average number of quality initiatives taken by IQAC or any other mechanism for promoting quality culture during the last five years

**1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**

**2.Collaborative quality initiatives with other institution(s)**

**3.Participation in NIRF**

**4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Yes, all the above

File Description	Document
Upload e-copies of the accreditations and certifications	<a href="#">View Document</a>
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

#### **6.5.4.Institution engages in several quality initiatives such as**

Budgetary resources include the funds from State Govt. (Kerala) under grant in aid and fee of student scheme, College gets deficit grant.

Management also supports the college by providing funds for remaining expenditure. Budget allocation for the session 2016-17, 2017-18 and 2018- 19 and 2019-20 are enclosed as Annexure. Income and Expenditure statement for the four completed financial year are enclosed as balance sheet.

#### **6.5.5 Institutions keeps track of the incremental improvements achieved in academic and administrative domains of its functioning through quality assurance initiatives**

Yes, the accounts are audited regularly. We have both internal and external audit procedures. Internal auditing is done by teaching staff duly and externally it is done by auditors of Kerala Government and accountant general ,kerala. No auditing is pending and no audit objections are pending.

#### **6.6.6. Has the institution computerized its finance management systems? If yes, give**

### **details.**

Yes, the institution has computerized finance management systems. The software Tally.ERP 9<sup>+</sup> is installed to serve the following purposes:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Fee Received

Grants Received

Expenses Payable

Employees Salary

Tax Deduction at Source

Loans and Advances

Profit and Loss Account and Balance Sheet

Generation of TDS Certification and Form 16-A

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

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

The college is putting tireless efforts to fulfill its vision and mission. The institution right from its inception in 1945 has maintained a transparent and democratic system of governance. A proper constitution has been developed by the founders. The institution believes in adopting and developing innovative strategies translated into best practices for the accomplishment of its noble goals.

The best practices adopted to achieve its goals are:

The power is decentralized by forming committees of staff members according to their abilities and interests.

No interference in working of various committees and societies formed by management.

Principal is given freedom to take academic and other decisions for the institution.

Best possible exposure to future teachers is ensured.



Well planned and systematic approach to produce skilled teachers.

IQAC is in place.

Feedback system from students, parents, alumni, schools and public is in place.

The college serves the community by generating awareness about different social issues through seminars, extension lectures, rallies, etc.

Counseling of students by the teachers through a personal touch during admission and tutorials makes students comfortable and confident.

The college supports the rural students in elevating their confidence, exploring their talents, and learning new skills of IT world.

IT and communication has been given more attention.

Tours/ Trips are a regular feature of the college.

Every year Annual Convocation and Sports day are held. These occasions are celebrated by all the three sister colleges.

Annual College magazine is published since 1945.

No compromise in quality of education inspite of the new pressures in teacher education colleges.

The head of the institution has a dynamic and flexible approach in managing the college.

The constructive suggestions of staff are given due importance.

The staff is supported and appreciated for its professional growth.

Majority of the teachers are Ph.D and 09 have completed their Ph.D while serving here.

The shortcomings/ difficulties of previous session are discussed in the inaugural meetings and strategies are made to overcome them in the coming session. The feedback is used to improve the work culture of the institute.

Our teachers are members of board of studies of ug and pg,calicut university. The college is contributing a lot in revision of syllabus for B.Ed and M.Ed.

Best infrastructure has been provided.

The college has very safe Girls' hostel and mens hostel.

**ADDITIONAL INFORMATION TO BE PROVIDED BY INSTITUTIONS  
OPTING FOR REACCREDITATION/ 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?

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 college continuously endeavors to maintain the quality with regard to Governance and Leadership. After previous assessment the need was felt and following measures are taken for quality sustenance.

With the changing world the rural students also have to keep pace with it. The college helps them in learning skills of IT, skill of getting a job, skill of appearing in interviews.

Management has ensured that computer labs function well. Our college has two computer labs with more than 50 systems. We also have smart board in the college to train the pupil teachers in new techniques of teaching.

We have installed broadband for better internet service and wi- fi.

Keeping in view the green environment, the college is maintaining greenery and beautiful flowers in its lawns.

A ramp along with the staircase is also built in the college as a need of physically challenged students. Powerbackup is made sure with help of generators. Library of the college is renovated and is digitalized. Teachers are given separate rooms for study.

Staff members who complete their Ph.D in the ongoing session are honoured on convocation.

College has adopted the village and conducts cleanliness drives, plantation in village, free lights on the main road to village. These lights also have generator backup by the college.

