

BON SECOURS COLLEGE OF EDUCATION
ACCREDITED BY NAAC WITH 'B' GRADE
VILAR, BYPASS, THANJAVUR – 613 006
TAMILNADU



NAAC - SELF APPRAISAL REPORT
RE-ACCREDITATION (2016 – 2017)

SUBMITTED TO:



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
POST BOX NO: 1075, OPP TO. NLSIU, NAGARBHAVI,
BANGALORE – 560 072

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INTRODUCTION

Franciscan Sisters Of Our Lady Of Bon Secours

In the middle of the 18th Century, a young Jesuit, Fr. Gaston Laurence Coeurdon was travelling by a boat from France to India. Our congregation takes its origin from the heart of this zealous Jesuit, who had been caught up in the middle of his journey by a strong tempest. He made a vow to God to establish a Carmel Convent and Refuge home, if he were saved from the tempest. On reaching safely the shore, he established a Carmel Convent and developed it, but before he could fulfill his vow fully, the Lord called him to his eternal award on 16 June 1773.

After his demise Fr. Michael Ansaldo S.J. continued the former's plans. As a first step he established a Refuge Home to give protection to abandoned girls who had nowhere else to go and called it Bon Secours Convent. Till 1806 he was looking after the Carmel Convent and Refuge Home as well. Pope Clement the XIV asked the Society of Jesus in 1774 to hand over the Charge to the Paris Foreign Mission Priests and co-operated with them. Thus the Bon Secours Refuge Home was handed over to the care of the Priests of Paris Foreign Mission.

Fr. Julian Charles Lehodey M.E.P (1808-1867) of the Foreign Mission was the one who gave a shape to the Congregation. He gathered some young girls from the Refuge home, trained them and helped them to pronounce their vows on 17 September 1858. Thus Fr. Julian Charles Lehodey M.E.P became the founder of Bon Secours Congregation.

The main aim of the Bon Secours congregation was to give protection to abandoned girls. Having completed 158 years in their service, they are well known for their academic excellence, discipline and moral standards in Educational Sector.

In order to raise the standard of women and to avoid their ignorance, the congregation started all types of educational institution from primary level to higher educational level.

“Educate a boy, educate a human being.
Educate a girl, educate several generations”.
-Mahatma Gandhi

PREFACE

Bon Secours College of Education under the management of Franciscan sisters of our lady of Bon Secours was established in the year 2004.

The college is recognized by NCTE Bangalore and affiliated to Tamilnadu Teachers Education University, Chennai. It has been accredited by “National Assessment and Accreditation Council” (NAAC) with ‘B’ grade on 5th July 2012.

The main aim of this college is to promote excellence in the sphere of teacher education. The college undertakes to prepare teaching personnel who are intelligent, social minded, spiritually vigorous, vocationally prepared and committed to the cause of quality education.

In addition to it, the college prefers special consideration to women with professional and value education of the highest order on Christian lines. The college has been striving its maximum effort by producing Teachers who will be Physically, Intellectually, Emotionally, Socially and morally healthy and who will in turn prepare their pupils to face the challenging needs of the society tomorrow.

The institution has been encouraging the students to possess personality characteristics like Innovation, Creativity, Divergent thinking, Evaluation, Guidance and Counseling. It also encourages to expertise in research having philosophical and psychological bent of mind and above all strive to be a model of ethical values and educational guidelines.

Above all, Bon Secours College of Education is committed to excellence in Teaching and Learning and stimulates the students to achieve their full potential. The College provides Exemplary facilities to fulfill the Students’ Need.

“Bon Secours” is a Brand Name for education in Thanjavur region



PRINCIPAL
BON SECOURS COLLEGE OF EDUCATION

NAAC Accredited with 'B' Grade
Vilar Bypass Road,
Thanjavur - 613 006.
Ph : 04362 - 257647

Date : 23.03.2017

CERTIFICATE OF COMPLIANCE

(Affiliated / Constituent / Autonomous Colleges and Recognized Institutions)

This is to certify that Bon Secours College of Education fulfils all norms.


1. Stipulated by the affiliating university and or
2. Regulatory Council/ Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc.] and
3. The affiliation and recognition is valid as on date.

In case the affiliation / recognition, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

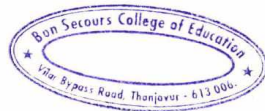
It is noted that NAAC accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Place:
Date :


23/03/17
Principal / Head of the institution
with seal

PROF. DR. T ARIVALAN,
Principal,
BON SECOURS COLLEGE OF EDUCATION,
NAAC with 'B' Grade,
VILAR BYPASS ROAD,
THANJAVUR-613 006.





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Date : 23.03.2017

DECLARATION BY THE HEAD OF THE INSTITUTION

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

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

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


23/03/17

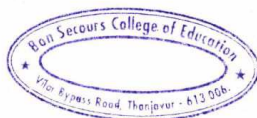
Signature of the Head of the institution

with seal

Place :

Date :

PROF. DR. T. ARIVALAN,
Principal,
BON SECOURS COLLEGE OF EDUCATION,
NAAC with 'B' Grade,
VILAR BYPASS ROAD,
THANJAVUR-613 006.



SWOC ANALYSIS

Following are the key findings of the SWOC analysis done at the institution level on the Strengths, Weakness, Opportunities and Challenges:

Strengths:

- ❖ Empowering rural women for the welfare of society
- ❖ Well qualified faculty members are engaged, with 07 Ph.D., holders....
- ❖ 20% of the faculty members are pursuing PhD degree.
- ❖ College publishes own in-house journals.
- ❖ The faculties are given full academic freedom.
- ❖ More than 90% of the students graduate every year.
- ❖ Inclusive education and admission to all irrespective of social, economic, linguistic and religious backgrounds
- ❖ Well disciplined students.
- ❖ Students give feedback on faculty. Well defined feedback system is functioning.
- ❖ Students participation in club activities, inter collegiate activities etc.
- ❖ Students are provided with effective tutor ward system to counsel the students .
- ❖ The institution has 45 Mbps internet connectivity and a wi-fi enabled campus .
- ❖ Class rooms are smart class rooms with LCD Projectors, Computers and Internet Connectivity.
- ❖ Well furnished hostel for girls with modern facilities. Hostel and mess is directly managed by the management.
- ❖ Strong presence of an alumni base – alumni events and share their wisdom with current students
- ❖ Well equipped laboratories
- ❖ Well defined Management Information system (MIS)
- ❖ Automated Library with Del Net Facility
- ❖ Eco and Techno friendly learning environment.
- ❖ Transport facilities for students and staff.
- ❖ Good relation among Management, Principal and Staff.
- ❖ Use of advanced teaching aids.

Weakness:

- ❖ With 80% of the students from rural background, communicating in English sometimes becomes a challenge.
- ❖ With most students preferring placement, limitations in persuading students to do higher studies.
- ❖ Most of the students are first generation learners

- ❖ Consultancy work in collaboration with national agencies and industries as resources of funding need to be improved

Opportunities:

- ❖ Scope of PG students to pursue Ph.D. under the supervision of the faculty members of the institute in association with the affiliated university.
- ❖ Involving more faculty members in research through incentives
- ❖ Improvement of national and regional recognition of the institution.
- ❖ Students' participation in club activities, intercollegiate competitions

Challenges:

- ❖ Collaboration with the foreign universities to promote study- abroad and student-exchange programme for the second year students.
- ❖ Retention of senior faculties and Ph.D. holders
- ❖ To get placement to each admitted student
- ❖ Balancing between Academic, Research and Administration

HIGHLIGHTS

- ❖ 8010 and above books, 25 Research Journals, 9 Magazine, book bank with fully automated library.
- ❖ Delnet Facility Provided.
- ❖ Digital Language Lab Facility provided.
- ❖ Papers Published in International/National Journals and conferences.
- ❖ Seminars/Workshops/FDPs/Guest Lectures are frequently conducted.
- ❖ Super High Definition CCTV Security and Surveillance & Systems have been installed to monitor the proceedings inside the campus
- ❖ The Institution has entered the e-revolution by making its entire campus Wi-Fi(Wireless-Fidelity). Students and faculty members are benefitting using the Laptops and other gadgets.
- ❖ Working hours are extended to discuss problems and other related issues in the subjects with students.
- ❖ The institution focuses on mentoring and personality development of each student for developing positive attitude, leadership qualities, etc.
- ❖ MoU's are signed with leading organizations for mutual benefits.
- ❖ Our college trains the students to appear for competitive exams.
- ❖ More expert lectures are arranged in all the subjects to further strengthen\ the learning standards of the students and to have a better approach for their future.

PART I – INSTITUTIONAL

A. PROFILE OF THE INSTITUTION

- 1 Name and address of the Institution : Bon Secours College of Education
Vilar bypass, Thanjavur-613006.
- 2 Website URL : **www.bonsecoursedu.org**
- 3 For Communication : **info.bonsecours.edu@gmail.com**
04362-257647, 8903717647

Office

Name	Telephone number with STD Code	Fax No.	e-Mail Address
Prof. Dr. T. Arivalan	9486084864	-	drarivalan@gmail.com
Mr. K.A. Antony Samy	9750199420	-	drkaa76@gmail.com

Residence

Name	Telephone number with STD Code	Mobile
Prof. Dr. T. Arivalan	-	9486084864
Mr. K.A. Antony Samy	-	9750199420

4. Location of the Institution:

Urban Semi-urban Rural Tribal

Any other (specify and indicate)

5. Campus area in acres : 11.27 Acres

6. Is it a recognized minority institution? : Yes

7. Date of establishment of the institution:

Month	Year
10	2004

8. University / Board to which the institution is affiliated:

Tamilnadu Teachers Education University Chennai - 600 097

9. Details of UGC recognition under sections 2(f) and 12(b) of the UGC Act.

—

10. Type of institution

- | | | |
|---------------|---------------------------------------------|-------------------------------------|
| a. By funding | i. Government | <input type="checkbox"/> |
| | ii. Grant –in-aid | <input type="checkbox"/> |
| | iii. Constituent | <input type="checkbox"/> |
| | iv. Self- financed. | <input checked="" type="checkbox"/> |
| b. By Gender | i. Only for Men | <input type="checkbox"/> |
| | ii. Only for women | <input checked="" type="checkbox"/> |
| | iii. Co-education. | <input type="checkbox"/> |
| c. By Nature | i. University Dept. | <input type="checkbox"/> |
| | ii. IASE | <input type="checkbox"/> |
| | iii. Autonomous | <input type="checkbox"/> |
| | iv. Affiliated College | <input checked="" type="checkbox"/> |
| | v. Constituent College | <input type="checkbox"/> |
| | vi. Dept. of Education of Composite College | <input type="checkbox"/> |
| | vii. CTE | <input type="checkbox"/> |

11. Does the University/State Education Act have provision for autonomy?

Yes No

If yes, has the institution applied for autonomy?

Yes No

12. Details of Teacher Education programmes offered by the institution:

Sl. No.	Level	Programme / Course	Entry Qualification	Nature of Award	Duration	Medium of Instruction
i)	Pre-Primary			Certificate		
				Diploma		
				Degree		
ii)	Primary / Elementary			Certificate		
				Diploma		
				Degree		
iii)	Secondary / Sr. Secondary			Certificate		
				Diploma		
		B.Ed.	UG	Degree	2 Year	English & Tamil
iv)	Post Graduate			Diploma		
		M.Ed.	B.Ed	Degree	2 Year	English & Tamil
v)	Other (Specify)			Certificate		
				Diploma		
				Degree		

13. Give the details of NCTE recognition (for each programme mentioned in Q.12 above)

Level	Programme	Order no and date	Sanctioned Intake
Pre-primary			
Primary/Elementary			
Secondary/ Sr. Secondary	B.Ed	FSRO/NCTE/APSO 1468/ B.Ed/TN/2014-15/62526 Dt: 18/03/2015	100 Students per year
Post Graduate	M.Ed	FSRO/NCTE/APSO 9001/ M.Ed/TN/2015/65466 Dt: 25/05/2015	50 Students per year
Other(specify)			

B. CRITERION – WISE INPUTS

CRITERION I: CURRICULAR ASPECTS

B) Does the institution have a stated

Vision	Yes	✓	No	
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Mission	Yes	✓	No	
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Values	Yes	✓	No	
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Objectives	Yes	✓	No	
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Does the institution offer self-financed programme(s)?

Yes	✓	No	
-----	---	----	--

If yes,

2

a) How many programmes?	2
b) Fee charged per programme	B.Ed: Rs.37,500/- M.Ed: Rs.38,000/-

3. Are there programmes with semester system?

No

Is the institution representing /participating in the curriculum development/revision processes of the regulatory bodies?

Yes	✓	No	
-----	---	----	--

If yes, how many faculty are on the various curriculum development / vision committees / boards of the universities / regulating authority.

giving suggestions only

5. Number of methods/elective options (programme wise)

D.Ed	
B.Ed	8 Numbers of Methodology with 3 optional courses (Electives)
M.Ed (Full Time)	2 Electives
M.Ed (Part Time)	
Any other	
(Specify and indicate)	

6. Are there any Programme offered in modular form?

Yes

7. Are there Programmes where assessment of teachers by the students has been introduced?

Yes	✓	No	
-----	---	----	--

Number	2
--------	---

8. Are there Programmes with faculty exchange /visiting faculty?

Yes	✓	No	
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Number	7
--------	---

9. Is there any mechanism to obtain feedback on the curricular aspects from the

- Heads of practice teaching schools

Yes	✓	No	
-----	---	----	--

- Academic peers

Yes	✓	No	
-----	---	----	--

- Alumni

Yes	✓	No	
-----	---	----	--

- Students

Yes	✓	No	
-----	---	----	--

- Employers

Yes	✓	No	
-----	---	----	--

10. How long does it take for the institution to introduce a new programme within the existing system?

3 years

The university, to which the college is affiliated, gives permission to start a new program once in 3 years.

11. Has the institution introduced any new courses in teacher education during the last three years?

Yes		No	✓
-----	--	----	---

Name

--

Number	--
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12. Are there courses in which major syllabus revision was done during the last five years?

Yes	✓	No	
-----	---	----	--

Number	3
--------	---

The university designs the syllabi and the curriculum and changes are made according to TNTEU norms.

13. Does the institution develop and deploy action plans for effective implementation of the curriculum?

Yes	✓	No	
-----	---	----	--

14. Does the institution encourage the faculty to prepare course outlines?

Yes	✓	No	
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CRITERION II: TEACHING –LEARNING AND EVALUATION

1. How are students selected for admission into various courses?

a) Through an entrance test developed by the institution

--

b) Common entrance test conducted by the university/ Government

--

c) Through an interview

✓

d) Entrance test and interview

--

e) Merit at the qualifying examination

✓

f) Any other

2. Furnish the following information (for the previous academic year):

a) Date of start of the academic year

b) Date of last admission

c) Date of closing of the academic year

d) Total teaching days

e) Total working days

3. Total number of students admitted (2015-2016, 2016-2017)

Programme	Number of students			Reserved			Open			Number of students			Reserved			Open		
	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total
	2015 - 2016									2016 - 2017								
D.Ed.																		
B.Ed.		94	94		07	07		87	87		91	91		11	11		80	80
M.Ed.(Full Time)		24	24		05	05		19	19		14	14		05	05		09	09
M.Ed. (Part Time)																		

4. Are there any overseas students?

If yes, how many?

5. What is the unit cost of teacher education programme? (Unit cost= total annual recurring expenditure divided by the number of students/ trainees enrolled)

a) Unit cost excluding salary component Rs.23,848.27

b) Unit cost including salary component Rs.37,603.44

6. Highest and Lowest Percentage of marks at the qualifying examination considered for admission during the previous academic session

Programs	open		Reserved SC/ST	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
D.Ed.				
B.Ed.	85	50	75	40
M.Ed. (Full Time)	85	50	75	50
M.Ed. (Part Time)				

7. Is there a provision for assessing students' knowledge and skills for the programme (after admission)?

Yes	✓	No	
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8. Does the institution develop its academic calendar?

Yes	✓	No	
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9. Time allotted (in percentage)

Programmes	Theory	Practice Teaching (Including pre -practice teaching days)	Practicum	Dissertation
D.Ed				
B.Ed.	75	20	5	-
M.Ed. (Full Time)	80	-	15	5
M.Ed. (Part Time)				

10.Pre-practice teaching at the institution –(First Year)

- a) Number of Pre-practice teaching days

2	8
---	---
- b) Minimum number of pre-practice teaching lessons given by each student

2	0
---	---

11. Practice Teaching at School - Second Year

- a) Number of schools identified for practice teaching

3	8
---	---
- b) Total number of practice teaching days

7	2
---	---
- c) Minimum number of practice teaching lessons given by each student

6	0
---	---

12. How many lessons are given by the student teachers in simulation and pre-practice teaching in classroom situations?

No. of Lessons in simulation	6	No. of Lessons Pre- practice teaching	20
-----------------------------------------	----------	--------------------------------------------------	-----------

13. Is the scheme of evaluation made known to students at the beginning of the academic session?

Yes	✓	No	
-----	---	----	--

14. Does the institution provide for continuous evaluation?

Yes	✓	No	
-----	---	----	--

15. Weightage (in percentage) given to internal and external evaluation.

Programmes	Internal	External
D.Ed.		
B.Ed.	30	70
M.Ed.(Full Time)	30	70
M.Ed. (Part Time)		

16. Examinations

a) Number of sessional tests held for each paper

0	3
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b) Number of assignments for each paper

0	3
---	---

17. Access to ICT (Information and Communication Technology)

	Yes	No
Computers	✓	
Intranet	✓	
Internet	✓	
Software/courseware(Cd`s)	✓	
Audio resources	✓	
Video resources	✓	
Teaching Aids and other related materials	✓	
Any other(specify) Library – Delnet & Automation	✓	
Management Information System	✓	

18. Are there courses with ICT enabled teaching –learning process?

Yes	✓	No	
-----	---	----	--

Number

All

19. Does the institution offer computer science as a subject?

Yes	✓	No	
-----	---	----	--

If yes, is it offered as a compulsory or optional paper?

Compulsory		Optional	✓
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CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

1. Number of teachers with Ph.D and their percentage to the total faculty strength.

Number	0	7	%	26%
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2. Does the Institution have ongoing research?

Yes	✓	No	
-----	---	----	--

If yes, provide the following details on the ongoing research projects

Minor Research Project on “ **A Study on Carelessness of High School Students in Trichy Region**” has been submitted to **NCERT**

Funding Agency	Amount	Duration (years)	Collaboration, If any
NCERT	Rs.2,00,000	12 Months	-

3. Number of completed research projects during last three years.

3

4. How does the institution motivate its teachers to take up research in Education? (Mark ✓ for positive response and ✕ for negative response)

Teachers are given study leave

Teachers are provided with seed money

Adjustment in teaching schedule

Providing secretarial support and other facilities

Any other (Incentive granted for acquiring additional research degree)

5. Does the institution provide financial support to research scholars?

Yes	✓	No	
-----	---	----	--

6. Number of research degrees awarded during the last 5 years.

M.Phil.	-	M.Ed.,	142
---------	---	--------	-----

7. Does the institution support student research projects (UG&PG)

Yes	✓	No	
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8. Details of the publications by the faculty (Last five years)

	Yes	No	Number
International Journals	Yes		15
National Journals	Yes		
Referred Papers	-		10
Non-referred Papers	-		
Academic articles in reputed magazines / news papers	Yes		-
Books	Yes		06
Any other (Specify and indicate)			
Articles in various magazines /with ISBN Published	Yes		150

9. Are there awards, recognition, patents etc. received by the faculty?

Yes	✓	No	
-----	---	----	--

Number	05
--------	-----------

10. Number of papers presented by the faculty and students (during last **five Years**):

	Presented		Participated	
	Staff	Students	Staff	Students
National Seminars	30	25	75	69
International Seminars/Workshop	18	12	15	05
Academic Forum	-	-	11	7

11. What types of instruction materials have been developed by the institution?

(Mark for Yes and for No.)

Self-instructional materials	<input checked="" type="checkbox"/>
Print Materials	<input checked="" type="checkbox"/>
Non Print Materials	<input checked="" type="checkbox"/>
Digitalized (Computer aided instructional materials)	<input checked="" type="checkbox"/>
Question Bank	<input checked="" type="checkbox"/>

12. Does the institution have a designated person for extension activities?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

If yes, indicate the nature of the post.

Full-time	<input checked="" type="checkbox"/>	Part-time	<input type="checkbox"/>	Additional charge	<input type="checkbox"/>
-----------	-------------------------------------	-----------	--------------------------	-------------------	--------------------------

13. Are there NSS and NCC programmes in the institutions?

NSS NCC YRC

14. Are there any other outreach programmes provided by the institution?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

15. Number of other curricular / co-curricular meets organized by other academic agencies / NGOs on campus

10

16. Does the institution provide consultancy services?

Yes	✓	No	
-----	---	----	--

In case of paid consultancy what is the net amount generated during last Three years.

Rs.38,246/-

17. Does the institution have networking/linkage with other institutions / organizations?

Local level	✓
State level	✓
National level	✓
International level	-

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

1. Built-up Area (in sq. mts.)

4610.20 sq.mts

2. Are the following laboratories been established as per NCTE Norms?

a) Methods Lab	Yes	✓	No	
b) Psychology Lab	Yes	✓	No	
c) Science Lab	Yes	✓	No	
d) Educational Technology Lab	Yes	✓	No	
e) Computer Lab	Yes	✓	No	
f) Workshop for preparing teaching aids	Yes	✓	No	

3. How many Computer terminals are available with the institution?

One terminal with 42 Computer Systems

4. What is the Budget allotted for computers (purchase and maintenance) during the previous academic year?

Rs.5,60,000

5. What is the Amount spent on maintenance of computer facilities during the previous academic year?

Rs.20,345

6. What is the Amount spent on maintenance and upgrading of laboratory facilities during the previous academic year?

Rs.15,652

7. What is the Budget allocated for campus expansion (building) and upkeep for the current academic session/financial year?

Rs.1,15,000

8. Has the institution developed computer-aided learning packages?

Yes	✓	No	
-----	---	----	--

9. Total number of posts sanctioned

	Open		Reserved	
	Male	Female	Male	Female
Teaching	06	21	-	-
Non Teaching	02	10	-	-

10. Total number of posts vacant - NIL

	Open		Reserved	
	Male	Female	Male	Female
Teaching	-	-	-	-
Non Teaching	-	-	-	-

11. a. Number of regular and permanent teachers:

(Gender –wise)

All are regular, full time

	Open		Reserved	
	M	F	M	F
Assistant Professors	04	20	-	-
Associate professors	01	-	-	-
Professors	01	01	-	-

b. Number of temporary/ad-hoc/part-time teachers (Gender –wise)

	Open		Reserved	
	M	F	M	F
Lecturers	-	-	-	-
Readers	-	-	-	-
Professors	-	-	-	-

c. Number of teachers from same state 27

other states ---

12. Teacher student ratio (program-wise)

Programme	Teacher student ratio
D.Ed	-
B.Ed	1:14
M.Ed (Full-Time)	1:4
M.Ed (Part-Time)	-

13. a. Non –teaching staff

	Open		Reserved	
	M	F	M	F
Permanent	01	08	-	-
Temporary	M	F	M	F
	-	-	-	-

b. Technical Assistants

	Open		Reserved	
	M	F	M	F
Permanent	01	02	-	-
Temporary	M	F	M	F
	-	-	-	-

14. Ratio of Teaching –non teaching staff

3:1

15. Amount spent on the salaries of teaching faculty during the previous academic session (% of total expenditure)

34.25

16. Is there an advisory committee for the library?

Yes	✓	No	
-----	---	----	--

17. Working hours of the Library

On working days

8 hours

On holidays

6 hours

During examinations

8 hours

18. Does the library have an Open access facility

Yes	✓	No	
-----	---	----	--

19. Total collection of the following in the library

a. Books

8010

- Textbooks

7274

- Reference books

499

b. Magazines

09

c. Journals subscribed

25

- Indian journals	18
- Foreign journals	03
- Peer reviewed journals	04
- Back Volumes of journals	82

d. E-information resources

- Total No. of e-books: - Total No. of e-journals: }	Delnet
- CDs/ DVDs	72
- Databases	Modem Lib Data base
- Videocassettes	10
- Audio cassettes	20
- M.Ed. Dissertation	142

20. Mention the

Total carpet area of the Library in (sq. Mts)	135.26 Sq. Mts
Seating capacity of the Reading room	50

21. Status of automation of Library

Yet to initiate	
Partially automated	
Fully automated	✓

22. Which of the following services/facilities are provided in the library?

Circulation	<input checked="" type="checkbox"/>
Clipping	<input checked="" type="checkbox"/>
Bibliography Compilation	<input checked="" type="checkbox"/>
Reference	<input checked="" type="checkbox"/>
Information Display & Notification	<input checked="" type="checkbox"/>
Book Bank	<input checked="" type="checkbox"/>
Photo Copying	<input checked="" type="checkbox"/>
Computer and Printer	<input checked="" type="checkbox"/>
Internet	<input checked="" type="checkbox"/>
Online Access Facility	<input checked="" type="checkbox"/>
Inter Library Borrowing	<input type="checkbox"/>
Power Backup	<input checked="" type="checkbox"/>
User Orientation / Information Literacy	<input checked="" type="checkbox"/>
Any Other (Specify) Del Net	<input checked="" type="checkbox"/>

23. Are students allowed to retain books for examinations?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

24. Furnish information on the following

Average number of books issued/returned per day

Maximum number of days books are permitted to be retained
By students

By faculty

7

Average number of users who visited/consulted per month

950

Ratio of library books (excluding textbooks and Book bank facility) to the number of students enrolled.

36:1

25. What is the percentage of library budget in relation to total budget of the institution?

5.85%

26. Provide the number of books /journals/periodicals that have been added to the library during the last three years and their cost.

	I 2014-2015		II 2015-2016		III 2016-2017	
	Number	Total cost (in Rs.)	Number	Total cost (in Rs.)	Number	Total cost (in Rs.)
Text books	225	87,472/-	237	92,782/-	1,830	4,03,564/-
Other books	50	7,530/-	63	8,457/-	500	88,000/-
Journals / periodicals	09	6,470/-	15	13,457/-	06	5,675/-
Any others specify and indicate	50	-	52	1,875/-	56	1,893/-

CRITERION V: STUDENT SUPPORT AND PROGRESSION

1. Programme wise “dropout rate” for the last three batches

Programmes	2013-14	2014-15	2015-16
------------	---------	---------	---------

D.Ed	-	-	-
B.Ed.	-	-	2
M.Ed. (full-time)	-	-	-
M.Ed. (part-time)	-	-	-

2. Does the institution have the tutor-ward/any similar mentoring system?

Yes	✓	No	
-----	---	----	--

If yes, how many students are under the care of a mentor/tutor?

12

3. Does the institution offer Remedial instruction?

Yes	✓	No	
-----	---	----	--

4. Does the institution offer Bridge course?

Yes	✓	No	
-----	---	----	--

5. Examination result during past three years (provide year wise data)

	UG			PG		
	2012 - 13	2013 -14	2014-15	2012-13	2013-14	2014-15
Pass Percentage	98	97	99	80	63	74
Number of first classes	23	22	22	21	18	24
Number of distinctions	74	74	76	-	-	-
Exemplary Performances	District - Level Ranks - 3 University Rank Holders : B.Ed - G.Deepa M.Ed - S.Devi, V.Sathya					

6. Number of students who have passed competitive examinations during the last three years.

	2013-14	2014-15	2015-16
NET	01	01	-
SLET/SET		02	01
TRB/TET	2	1	1

7. Mention the number of students who have received financial aid during the past three years.

Financial Aid	13-14		14-15		15-16	
	UG	PG	UG	PG	UG	PG
Merit Scholarship	-	-	-	-	-	-
Merit-cum-means scholarship	04	-	05	-	07	-
Fee concession	04	18	17	12	15	-
Loan facilities	-	-	-	-	-	-
Any other specify and indicate SC/ST, Minority	11	12	19	16	11	8
Minority Scholarship	15	2	14	-	-	-

8. Is there a health Centre available in the campus of the institution?

Yes	✓	No	
-----	---	----	--

9. Does the institution provide Residential accommodation for:

Faculty

Yes	✓	No	
-----	---	----	--

Non-teaching staff

Yes	✓	No	
-----	---	----	--

10. Does the institution provide Hostel facility for its students?

Yes	✓	No	
-----	---	----	--

If yes, number of students residing in hostels

Men	-	Women	34
-----	---	-------	----

11. Does the institution provide indoor and outdoor sports facilities?

Sports fields	Yes	✓	No	
---------------	-----	---	----	--

Indoor sports facilities	Yes	✓	No	
--------------------------	-----	---	----	--

Gymnasium	Yes		No	✓
-----------	-----	--	----	---

12. Availability of rest rooms for Women

Yes	✓	No	
-----	---	----	--

13. Availability of rest rooms for men

Yes	✓	No	
-----	---	----	--

14. Is there transport facility available?

Yes	✓	No	
-----	---	----	--

15. Does the Institution obtain feedback from students on their Campus experience?

Yes	✓	No	
-----	---	----	--

16. Give information on the Cultural Events (Last year data) in which the Institution participated/organized.

	Organised			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate	-	-	-	✓	-	07
Inter-university	-	-	-	✓	-	01

National	-	-	-	✓	-	02
Any other, District, Regional/ state	✓	-	15	✓	-	70%

17. Give details of the participation of students during the past year at the university, state, regional, national and international sports meets.

	Participation of students (Numbers)	Outcome (Medal achievers)
State	07	Runner
Regional	10	01
National	01	-

18. Does the institution have an active alumni Association?

Yes	✓	No	
-----	---	----	--

If yes, give the year of establishment

2010.

19. Does the institution have a student Association/Council?

Yes	✓	No	
-----	---	----	--

20. Does the institution regularly publish a college magazine?

Yes	✓	No	
-----	---	----	--

21. Does the institution publish its updated prospectus annually?

Yes	✓	No	
-----	---	----	--

22. Give the details on the progression of the students to employment / further study
(Give percentage) for last three years

	2012-13	13-14	14-15
Higher studies	5%	8%	10%
Teaching	83%	80%	82%
Non teaching	2%	3%	2%
Employment - Total	85%	83%	84%

23. Is there a placement cell in the institution?

Yes	✓	No	
-----	---	----	--

If yes, how many students were employed through placement cell during the past three years?

2012-13	2013-14	2014-15
32	44	36

24. Does the institution provide the following guidance and counseling services to the students?

Academic guidance and counseling	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Personal Counseling	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Career Counseling	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

CRITERION VI: GOVERNANCE AND LEADERSHIP

1. Does the institution have a functional Internal Quality Assurance Cell or any other similar body/ committee?

Yes	✓	No	
-----	---	----	--

2. Frequency of meetings of Academic and Administrative Bodies(last year)

Governing Body/Management	2
Staff Council	16
IQAC/or any other similar body/committee	5
Internal Administrative Bodies contributing to quality improvement	4

3. What are the Welfare schemes available for the teaching and non-teaching staff of the institution?

Loan Facility	Yes	✓	No	
Medical Assistance	Yes	✓	No	
Insurance	Yes	✓	No	
Other (Specify) Festival Advance	Yes	✓	No	

4. Number of career development programmes made available for non-teaching staff during the last three years.

2012-13	2013-14	2014-15
2	2	3

Office automation programme and personality development programmes

5. Furnish the following details for the past three years

a) Number of teachers who have availed the Faculty Improvement Program of the UGC/NCTE or any other recognized organization.

1 - AIACHE

b) Number of teachers who were sponsored for professional development programmes by the institution

National	15
International	3

c) Number of faculty development programmes organized by the institution:

0	3
---	---

d) Number of seminars /workshops symposia on Curricular development, Teaching –Learning , Assessment, Etc., organized by the institution

0	5
---	---

e) Research Development programmes attended by the faculty

0	5
---	---

f) Invited /endowment lectures at the institution

1	5
---	---

Any other area(specify the programme and indicate)

0	5
0	3

Staff Training Programmes
Non Teaching Training Programme

6. How does the institution monitor the performance of the teaching and non-teaching staff?

a. Self-appraisal

Yes	✓	No	
-----	---	----	--

b. Student assessment of faculty performance

Yes	✓	No	
-----	---	----	--

c. Expert assessment of faculty performance

Yes	✓	No	
-----	---	----	--

d. Combination of one or more of the above

Yes	✓	No	
-----	---	----	--

e. Any other (specify and indicate) log book & Visitors Record

Yes	✓	No	
-----	---	----	--

7. Are the faculty assigned additional administrative work?

Yes	✓	No	
-----	---	----	--

If yes, give the numbers of hours spent by the faculty per week

2 hours per week.

8. Provide the income received under various heads of the account by the institution for previous academic session.

Grand in Aid

-

Fees

2015-16

4609500/-

Donation	-
Self Funded Courses	-
Any Other (Specify)	-

9. Expenditure statement (for last two years)

	2014-15	2015-16
Total sanctioned budget	6600269.00	7264241.00
%Spent on the salary of faculty	29%	30%
%Spent on the salary of non-teaching employees	15%	17%
%Spent on books and journals	2%	5%
%Spent on developmental activities (expansion of building)	23%	20%
%Spent on telephone electricity and water	4%	4%
%Spent on maintenance of building, sports facilities, hostels, residential complex and student amenities, etc	4%	4%
%Spent on maintenance of equipment, teaching aids contingency etc,	3%	3%
%Spent on research and scholarship (seminars, conferences, faculty development programs, faculty exchange, etc.)	6%	6%
% Spent on travel	1%	1%
Any other Advertisement, Affiliation, Vehical maintainance, Examination, stationary,etc..	13%	10%
Total expenditure incurred	6600269.00	7264241.00

10. Specify the institutions surplus/deficit budget the last three years?

(Specify the amount in the applicable boxes given below)

Neither surplus nor deficit budget

11. Is there an internal financial audit mechanism?

Yes	✓	No	
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12. Is there an external financial audit mechanism?

Yes	✓	No	
-----	---	----	--

13. ICT /Technology supported activities /units of the institution:

Administration	Yes	✓	No	
Finance	Yes	✓	No	
Student Records	Yes	✓	No	
Career Counselling	Yes	✓	No	
Aptitude Testing	Yes	✓	No	
Examination / Evaluation	Yes	✓	No	
Assessment	Yes	✓	No	
Any other (Office automation)	Yes	✓	No	

14. Does the institution have an efficient internal co-ordinating and monitoring mechanism?

Yes	✓	No	
-----	---	----	--

15. Does the institution have an inbuilt mechanism to check the work efficiency of non-teaching staff?

Yes	✓	No	
-----	---	----	--

16. Are all the decisions taken by the institution during the last three years approved by a competent authority?

Yes	✓	No	
-----	---	----	--

17. Does the institution have the freedom and the resources to appoint and pay temporary/ad hoc/guest teaching staff?

Yes	✓	No	
-----	---	----	--

18. Is a grievance redressal mechanism in vogue in the institution?

For Teachers

✓

For Students

✓

For non-teaching staff

✓

19. Are there any ongoing legal disputes pertaining to the institution?

Yes		No	✓
-----	--	----	---

20. Has the institution adopted any mechanism/process for internal academic audit /quality checks?

Yes	✓	No	
-----	---	----	--

21. Is the institution sensitized to modern managerial concepts such as strategic planning, teamwork, decision-making, computerisation and TQM?

Yes	✓	No	
-----	---	----	--

CRITERION VII : INNOVATIVE PRACTICES

1. Does the institution have an established internal quality assurance mechanism?

Yes	✓	No	
-----	---	----	--

2. Do students participate in the quality enhancement of the institution?

Yes	✓	No	
-----	---	----	--

3. What is the percentage of the following student categories in the institution?

	Category	2015- 2016				2016-2017			
		B.Ed.,		M.Ed.,		B.Ed.,		M.Ed.,	
		Women	%	Women	%	Women	%	Women	%
a	SC	07	07	05	21	11	12	05	36
b	ST	-	-	-	-	-	-	-	-
c	OBC	87	93	19	79	80	88	09	64
d	Physically challenged	1	1	-	-	-	-	-	-
e	General category	-	-	-	-	-	-	-	-
f	Rural	54	57	12	50	69	76	10	71
g	Urban	40	43	12	50	22	24	04	29
h	Any other (specify)	-	-	-	-	-	-	-	-

4. What is the percentage of the staff in the following category?

	Category	Teaching staff	%	Non-teaching staff	%
A	SC	03	11	02	17
b	ST	-	-	-	-
c	OBC	24	89	10	83
d	Women	22	82	08	67
e	Physically Challenged	-	-	-	-
f	General Category	-	-	-	-
g	Any other(specify) DNC	-	-	-	-

5. What is the percentage incremental academic growth of the students for the last two batches?

Category	B.Ed.,				M.Ed.,			
	At Admission		On completion of the course		At Admission		On completion of the course	
	2014-15	2015-16	2014-15	2015-16	2014-15	2015-16	2014-15	2015-16
SC	12	07	12	07	13	5	13	5
ST	-	-	-	-	-	-	-	-
OBC	88	87	88	85	22	19	22	19
Physically Challenged	-	1	-	1	-	-	-	-
General Category	-	-	-	-	-	-	-	-
Rural	60	54	60	52	26	12	26	12
Urban	40	40	40	40	9	12	9	12
Any other (specify)	-	-	-	-	-	-	-	-

PART II – EVALUATIVE REPORT

C. EXECUTIVE SUMMARY

INTRODUCTION

Bon Secours College of Education under the management of Franciscan Sisters of Our Lady of Bon Secours was established in the year 2004. The college is recognized by NCTE Bangalore and affiliated to Tamilnadu Teachers Education University, Chennai. It has been accredited by “National Assessment and Accreditation Council” (NAAC) with ‘B’ grade on 5th July 2012.

The Qualitative and Quantitative elements of whole academic and administrative programmes of our Institution are presented for your kind perusal.

The college has been maintaining good quality and showing progress in all activities since its inception in 2004. The Management is deeply committed to promote excellence in the sphere of Teacher Education. In the present scenario characterized by Liberalization, Privatization, Globalization and Vast expansion of ICT, the role of Teacher and Learner also should change in accordance with the changing pattern of life. The Institution takes various steps for the professional development of the faculties so that they can face the current challenges in Indian class rooms. The Management takes special efforts to train the Teacher Educators and the prospective Teachers to acquire personality traits and to encourage them to work with Creativity and Innovation. Besides they are encouraged to experience in research and view things with philosophical and psychological bent of mind. Above all they are expected to be a model of ethical values and educational guidance. The Management also puts in all efforts by enhancing the infrastructure facilities to the maximum.

The Institution strives consciously to implement the recommendations put forth by the NAAC peer team of the first cycle of accreditation for quality enhancement of the institution. Accordingly the Institution has made great strides in the areas pointed out by the NAAC peer team. The achievements and progress are given below in brief:

Curricular Aspects:

In order to enrich Teaching and Learning, the Institution encourages technology based education. The Dissertation works of Post Graduate students are carried out effectively in our computer Laboratory. The students are given practice to carry out SPSS in our Laboratory.

Mobile Technology and group Mail are made use of forward the communications to all the students at one time.

Orientation programmes and Guest Lectures are held periodically to bring quality in Teaching and Learning. The Institution organizes various seminars and workshops on Health awareness with the help of Rohini Hospital, Indian Dental Association, Thanjavur branch, Vasan Eye Care and Nivee Eye Care for the village people.

The institution offers Certificate Courses on “Communication Skills” and “Basic Computer Knowledge” to equip the student-teachers with necessary skills. Also it has planned to introduce new certificate courses on “Personality Development” and “Counseling and Guidance” in the forth coming year.

Valuable responses are received through feedback mechanism from Teachers, Guide Teachers, Head of the school, Parents, Alumni, and School Students about curriculum transaction.

Teaching, Learning and Evaluation:

- The Student Teachers are encouraged to take up pupil centered learning methods like group discussion, seminars, ppt. presentations and Action research. Dissertation in M.Ed. Calculation is done by using SPSS techniques.
- Video lessons prepared by Teacher Educators are viewed by Prospective Teachers.
- Students are motivated to do Individual projects during school Internship.
- Interpretations are given in test and measurement and suggestions are given to the school students to improve the particular subject.
- Decentralization is maintained so that the staff members are given freedom to organize and implement the practicum component.
- Laboratories (physical Science, Biological Science, Psychology, Language, Computer and Education Technology) play a vital role to implement the cardinal method of learning by doing in Teaching and Learning

- The Institution is very keen to maintain computer assisted Instruction in theory component for students.
- OSM- Open Source Materials (Videos and PPTs on subject topics, Human values and Competitive Examination exercises) prepared by Teacher educators and **prospective** teachers are available in college website
- Prospective teachers are motivated to create their own Blog to share their views and post their creativities.
- Double valuation procedure is maintained regarding practical component and in practice teaching.
- Mentor system is effectively followed.

Research, Consultancy and Extension

- The faculty members are given a wide range of opportunities to take part in seminars and workshops related to their research topics and statistical techniques in SPSS.
- The Principal has published two books on research - one on 'Laboratory Education' and the other on 'The art of Teaching and Learning science'. He was a Resource person in a science exhibition. He has so far guided 61 M.Phil candidates, more than 50 M.Ed. candidates and now guiding 4 Ph.D candidates. One candidate was awarded with Ph.D in Education under the guidance of the principal on 18.03.2017.
- One of our faculty members has submitted the Ph.D thesis in TNTEU. One faculty member has registered for Ph.D in Tamil university and two faculty members in Bharathidasan University.
- The faculty members have published their research and thematic articles in seminar proceedings.
- Bons torch (Each one Teach one) is very effective in the Institution.
- Creating a Memorandum of Understanding (MoU) with nearby colleges and institutions
- Minor Research Project on “ **A Study on Carelessness of High School Students in Trichy Region**” has been submitted to NCERT

Infrastructure and Learning Resources :

The Institutional infrastructure and Instructional materials are provided according to NCTE and TNTEU Norms and standards. The college is established in a quiet and tranquil atmosphere. The environment in which the college is situated is free from pollution. Conscious effort is made to maintain adequate infrastructure facilities and sufficient Learning Resources for effective Teaching and Learning.

- Due to the availability of excellent infrastructure and Learning Resources, Students Centered education is fulfilled.
- ICT facilities are utilized to the maximum level by the staff members and the student Teachers.
- Technology based learning is encouraged in the pedagogical subjects.
- Wi-Fi connections are available
- Fully automated Library with DELNET.
- Adequate apparatus and sufficient chemicals are well maintained in all the Laboratories.
- 24 hours power supply and Mineral water supply are ensured with UPS and Generator connections.
- A lift system is provided in our Institution for physically challenged students.
- Transport facilities and vehicle parking shed are provided.

Student Support and Progression:

The Student Teachers are the pillars of the Institution. The Management, the Principal and the Faculty Members extend full Co-operation and support to the Prospective Teachers to shine as Exemplary Teachers in the future.

- An integrated approach is made by the college to develop the Student Teachers physically, intellectually, emotionally, socially and morally.
- Best Infrastructural and Instructional facilities are provided to the prospective Teachers.
- Every year significant number of economically and socially backward Student Teachers are provided financial assistance through the Management, Government and Bank.
- The system of Examinations and Evaluation implemented in the Institution develop unwavering courage and academic progression of student teachers.
- Placement Training and Career guidance are provided in an excellent manner to ensure the students' future.
- Technology based Education boosts the Student Teachers' ability of teaching.

Governance and Leadership:

Governance and Leadership are the specific factors for an Institution to reach the Goal. Since the inception of the Institution a trigonal approach has been followed positively by the Management, Faculty members and the Student-Teachers .Keeping in mind the Vision, Mission and Objectives, Bon Secours College of Education is keen on making new policies, decisions and implement apt Strategic Plans. A few of them are given below:

- Decentralization in the administration.
- Effective feedback system.
- Vibrant of IQAC.
- A Well-Organized Managerial Information System.
- Institution organizes various programmes for Teaching Staff, Non-Teaching staff and student Teachers

Innovative Practices

Innovation is a process that brings modification or changes in the Traditional method and introduces novel ideas in them. The new method formed has unique nature and is quality based one. Bon Secours College of Education has been implementing novel ideas according to the current trends in Teaching and Learning. The innovative practices thus implemented enrich Teaching and Learning.

- Technology based Teaching and Learning.
- ✓ **Effective IQAC** and Feedback mechanism. **Bons-FAS 1.0 (Bon Secours Feedback Analysis System)** software that is developed by staff members is used for this
- Open Source Material (OSM) for Teaching and Learning - **Videos and PPTs on Subject Topics, Human values and Competitive Examination Exercises** prepared by staff and students are available in college website for open access.
- Prospective teachers have created **Blogs** to share their views and post their creativity and course materials.
- New certificate course on “**Personality Development**” and “**Counseling and Guidance**” have been introduced
- **Bons Torch** (Each one Teach one) scheme is practiced.
- Online International journal – **Bonsecours International Journal on Educational Research (BIJER)** has been published
- Library automation software version is upgraded with **Delnet** to access Web resources

- **Wi-Fi** connection has been provided with an aim to enhance their intellectual vigor in the field of research
- **Lift facility** is provided for physically challenged student-teachers
- Institution has well defined **Management Information System**.
- **Herbal Garden** is maintained

D: CRITERION-WISE ANALYSIS

CRITERION I: CURRICULAR ASPECTS

1.1 CURRICULAR DESIGN AND DEVELOPMENT

1. State the objectives of the institution and the major considerations addressed by them? (Intellectual, Academic, Training access to the disadvantaged, Equity, Self Development, Community and National Development, Issue of Ecology and Environment, Value Orientation, Employment Global Trends and demands , etc.)

VISION:

To produce teachers who will be physically, intellectually, emotionally, socially and morally healthy and who will prepare their pupils to face the challenging needs of the society tomorrow.

MISSION:

Bon Secours College of Education is committed to excellence in helping students, reach their full potential by developing their academic competencies, critical thinking skills, communication proficiency, civic responsibility and global awareness.

OBJECTIVES:

- ❖ To empower the rural women society, to uplift them and to make them Self-reliant.
- ❖ To provide opportunities to acquire creativity, divergent thinking and leadership quality.
- ❖ To train prospective teachers on various teaching skills and problem solving techniques.

- ❖ To develop necessary professional skills and competency in the prospective teachers to face the class room teaching problems confidently and intelligently.
- ❖ To achieve the totality of body and mind.
- ❖ To stimulate the students to imbibe social ideas and a spirit of social service.
- ❖ To acquire knowledge in educational technology and contemporary pedagogy.
- ❖ To encourage the staff and prospective students' interest to attain holistic development.

MAJOR CONSIDERATIONS:

Academic Excellence

- Every year BSCE makes notable achievements in academic excellence by securing centum result in almost all the years and securing district level rank in the university examinations.
- The College follows the syllabi of TNTEU and also offers additional certificate courses to help the students face the global competitions.
- The College admits students as per the direction of government of Tamilnadu. As our ultimate aim is women empowerment, we give priority to marginalized women in admission.
- Decentralization of power enables everybody to make use of the college resources for scholastic achievement.
- To enhance the quest of educational research, BSCE provides facilities to attend and organize seminars, publish articles in peer reviewed journals.
- BSCE has well defined Management Information System (MIS) for effective communication and academic excellence.
- The College has well defined policy in recruiting staff members for effective curriculum transaction.
- For technology enabled teaching and learning the college offer ample opportunities and resources.
- The College follows Continuous Comprehensive Evaluation (CCE) for prescribed internal marks given by University

Women Empowerment

- Special consideration is given in admission to first graduates, economically backward, differently abled and students of most marginalized section of the society.
- Utmost care is taken in admitting the divorcee, widows and women students who have discontinued studies by giving special counseling. Special measures like Peer tutoring system and mentor system are functioning for the above said women students, to cope with others.
- Tie up with management schools of Thanjavur province of Bon Secours congregation in conducting campus interview and placements and also a special link with "Gunkumam" – a special scheme of Thanjavur province of Bon Secours Congregation working for the welfare of widows.
- Through socially useful productive work (SUPW) we train our students to become entrepreneurs.



Shaping young minds for future society

- Various co-curricular and extra-curricular activities are carried out for all-around development of prospective teachers to face the challenges of the present world
- To cultivate social responsibility among prospective teachers, Voters pledge campaign, citizenship training camp, field trips, visiting schools for differently abled students are being practiced regularly.
- To inculcate religious harmony, various religious festivals are celebrated, annual retreat is conducted and Morning Prayer with the teaching of different religions are recited.
- To develop patriotism, National days of importance are celebrated and to develop most sensitive eco-consciousness, various environmental programmes and tree plantation are conducted.
- The College offers value education and moral instructions to create sound mind. Thus BSCE produces principled, value oriented and responsible citizens



ICT enabled teaching and learning

- Certificate course on Basic computer skills is offered
- Training on basic computer skills is conducted to non teaching staff
- Staff and prospective teachers prepare teaching and learning material using ICT
- OSM- open source materials (Videos and PPTs on subject topics, Human values and Competitive Examination exercises) prepared by Staff and prospective teachers are available in college website
- Prospective teachers are motivated to create their own Blog to share their views and express their skills
- Communication is done through media – Mail and Whatsapp
- The College provides Wi-Fi facility
- The College library automation with DELNET
- Digital lesson plan using multimedia packages is prepared.

2. Specify the various steps in the curricular development processes. (Need assessment, development of information, database pertaining to the feedback from faculty, students, alumni, employers and academic experts, and formalizing the decisions in statutory academic bodies).

The college has been approved by NCTE and affiliated to Tamil Nadu Teachers Education University (TNTEU), Chennai. The University to which the college has been affiliated formulates the curriculum and syllabi. These are followed by the college judiciously. The revision of the syllabus is done by the university periodically. The feedback of the students, academic experts, parents, alumni, faculty (peers) and employers about the curricula and the related matters are obtained and analyzed. The same is forwarded to the University for its Consideration during the revision of curriculum.

Based on the feedback on curriculum, the following initiatives are undertaken:

- Additional certificate courses are conducted for the benefit of prospective teachers
- A number of guest lectures and special lectures are arranged
- At the beginning of academic year Entry Behavior Test and talent test are conducted to know the level of teaching aptitude, General Knowledge and language skills of students. Various programmes like bridge course, remedial class, and Peer- tutoring system are organized



3. How are the global trends in teacher education reflected in the curriculum and existing courses modified to meet the emerging needs?

The various boards of studies under the Tamilnadu Teachers Education University, Chennai, incorporate modern trends in teacher education in the curriculum and change it wherever and whenever it is necessary. These include aspects relating to environmental education, moral and ethical aspects, basic pedagogy, creative records that give importance for creativity, website analysis, educational technology records, Socially Useful Productive Work, Book Review and Computer Education. BSCE therefore strictly adheres to the norms and guidelines pertaining to the syllabus framed by TNTEU.

4. How does the institution ensure that the curriculum bears some thrust on national issues like environment, value education and ICT?

The curriculum framed by the university bears testimony to the fact that sufficient thrust is placed on National issues like environment, value education and Information Communication Technology. Value education is promoted by providing courses on yoga, meditation and lectures on ethics. Communication English, Basic Computer knowledge, Environmental Education, Life Skills, and self-development programmes are also given. Apart from this, the college also celebrates various important days like Human Rights Day, Independence Day, Republic Day and Women's Day. Educational Technology and Internet facilities provide lot of scope in the B.Ed., and M.Ed., programmes. LCD presentation helps a great deal in conducting seminars.



Environmental Education

- ✓ 3 hours / week are allotted in time table for the curriculum transaction on En.Science
- ✓ Guest lectures on pollution, wastage, climate change ...etc arranged.
- ✓ Saplings are planted on special days
- ✓ Resource persons are given saplings
- ✓ Prospective teachers are encouraged to present plants and books on their birthdays
- ✓ Separate bin for wastage is kept
- ✓ Clean and green campus is maintained



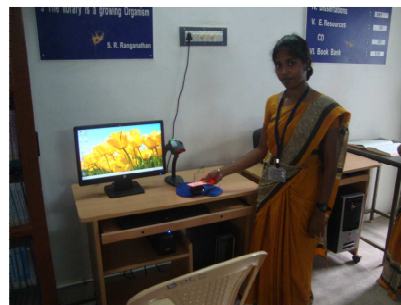
- ✓ Campus is maintained as plastic free zone
- ✓ Herbal garden is maintained.

Value Education

- ✓ Daily Assembly Prayer
- ✓ Annual Retreat
- ✓ Counseling and guidance given by aged Sisters of Bon Secours college community during lunch break and after working hours.
- ✓ Infuse core values like humanity, commitment, truthfulness, sincerity, empathy, accountability etc., in teaching-learning process
- ✓ Celebrating religious festivals and national days which cultivate some basic good qualities and team spirit among young minds

ICT enabled teaching and learning

- ✓ Staff and prospective teachers prepare teaching and learning material using ICT
- ✓ Prospective teachers are motivated to create their own Blog to share their views and post their creativity and materials.
- ✓ Communication through media – Mail and Whatsapp
- ✓ Providing Wi-Fi facility
- ✓ Library automation
- ✓ Digital lesson plan using multimedia packages



5. Does the institution make use of ICT for curricular planning? If yes give details.

Yes. The faculty members use CDs prepared by them as teaching aids. The students are encouraged to make use of internet facilities provided by the college. The power point presentations prepared by students in various subjects are accepted.

ICT enabled teaching and learning

- ✓ Certificate course on Basic computer skills is offered and updated periodically to meet the needs of current trend
- ✓ Staff and prospective teachers prepare teaching and learning material using ICT



- ✓ OSM- open source materials (Videos and PPTs on subject topics, Human values and competitive examination exercises) prepared by staff and prospective teachers are available in college website to execute curriculum transaction effectively
- ✓ Providing Wi-Fi facility
- ✓ Library automation
- ✓ Digital lesson plan using multimedia packages
- ✓ Well equipped computer and language lab
- ✓ Providing Laptop, LCD Projector, OHP for effective teaching
- ✓ Easy access e-books, e-journals for research work
- ✓ Blog creation by prospective teachers to share their views and post their creativities.



1.2 ACADEMIC FLEXIBILITY

1. How does the institution attempt to provide experiences to the students so that teaching becomes a reflective practice?

The college provides good experience to the students to make teaching reflective by the following ways: Class seminars, pre practice teaching, demonstration classes, video shooting, micro teaching sessions, model teaching classes, teaching practice, guest lectures, workshop and role play. Also various exposures like rural camp, citizenship training camps and visiting differently abled students' school help them analyze and act responsibly.



Annual retreat helps students to refresh their life by reflection. Feedback system is a good reflective practice

2. How does the institution provide for adequate flexibility and scope in the operational curriculum for providing varied learning experiences to the students both in the campus and in the field?

There is adequate flexibility in the curriculum. It includes ICT, theory components, school Internship, micro teaching, internal assessments, and practical components like field trips, camp activities, art and work experience, educational technology, action research and case study. All these provide varied learning experiences to the students both in the campus and in the field. Our classroom teaching method is much more flexible and practical to understand teaching process.



3. What value added courses have been introduced by the institution during the last three years which would for example: Develop communication skills (verbal & written), ICT skills, Life skills, Community orientation, Social responsibility etc.

The college has introduced the following value added courses:

- Certificate course on “Communication Skills”, “ Basic Computer Knowledge”, “Personality Development” and “Counseling and Guidance”.
- Yoga and Health Education
- Personality Development Trainings
- First Aid Training Programmes
- Information and Communication Technology – Utilization Programme
- Extension Activities.
- Workshop on Activity Based Learning (ABL), Active Learning Method (ALM) and Continuous and Comprehensive Evaluation (CCE)
- Workshop on SPSS Package to M.Ed students



4. How does the institution ensure the inclusion of the following aspects in the curriculum?

I Interdisciplinary / Multi-disciplinary aspect

The curriculum framed by NCTE and TNTEU is itself multi disciplinary in nature. It includes ICT, Value Education, Yoga Education, Health education, Physical Education and Environmental Education for the wellbeing of the prospective teachers.

The students are provided lot of opportunities to enhance their English and ICT knowledge. They are allowed to attend interdisciplinary seminars, symposia, lectures, etc.

Guest lectures, field trips, visits to differently abled students' schools and quiz competitions are arranged from time to time for the enhancement of their knowledge and skills. Blended learning in digital lesson plan and test and measurement record.



i) Multi Skill Development

(a) Information Communication Technology Skills: Use of Internet Browsing, Journals and Magazines, (b) Courses in English communication skills, (c) Life Skills: Health, Value and Environmental education programmes, Awareness programme on pollution, Consultancy and extension services programmes. Students are motivated to attend and organize various seminars and competitions. Students' articles and their inventiveness are published in college magazine. **Bons Torch** and Peer tutoring systems are very helpful in cultivating multi skill among prospective teachers.



ii) Inclusive Education

The college admits physically challenged students (other than blind, deaf and dumb) to the B.Ed., and the M.Ed., programmes. Such students when admitted are taught using Special Support exclusive for such students although the curriculum remains the same. Special Support in Library Activities and Camp Activities are given to physically challenged students. Ramp and lift facilities are available. Special care is taken to admit the divorcees, widows and women who have discontinued studies by giving them special counseling.



iii) Practice teaching The college ensures the aspect of stimulation classes which are practised by the students in the college before they go for teaching practice to the co-operative schools practice teaching sessions are undertaken by the students for 2 weeks. The teacher educators visit all the schools where the students undergo the teaching practice and present a brief report to the Principal. We also get the feedback from the Heamaster, Guide Teachers and the Students of teaching practice schools.

iv) School Experience The students of the II year undergo 16 weeks school internship programme and the I year students 4 weeks in schools and in the college. The students have to record the details of their experience. They also prepare Case study and Action Research Records.



The first year M.Ed students undergo 2 weeks in the co-operative schools and prepare a reflective report on the administration, curriculum transaction, mode of evaluation and curricular and co-curricular activities of student teachers. The M.Ed students also undergo 2 weeks field visit to anyone of the Teacher Education Institution and submit a report about the institution. The second year M.Ed students should take practice for 1 week in co-operative schools and 3 weeks in any one of the teacher Education Institutions for assessment.

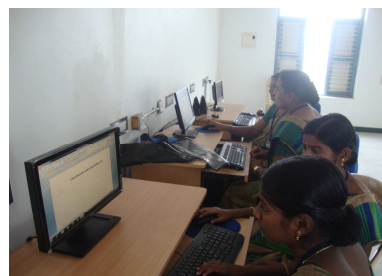
v) Work Experience / Socially Useful Productive The students are facilitated and guided to make many socially useful productive things such as office covers, files, Teaching Learning materials, edible items,



Work Greeting cards, Cosmetic items, Art and Craft items etc., Tailoring, Embroidery, Carpentry, Bookbinding, Spiral Binding, Igloo Cutting and Xeroxing are some of the work experience subjects that are taught. These work experiences give them a lot of scope for preparing teaching learning materials and train them to become entrepreneurs.

vi) Any Other

The students are encouraged to make use of internet facilities provided by the college. All the students are motivated to create their E.mail Id and



Blog. Through blog they share their own ideas and views on various events and post their creativity. Progress reports and circulars are sent through their mails. The faculty members have prepared a number of CDs for their teaching. Supply of question banks, conduct of extra coaching classes and providing lecture notes additionally help the students with respect to the curriculum.



1.3 FEEDBACK ON CURRICULUM

1. How does the institution encourage feedback and communication from the Students, Alumni, Employers, Community, Academic peer and other stakeholders with reference to the curriculum?

- Feedbacks obtained from the alumni association are always considered.
- Suggestion box is kept for students to express their suggestions.
- Suggestions of the faculty relating to the curriculum are sent to the University for its Consideration
- Visitors' book is kept to obtain feedback from the visitors.
- The College also takes suggestions from the heads and Guide teachers of the teaching practice schools.

- BSCE gathers valuable feedback from prospective teachers about staff performance, curriculum and facilities provided by the Institution.
- During job fair, recruiting schools provide their suggestions.
- Institution collects feedback from parents during parents' meeting.

2. Is there a mechanism for analysis and use of the outcome from the feedback to review and identify areas for improvement and the changes to be brought in the curriculum? If yes give details on the same.

Yes. Feedback committee functions successfully under the guidance of IQAC. Periodically it collects feedback from staff, prospective teachers, stake holders, alumni and Parents. Then this committee analyzes and categorizes under various headings and forwards it with recommendations to IQAC.

Bons-FAS 1.0 software that is developed by staff members is used for this purpose. IQAC brings them to the notice of Management through the Principal. The Management in consultation with the Principal and staff frames action plan for enhancement of quality in Curriculum.

The Principal and Staff often have casual conversation with students and collect information. This informal way is also one of the effective methods in collecting information from students. Then the Principal consults the staff regarding this and takes necessary action to rectify them.

3. What are the contributions of the institution to curriculum development? (Member of BoS/ sending timely suggestions, feedback, etc.)

The institution collects feedback from the staff, prospective teachers, alumni, stakeholders and parents. Careful analysis of the feedback is done and suggestions are forwarded through the principal / secretary in the meeting convened by the University that frames the syllabus keeping in view the curricular framework of NCTE.

1.4 CURRICULUM UPDATE

1. Which courses have undergone a major curriculum revision during the last five years? How did these changes contribute to quality improvement and student satisfaction? (Provide details of only the major changes in the content that have been made).

The college is affiliated to the Tamil Nadu Teachers



Education University. The university has changed structure and pattern of theory papers in 2015-16. There is an increase in theory papers from 5 to 9 papers in B.Ed course and 5 to 7 Papers in M.Ed course. Some changes were made in certain topics in some papers. Unique statewide syllabus, central valuation system in modular form is framed. Internal marks for B.Ed is changed from 25% to 30% and for M.Ed the internal mark is 30% . NCTE has brought out a major curriculum revision in 2015-16 by making B.Ed and M.Ed programme as a two year programme. After this revision, the prospective teachers will study 3 full course and 4 half course papers along with suggested activities in the first year and in the second year there are 2 full course and 2 half course papers. They do their specialization at Level I and Level II. Level I refers to upper primary (Classes VI-VIII) and Level II refers to Secondary (Classes IX-X) or Higher Secondary (Classes XI-XII). The prospective teachers have to study one optional paper like value and peace education or yoga or physical and health education or environmental education in the second year. Again the University has changed the structure and pattern of theory papers in 2016-2017. The number of theory papers is reduced from 9 to 7 papers (3 full course and 4 half course) for first year B.Ed students and 5 papers (2 full course and 3 half course) for second year B.Ed students.

There are 7 papers for first year and 6 papers for second year in M.Ed programme.

In terms of **Practical**, in the first year there are 06 practical records to be done by the student-teachers. 10 records have to be completed during the second year. In order to have hands-on experience, the students are exposed to field activities too.

In **internship**, earlier, the duration of school internship was only 40 school working days including observation. But in the new curriculum framework, the duration of school internship is 20 weeks. That is to say 4 weeks in the first year and 16 weeks in the second year. The students are to be engaged actively in teaching for 16 weeks in the second year at two levels:

The changes contributed to the quality improvement and satisfaction of students and staff. The College doesn't have any authority to revise or update curriculum. The college offers suggestions to the university when it requires it.

2. What are the strategies adopted by the institution for curriculum revision and update? (Need assessment, student input, feedback from practicing schools etc.)

As BSCE is affiliated to TNTEU, it adheres to the syllabus framed by the University. However the institution provides certificate courses within the curricular framework. The Institution periodically receives the feedback from various sources and forwards the suggestions to the University.

1.5 BEST PRACTICES IN CURRICULAR ASPECTS

1. What is the quality sustenance and quality enhancement measure undertaken by the institution during the last five years in curricular aspects?

- ✓ At the commencement of the academic year timetable, lesson plan, workload and action plan are prepared and submitted to the Principal for verification
- ✓ IQAC plays a vital role in quality sustenance and quality enhancement in curricular aspects. It plans, organizes and monitors all the academic endeavors
- ✓ IQAC organizes Faculty development program to staff members at the beginning of the year to strengthen and refresh them to deliver their duty fruitfully and sincerely.
- ✓ A systematic feedback mechanism is followed. Bons-FAS 1.0 software that is developed by staff members is used for this The Feedback committee does this under the guidance of IQAC.



Periodically it collects feedback from staff, prospective teachers, stake holders, alumni and Parents through feedback form, mobile and letters. Then this committee analyzes and categorizes the feedback under various headings and forwards it to IQAC with its recommendations.

- ✓ The faculty members are sent to various seminars and orientation programme to sustain the quality enhancement.
- ✓ In-service training programmes, interaction with resource persons drawn from various universities and other academic institutions are arranged periodically.
- ✓ Guest Lecture Programmes & enrichment Programmes based on curriculum are conducted every year.
- ✓ Certificate courses are provided and updated periodically
- ✓ Collaborations are made with nearby institutions
- ✓ ICT facilities are provided for effective curriculum transaction
- ✓ Result analysis for every University Examination is conducted to improve the performance of staff and prospective teachers.
- ✓ Library automation, Wi-Fi connection and MIS are supporting effective curriculum transaction



2. What innovations/best practices in ‘Curricular Aspects’ have been planned/implemented by the institution?

The college follows all the best practices in curricular aspects as advised by the university.

Innovations/best practices in ‘Curricular Aspects’

- ✓ Learner centered strategies are strengthened.
- ✓ Core values of NAAC and the institution are consciously being practiced.
- ✓ IQAC plans, organizes and monitors all the academic endeavors
- ✓ Technology Enabled Learning is encouraged for curriculum transaction
- ✓ Library automation
- ✓ WI-FI connection
- ✓ Management Information System
- ✓ Access to e-books and e-journals
- ✓ Organizing seminar, workshop on various aspects like personality development, communication skills, self awareness..etc for the holistic development of prospective teachers
- ✓ Guest Lectures and special lectures based on curriculum are conducted every year.
- ✓ Open source materials (Video & PPT on subject topics, Human values and competitive examination exercises) prepared by staff and prospective teachers are available in the college website
- ✓ A systematic feedback mechanism is followed. **Bons-FAS 1.0** software that is developed by staff members is used for this
- ✓ YRC and RRC function successfully in order to create social awareness among teachers and students
- ✓ Visiting and serving differently abled students’ schools that cultivate social responsibility among prospective teachers
- ✓ Providing environmental awareness, value education and Good experience to prospective teachers
- ✓ Communication through media – Mail, whatsapp
- ✓ Prospective teachers create their own Blog to share their views and post their creativity
- ✓ Conducting various activities like talents day, sports day, annual day, National days, Festivals as co-curricular and extra-curricular activities to bring out the hidden talents of prospective teachers

Additional Information for Reaccreditation / Reassessment

The major quality sustenance and enhancement measures undertaken by the institution since the previous assessment and accreditation with regard to curricular aspects

- ✓ Core values of NAAC and the institution are consciously being practised.
- ✓ A systematic feedback mechanism is followed. **Bons-FAS 1.0** software that is developed by staff members is used for this.
- ✓ New certificate course on “Personality development” and “Counseling and Guidance” have been introduced
- ✓ Library automation software version is upgraded with Delnet facility
- ✓ Digital lesson plan is followed in Teaching and Learning .

CRITERION II: TEACHING – LEARNING AND EVALUATION

2.1 ADMISSION PROCESS AND STUDENT PROFILE

1. Give details of the admission processes and admission policy (Criteria for admission, adherence to the decisions of the regulatory bodies, equity, access, transparency, etc.) Of the institution?

Advertisement is given through newspapers. Alumni play an important role in taking the name of the college among people. All the information regarding admission – admission policy, eligibility, and prospectus are available in the college website. People can collect UG / PG application form from college office or can download it from the college website. After filling it carefully according to instructions it can be submitted personally in the office or sent by post. Under the guidance of IQAC, admission committee pursues the admission process.

Admission of students is based on their merit in the qualifying examination, the norms framed by Tamilnadu State Government and the policy of Bon Secours Management. For B.Ed programme, UG Degree qualification is considered for admission. The students of Economics and Commerce need PG qualification. For M.Ed.,course programme merit on the qualifying B.Ed., examination is taken into consideration.



We admit students as per the direction of government of Tamilnadu. As our ultimate aim is women empowerment, we give priority to marginalized women like first graduates, economically

backward and differently abled in admission. Special consideration is given to divorcees, widows and women students who have discontinued their studies.

The candidates in B.Ed., and M.Ed course are selected through state government policy. The name list of the selected is forwarded to the Tamil Nadu Teachers Education University, Chennai, for approval.

2. How are the programmes advertised? What information is provided to prospective students about the programs through the advertisement and prospectus or other similar material of the institution?

- ❖ Applications are invited for the programmes offered by the college through advertisements in leading newspapers.
- ❖ Information regarding the programme, course-content, fee structure, and facilities available in the college are advertised. The same will be published in the college bulletin board.
- ❖ The name “Bon Secours” itself is a brand name for education in Thanjavur district
- ❖ The staff and the alumni of BSCE, the recruiting schools, and the practice teaching schools bear witness to the quality of BSCE
- ❖ While organizing seminars / participating in various competitions outside, our prospective teachers project the good name of BSCE

The College website gives all the necessary information to the prospective students under the following heads:

Home

About us

Franciscans Sisters of Our Lady of Bon Secours

College Profile

Vision & Mission

Objectives & Core values

Chronology of events

Coat of arms

Academics

Course details

B.Ed

M.Ed

Syllabus

Academic profile of the programme

Certificate courses



	Academic calendar
	Admission
	Eligibility
	Selection Policy
	Achievements
	Curricular and Extra Curricular
Administration	
	Governing body
	Committees
	Administrative Committees
	Student Welfare Committees
Research	
	Seminars / Conferences / Workshops
	Collaborations
	Biannual journal
IQAC	
	Committee members
	Activities
	SAR
	AQAR
	College Magazine
Facilities	
	Infrastructure facilities
	ICT
	Physical science lab
	Biological Science lab
	Psychology lab
	Language lab
	Computer science lab
	Prayer hall and Grotto
	Library
	Hostel
	Transport
Alumni	
	Alumni association
	Committee members
	Activities
	Prominent position held by alumni
	Online registration form
Innovations	
	Communicative English – Bridge course
	Citizenship training camp
	SUPW – Art & Craft training
Student Support service	

Honesty Store
Training and Placement
Counseling and guidance
YRC / RRC
Scholarship
 Government
 Management
Question Bank
Videos and PPT

Download

Prospectus
Application form

Events Gallery

Contact Us

Site Map

Feedback Form

3. How does the institution monitor admission decisions to ensure that the determined admission criteria are equitably applied to all applicants?

The applications received are scrutinize and the list of eligible candidates is tabulated and the rank list is prepared based on the marks obtained in the qualifying examination. The guidelines of Tamilnadu state Government norms and the affiliated university norms are followed for B.Ed., and M.Ed., programmes.

4. Specify the strategies if any, adopted by the institution to retain the diverse student population admitted to the institution. (e.g. Individuals of diverse economic, cultural, religious, gender, linguistic, backgrounds and physically challenged)

In our B.Ed., course 100 students and in M.Ed., 50 students are to be admitted from various communities as per the norms of Tamil Nadu Teachers Education University, Chennai.

Discrimination in terms of caste and creed is strictly not allowed in the campus, which eliminates religious bias.

We also believe in secularism and we celebrate all festivals like Pongal, Pooja, Christmas and Ramjan. Our College is run by Franciscan Sisters of Our Lady of Bon Secours who work for Women



Empowerment. We give first preference for discipline and promptness. The College also celebrates functions like National days and National Leaders Memorial days.

- a **Disadvantaged Community** The college is situated in a rural place. Disadvantaged poor rural women students seek admission for higher education. Many students who are admitted belong to this disadvantaged community.
- b **Economically Weaker Section of the Society** Our College helps to get Tamil Nadu Government scholarship for minority, SC & ST students. Our Management gives fee concession for economically weaker students.
- c **Physically challenged** The physically challenged students (other than Blind, Dumb and Deaf) who apply for B.Ed., & M.Ed., programmes are admitted and they are given preference in all programmes. Books are given at free of cost to such students.

5. Is there a provision for assessing student’s knowledge/ needs and skills before the commencement of teaching programmes? If yes give details on the same.

Yes, Entry Behavior test is administered to all the students to assess their basic knowledge in different subjects. Talent day is celebrated to identify the students’ talents at the beginning of the year.

- Periodical tests are conducted. After evaluation, the weak students are identified and the Teacher Educator adopts some special methods to develop them.
- Remedial Teaching is followed and special assignments are given to Slow Learners.
- Orientation programmes and Bridge courses are conducted to enrich the knowledge of such students.
- Seminars are organized to provide the students opportunity to express their thoughts.

2.2 CATERING TO DIVERSE NEEDS

1. Describe how the institution works towards creating an overall environment conducive to learning and development of the students?

BSCE provides a free and flexible environment suitable for learning in the following ways:

- ✓ Techno-friendly environment to face the dynamic challenges of the world
- ✓ Clean and Green campus for peaceful mind
- ✓ Plastic free zone and Herbal Garden
- ✓ Technology enabled teaching methods for effective learning



- ✓ Conducting various co-curricular and extra curricular programmes for overall development of **prospective** teachers
- ✓ Daily Assembly Prayer and annual retreat for Spiritual graces
- ✓ Well equipped laboratories
- ✓ WI-FI connection
- ✓ Airy, spacious and neat class rooms
- ✓ Sanitary facility and RO drinking water
- ✓ 24 hours power supply by generator
- ✓ Organizing various seminars, workshops, Guest Lectures and Special Lectures
- ✓ Library automation



The process of teaching consists of observation, practice and training aimed at encouraging and ensuring acquisition of good habits, sound knowledge and right attitudes. Institution motivates all the teacher educators to make use of various learner centered education methods and also innovative methods. Thus the environment that exists in the college is highly congenial and conducive to learning.

2. How does the institution cater to the diverse learning needs of the students?

The institution provides a broad platform for catering to the diverse needs of students like Communication skills, ICT related Skills, Use of Internet, browsing Journals and Magazines, life skills development, conduct social responsibility programmes, consultancy and extension service programmes.

Depending upon the performance of the students in classroom and their participation in academic/non-academic events, they are categorized as advanced learners or slow learners.

For Advance learners

- The advanced learners are motivated to support slow learners in their study and language fluency.
- More opportunities are provided to advanced learners to attend various competitions and publish papers in journals.
- They are motivated and guided by teacher educators to organize various events.

For Slow learners

- Counseling is given to overcome obstacles and to cope with others.
- Providing course materials.



- Giving special assignments.
- Demonstrating the preparation of different teaching aids
- Giving reading practice
- Offering opportunities to participate in class room and college activities

Bridge course, Peer tutoring system, and Mentor systems are some of the methods provided to the diverse learning needs of the students.

3. What are the activities envisioned in the curriculum for student teachers to understand the role of diversity and equity in teaching learning process?

The curriculum structure provides ample scope for the Theory, Practice Teaching, Internal Assessment, Field Trip, Citizenship camp Activities, Art and Work Experience, Information and Communication Technology in Education, Action Research and Case Study in the B.Ed., programme. The M.Ed., students use the ICT for their dissertation. They have free access to the library for their references.



4. How does the institution ensure that the teacher educators are knowledgeable and sensitive to cater to the diverse student needs?

The criteria of ensuring the knowledge and the subject competency of the Teacher Educators begin with the selection procedure itself. The Management selects well qualified staff who have an ardent aptitude for teaching. The Management encourages the staff members to take part in National and International conferences, seminars, workshops etc. The Management meets the expenditure for their presentation. The Management ensures that the staff members make use of all the resources available for teaching strategies such as computers, Internet, LCD projectors, CDs and Library. IQAC organizes FDP to strengthen, refresh and enrich them to deliver their duties fruitfully and effectively. Feedbacks from **prospective** teachers are collected to do performance appraisal on each teacher educator with the purpose to enhance the quality of their teaching. Feedback from teacher educators regarding their job satisfaction, their professional achievements, their needs and expectations are also



collected to enhance their quality. The staff members are allowed to participate in the teacher orientation programmes conducted by TNTEU to update their knowledge in theory component and in practicum component.

5. What are the various practices that help student teachers develop knowledge and skills related to diversity and inclusion and apply them effectively in classroom situations?

The teaching –learning process is strengthened through lectures, seminars, paper presentations, demonstration classes, micro-teaching classes, mini-teaching classes, macro –teaching classes, field trips, intensive lab work and project works. The use of audio-visual equipments and latest technological equipments substantially contribute towards this process. Speaking in English is encouraged. The students are advised to make the optimal use of library. The students are instructed to use the Internet facility available in the college for their Teaching –Learning purpose. Students are guided to make the necessary teaching learning materials like charts, flashcards, picture cards, OHP sheets, static models and dynamic models. A positive transfer of learning is achieved by giving best training in the test and measurement component especially to construct blue print, conducting test systematically, evaluation and identify the gifted children, average and slow learners.



2.3 TEACHING – LEARNING PROCESS

1. How does the institution engage students in “active learning”? (Use of learning resources such as library, web site, focus group, individual projects, simulation, peer teaching, role-playing, internships, practicum, etc.)

Active learning is emphasized and adopted in each and every stage of learning.

- The library has adequate number of books in all disciplines, Reference books, Magazines, e-information resources- CDs, DVDs, Periodicals, Journals and Back Volumes.



- Self learning activities like creative and innovative methods are preferred to traditional method.
- Text Book review, lesson planning, debate, team work, seminar, work shop and field work are arranged.
- Group and individual projects are assigned to students in their respective pedagogical subjects.
- Group discussions are held.
- The student teachers submit projects with the help of guide teacher.
- Class seminars and common seminars are also conducted.
- Peer –teaching is encouraged
- The students undertake a supervised practice teaching in recognized schools, work as apprentice under a selected teacher in that school under the general supervision of the principal and the teacher -Educators of the college.
- The student teachers’ performances are reported to the Principal periodically by the school management. Their teaching and learning is also analyzed and submitted as report by our M.Ed students. Based on that, suggestions are given to them by our teacher educators to enrich teaching and learning.
- Power Point Presentation
- Lesson CD prepared by Teachers Educator is viewed by **prospective** teachers.
- Wi-Fi Facility.

2. How ‘learning’ is made student- centered? Give a list of the participatory learning activities adopted by the Institution and those, which contributed to self-management of knowledge, and skill development by the students?

Student-centered learning is encouraged. Students are motivated to raise questions in the classrooms. They are trained to participate in the following aspects:

- Group discussions
- Class room seminars,
- Assignment writing,
- Quiz programmes
- Field trip
- Citizenship Training
- Debate on current issues
- Action research
- Case-study



- Extension activities
- Participation of many programmes in Colleges
- Participation in conferences, workshops organized by the institution and Internet Browsing are the participatory learning activities adopted by students which contribute to self-management of knowledge development and skill formation.
- Computer Lab is used by M.Ed students to do their dissertation work using SPSS package



In Citizenship training, all the programmes are planned and well executed by student teachers.

In Action research and Case-study, our student teachers identify the problems of school children and suggest remedial measures for it. They discuss with students in Children welfare home, differently abled school and village people and they arrange medical camp, blood donation camp with Red-Cross and donate teaching materials to school children.



3. What are the instructional approaches (various models of teachings used) and experiences provided for ensuring effective learning? Detail and innovative approach/method developed and / used.

- In order to make instructional approaches effective and purposive, models of teaching are used.
- Low cost materials are used.
- Hardware technological equipments like still pictures, motion pictures, transparencies, overhead projectors, T.V., VCD player, LCD projector and Computers are used as supporting devices to make the instructional methodology effective.
- The quality of education is enhanced by using internet facilities in teaching and learning.
- Language lab is used to develop Listening, Speaking, Reading and Writing skills.
- Computer Lab is used by M.Ed students to do their dissertation work using SPSS package



4. Does the institution have a provision for additional training in models of teaching? If yes, provide details on the models of teaching and number of lessons given by each student.

Additional training in models of teaching is given to students through Mini Teaching classes, and stimulation classes.

Micro teaching	:	5 skills
Mini teaching	:	5 lessons with varied skills
Macro teaching	:	3 lessons with varied skills

5. Does the student teachers use micro-teaching technique for developing teaching skills? If yes, list the skills practiced and number of lessons given by each student per skill.

The Student teachers use micro-teaching skill/mini teaching skill and practise the same in the micro teaching skill based classes

The following are some of the skills practised:

- Skill of Stimulus variation
- Skill of illustration
- Skill of probing questions
- Skill of explanation
- Skill of Set Induction
- Skill of using Black Board
- Skill of Reinforcement

No. of Lessons given by each student per skill is 5

6. Detail the process of practice teaching in schools. (Lessons a student given per day, lessons observed by the teacher educators, peers/school teachers, feedback mechanism, monitoring mechanisms of lesson plans, etc.)

The process of practice teaching in schools:

Lesson observed by the Peers	-	3
Lessons observed by the teacher educators	-	More than 50%
Lessons observed by the school teachers	-	All

One of the prescribed practice teaching lessons would be supervised fully by guide or teacher educator and feedback would be given to the students orally as well as by the written commands. Records of lesson plan, teaching and learning materials preparation are supervised.

Observation of peer teaching

During micro teaching and class teaching, mini teaching peer group observes and gives feedback.

Feedback Mechanism

- Teacher educators visit the school personally.
- Feedback from guide teachers.
- Submission of the rough draft of observation record and lesson plans submitted to the Teacher educator
- Feedback will be provided, then and there for students improvement.

Monitoring mechanism of lesson plans

- Lesson plans are written by the students, and these are checked by the guide teachers and also perused by the Teacher educator.

7. Describe the process of Block Teaching / Internship of students in vogue.

The students have a 16 week school internship programme during B.Ed II year and 4 weeks during B.Ed I year. In all these days the students have to record 30 lesson plans for the pedagogical subject (Level I :6 to 8th Std and Level II : 9 and 10th std UG/11th and 12th std PG)

The process of internship teaching practice the schedule includes completion of internship component records like test and measurement, Action Research, Case study, Instructional materials, Environment record, etc. They have to prepare 30 Teaching Learning Materials for Level II and 30 TLM for level – I.

8. Are the practice teaching sessions/plans developed in partnership, cooperatively involving the school staff and mentor teachers? If yes give details on the same.

Yes. The student –teachers co-operatively plan the lesson plans adhering to the plan of lesson proposed by their guide teachers at school, so that the planned units are covered for the school students as per the schedule.

The Principal in consultation with teacher educators and with the practice teaching school staff fixes the date for practice teaching while taking into consideration the academic calendar of the school.

After selecting the list of schools, the Principal sends a formal request to the Principals / Head Teachers to provide practice teaching for the student-teachers in their respective schools for a stipulated

period of time. Simultaneously the Principal writes to the CEO of the three different educational districts for his/her permission. The mentor teachers along with student teachers go to the practice teaching school and meet the Head of the institution and the respective guide teachers. The student teachers then obtain all the necessary information about the school from the Head of the institution. They meet the guide teachers who allot the lessons for observation and practice teaching.

In schools, the school teacher also makes their suggestions regarding the lesson plan and teaching of specific subject. These are taken into consideration while the teacher educator guiding the student teacher.

9. How do you prepare the student teachers for managing the diverse learning needs of students in schools?

The student- teachers are instructed to follow the given aspects in the practice teaching sessions.

- Instructed to keep the classes in learner centered mode.
- To follow the school rules and norms.
- To maintain the classes in activity based learning.
- Advised to deal with the students' psychology.
- Motivate the students by asking many questions.
- Suggested to make learning a fun through active learning.
- Advised to follow the utilization of as many teaching learning aids as possible.
- Advised to deal with the exceptional children using special method.

These criteria are monitored by teacher educators during their school visits.

10. What are the major initiatives for encouraging student teachers / to use adopt technology in practice teaching?

The students are encouraged to use OHP's, Transparencies, slides, LCD projector Tape recorders, Video cassettes, etc., .The institution has donated Technological equipments like VCD players, DVD players, CDs etc. The student teachers are advised to use digital lesson plan as many as possible.

2.4 TEACHER QUALITY

1. Are the practice teaching plans developed in partnership, cooperatively involving the school staff and mentor teacher? If yes give details.

Yes, the student teachers co-operatively plan the lesson plans adhering to the plan of lesson proposed by their guide teachers at school, so that the planned units are covered for the school students as per the schedule.

2. What is the ratio of student teachers to identified practice teaching schools?

Give the details on what basis the decision has been taken?

Based on the strength of the students, the availability of pedagogical subjects and guide teachers, the ratio is decided.

3. Describe the mechanism of giving feedback to the students and how it is used for performance improvement.

- The teacher educators give their verbal suggestions then and there after the class hours.
- Observation is shared with the students for further improvement.
- The teacher educators record their feedback in the remarks column given in the visiting Teacher educator register.
- The teacher educators emphasize the necessity of incorporating useful correction with a very optimistic attitude.
- Guide Teachers adopt student teachers and guide them to participate in all activities during school internship.

4. How does the institution ensure that the student teachers are updated on the policy directions and educational needs of the schools?

The institution has appointed two teacher educators as ambassadors and monitors to be in constant touch with the schools. The teacher educators would report the Principal on the updated versions of policy directions and educational needs of the school. Meeting is arranged to the student teachers when it is needed.

5. How do the students and faculty keep pace with the recent developments in the school subjects and teaching methodologies?

- The college library has sufficient number of copies of text books of the school subjects which is utilized both by the staff and the student – teachers to keep in touch with the school subjects.
- The teaching methodology is kept in pace with the recent developments as per the policy directions and educational needs of the students with the help of the Internet facility,
- Participating in workshops and presenting papers, undergoing training, attending orientation programmes

6. What are the major initiatives of the institution for ensuring personal and professional/career development of the teaching staff of the institution (training, organizing and sponsoring professional development activities, promotional policies, etc.)

The Management encourages the teacher educators to attend seminars, conferences, workshops and also to do part-time research leading to M.Phil and Ph.D degrees. The Management permits them to carry out research leading to M.Phil, Ph.D degrees and research in the laboratories. The Management deutes staff for in-service training programmes and orientation and refresher courses by sanctioning leave on duty. The teacher educators are encouraged to organize seminars and conferences and the Management meets the expenditure. The Management provides incentives for publication of research papers by staff members.



7. Does the institution have any mechanism to reward and motivate staff members for good performance? If yes, give details.

The institution motivates its teachers to take up research in Education.

- Teachers are provided with seed money
- Adjustments in teaching schedule
- Providing secretarial support and other facilities
- The institution provides financial support to research scholars
- They are awarded and honored in General assembly and in other grand function.
- Sanction of leave for higher study.
- Motivated to participate in the orientation and refresher courses.

2.5 EVALUATION PROCESS AND REFORMS

1. How the barriers to student learning are identified, communicated and addressed? (Conducive environment, infrastructure, access to technology, teacher quality, etc.)

The barriers to student learning, if any, are identified through the students' feedback and reports dropped in the suggestion box. The college provides congenial and conducive atmosphere and

appreciable infrastructure. The student teachers enjoy the privilege of utilizing all technologies available in the college. The teachers are encouraged to update their knowledge regularly.

2. Provide details of various assessment / evaluation processes (internal assessment, midterm assessment, term and evaluation, external evaluation) used for assessing student learning?

The performance of the students is monitored by Continuous Internal Assessment (CIA). The CIA has the following components: Tests, assignments, seminars. The CIA accounts for 30% marks for full course and 15% marks for half a course. The University conducts the final examination at the end of each semester for 70 marks for each course.

- Unit tests - as required
- Internal assessment test - 3
- Revision tests - 2
- Retests - as required
- Model exam } - are conducted
- External evaluation }

3. How are the assessment/evaluation outcomes communicated and used in improving the performance of the students and curriculum transaction?

- The students are provided with the details through the college handbook at the beginning of the year. Besides Teacher in-charge of the class explains the various methods at the beginning of each course.
- The revision marks are put up on the notice board. Answer scripts are returned to the students after evaluation.
- The institution has an Internal Quality Assurance Cell, which conducts Academic auditing of the departments.
- Under achievers are given special assignment works to compete with other students.

4. How ICT is used in assessment and evaluation processes?

- Exam time table and evaluation schedules for each skill in the microteaching are prepared using MS-word.

- Soft copy of the photographs and videos taken during micro-teaching and macro teaching are maintained.
- The staff set the question papers in MS-word for the tests and examinations
Using Ms-Excel Mark statements are prepared.
- Pass percentage and rank information are published in college website
- Technology enabled teaching is motivated
- For assignments and seminars **prospective** teachers collect data by browsing net
- Lesson plan using Power point software is prepared and soft copy of it is collected



2.6 BEST PRACTICES IN TEACHING –LEARNING AND EVALUATION

1. Detail on any significant innovations in teaching/learning/evaluation introduced by the institution?

- Videos and PPTs on subject topics, Human values and Competitive examination exercises prepared by staff and prospective teachers are available in college website for open access.
- Blog creation by prospective teachers to share their views and to post their creativity and course materials.
- Students are assigned projects; they are encouraged to take part in Group discussions.
- Self-evaluation, class evaluation and teacher evaluation.
- Students are encouraged to take part in various competitions.
- Charts, models, CDs, Power point Presentation, and LCD Projector are used to help teaching and learning.
- Role-play and dramatization skills are used in Language Teaching.
- The records are evaluated by parallel staff as well as by the Principal. Hence, practical records undergo notebooks double valuation.
- Power point presentation
- e-materials mailed for students
- CDs prepared by teacher educators are viewed by student teachers.



2. How does the institution reflect on the best practice in the delivery of instruction, including use of technology?

- Technology enabled teaching-learning process is practiced.
- LCD and Overhead Projectors with a laptop is used for effective delivery of instruction.
- Power Point presentations, screening video clips, group discussions, debates, field trips, nature-teaching, role plays, self-paced learning are employed for effective teaching and learning.
- Computer lab and language lab are furnished with many computers and resources for the use of staff and student
- Internet and Wi-Fi facilities are available to surf web resources.

Additional Information for Reaccreditation / Reassessment

The major quality sustenance and enhancement measures undertaken by the institution since the previous assessment and accreditation with regard to Teaching and learning

- ✓ Open Source Material (OSM) for Teaching and Learning - **Videos and PPTs** on subject topics, Human values and Competitive examination exercises prepared by staff and students are available in college website for open access.
- ✓ Prospective teachers have created **Blogs** to share their views and post their creativity and course materials.
- ✓ More Charts, models, CDs, Power point Presentation, LCD Projector are used to enhance teaching and learning.
- ✓ Communication through **mail and whatsApp**
- ✓ Prospective teachers are motivated to submit their **assignment through mail**.
- ✓ Technology based evaluation.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 PROMOTION OF RESEARCH

1. How does the institution motivate its teachers to take up research in education?

The institution motivates its teacher educators to take up research by

- Encouraging them join Ph.D., and to take up research in education.
- Making adjustment in teaching schedules.
- Displaying regularly any notification from institution regarding research activities, seminar, symposium, Conference, etc.,
- Providing Library and internet facilities for staff members at any time.



- Encouraging Teacher Educators with awards.
- Conducting research oriented programmes like training on SPSS package

2. What are the thrust areas of research prioritized by the institution?

Education is the subject in which research is carried on. Statistical analysis on research is encouraged. The thrust areas vary according to the investigator’s interest like Educational Psychology, Technology, Attitude, Aptitude, Interest skill, Knowledge and pupils Achievements in pedagogical subjects.

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

Yes, the institution encourages Action Research. To illustrate relationships between Educational Theory and Practice with a view to understanding, evaluating, changing and improving educational practices, emphasis is given on problem solving. Prospective teachers are also encouraged to do Action Research in different thrust areas (academic, behavioral and administrative) during practice teaching in schools.

4. Give details of the Conference / Seminar / Workshop attended and/ organized by the faculty members in last five years.

Details	Participated	Organized
Seminars	100	5
Workshop	25	7

3.2 RESEARCH AND PUBLICATION OUTPUT

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

Various instructional materials used or developed by the college are as follows:

- Faculty members prepare Power Point Presentation on various subjects.
- The instructional materials include charts, picture cards, flash cards, slides, transparencies and film strips, static and dynamic models .
- CDs and DVDs.

- Open source materials (video's and PPT on various subjects, Human values and Competitive Examination materials) are prepared and uploaded in college website for students' reference.
- E-materials are available in library.

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

- Wi-Fi and Internet connection
- Teaching & Learning CDs / DVDs for all pedagogic subjects
- Well- furnished Computer and Language Labs, Physical and Biological Science Labs
- Well-equipped digitalized library
- Training is given to prospective teachers in making use of ICT by the staff
- ICT related resources like OHP, LCD projectors, CDs, Digital Camera etc are available.
- Subject experts are invited to promote teaching learning process easy.

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

Yes. The BSCE provides various resources like Wi-Fi, laboratories, e-materials and equipments to develop ICT related instructional materials

The staff prepare their lesson plan and notes in MS-word and make Power Point Presentation for effective teaching – learning process

Open source materials (videos and PPT on subject topics, human values and competitive examination materials) are prepared by teacher educators and prospective teachers are available in the college website

Question bank and course materials are prepared using Ms-word and Presentation software

Prospective teachers have their own Blog to express their ideas and innovations

Training on Basic Computer Knowledge is given to prospective teachers. It is very much helpful to them in preparing assignment/ Paper works/ Project works and presents them effectively using Ms-office software.

The Teacher educators make use of LCD projector/OHP facilities to explain a concept during teaching- learning process and **prospective** teachers are also motivated to make use of ICT

4. Give details on various training programmes and/or workshops on material development (both instructional and other materials)

- a. Organized by the institution** Block Resource coordinator and Block Resource Trainers were invited to the Institution to conduct demo classes and training sessions for the students on the preparation of teaching learning material.
- b. Attended by the staff** In-service training programmes like ABL (Activity Based Learning) and ALM (Active Learning Methodology) were organized in the Institution especially for the staff members. Our faculty members are attending seminars/camp/workshops organized by other Institutions of various places.
- c. Training provided to the staff** Programmes to refresh the dexterity of the staff members and workshops to create better Teaching Learning Materials and instructional material were conducted.

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

- ❖ Maha journal of Education.
- ❖ An International Journal of Education World
- ❖ A Peer Reviewed Journal of Education and Humanities
- ❖ An international Journal of Educational Technology and Research
- ❖ Education at the Cross Roads, a peer reviewed International Journal.
- ❖ International Journal of Research & Business Innovation.
- ❖ Frontiers in Education and Research

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

Awards and appreciation:

- Prof. Dr.T.Arivalan, Principal.
Indian Red Cross Society Thanjavur, District Collector
Appreciation Certificate.2013.
- Prof. Dr.T.Arivalan, Principal.



Tamilnadu KalaiElakkiya Association (Chennai) **Kavikkuil Poovai Rajan Award-2014**

- Mrs. S.Victoria , Assistant Professor of Physical Science
Certificate of Honor for Outstanding Contribution to Teaching and Research
By National Foundation for Entrapment ship Development.



- Mrs. J. Rajalakshmi , Assistant Professor of Commerce.
Certificate of appreciation
IMPACTS OF BUSINESS OF SOCIAL TRENDS AND MOVEMENTS.

- **Certificate of Appreciation** has been awarded to Bon Secours College of Education, Thanjavur by Indian Association for the Blind

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

Minor Research Project on “A Study on Carelessness of High School Students in Trichy Region” has been submitted to NCERT

3.3 CONSULTANCY

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

The following consultancy services were being provided by the institution to the villages around it especially to the women self-help groups.

- Food preparation and preservation
- Domestic utility items
- Preparation of phenyl
- Pot making and Pot painting
- Preparation of stationery items
- Preparation of Art and Craft materials
- Book binding and spiral binding.



**2. Are faculty / staff members of the institute competent to undertake consultancy?
If Yes, List the areas of competency of staff members and the steps initiated by the institution to publicize the available expertise.**

Yes. The faculty members of BSCE are competent to serve ...

- as resource persons in seminars, orientation programme and other important events organized by other institutions
- as judges for various cultural competitions and Exhibitions in and off the campus
- as moderators in seminars
- as question paper setters for various Universities and Colleges
- as facilitators for career guidance
- as mentors to students
- as Examiners.



BSCE takes special interest in motivating and guiding the faculties to extend their service. Through College website, College Annual magazine, PTA & Alumnae meetings, Campus placement, meetings etc. the institution publicizes the available expertise.

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

We have generated only negligible amount of revenue from the consultation services as we do the same only as a service and for community development. We plan to enhance our consultation services in the future and share the revenue as 40% to our faculties and 60% to the management. Free consultancy is also undertaken by our staff members for the welfare of the community.

4. How does the institution use the revenue generated through consultancy?

We use the revenue generated from the consultation services for the development of the institute.

3.4 Extension Activities

1. How has the local community benefited from the institution? (Contribution of the institution through various extension activities, outreach programmes, partnering with NGOs and GOs)

Various extension activities are conducted by the institution periodically like

- Health Education programme
- Value Education programme
- Environmental Education programme
- Awareness programme on Pollution
- AIDS awareness
- Sanitation programmes
- Blood donation
- Books donation
- TLM Donation to students.
- Tree plantations
- Consumer awareness
- Free –Tuition Service Election awareness programme
- Polio awareness programme
- Child labour awareness programme
- Drop-out & stagnation awareness programme
- Village adoption programme.
- Fire Accident awareness programme
- Road safety week celebration



It is heartening to note that the villagers are sensitized and better educated on various issues relating to community development.. They are motivated to keep the environment clean. They are aware of keeping good personal hygiene and confident on self-employment.

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

The institution maintains a cordial relationship with the community. The college arranges the camps in nearby villages. The college also receives good co-operation from the villagers during the

camp schedule. The community helps the college by providing food materials to the student volunteers and also they take part in the community welfare measures along with our students. The community provides its support while organizing various events in the campus. The Head Master / Principal and the guide teachers in practice teaching schools offer their suggestions for the further improvement of student-teachers of BSCE and also extend their support by acting as resource persons and judges in various events conducted by us

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

- The institution has decided to undertake a project called “Green -Clean Vilar”. The idea of the project is that each and every student –teacher would be provided with a tree sapling which has to be planted by the student teacher within Vilar Village in the place of their own choice. The report about the growth and the development details of the plant should be sent once in a month.
- To identify and select a few corporation schools close to BSCE and provide counseling to higher secondary students
- To conduct awareness programme for plus two students from selected corporation Schools on various current issues – Pollution, Media, Human values
- To organize workshop on “Quality Education” to secondary and higher secondary teachers
- Bons Torch (Each one Teach one) may extend to Each one Teach many.



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

- “Polio Drops” awareness campaign made by the college three times under community development scheme.
- Awareness on **Road Traffic Rules** programme with rally was done by the college at Tanjore town during the Road safety week celebrations.
- Special rally in respect of the following subjects were made by our college students.



- **Eye Camp** was arranged
- **Drink and Drug Prohibition** rally at Tanjore Town.
- Rally for **Global warming** at Tanjore
- Rally for **Creative awareness on voting in Election** at Vallam.
- Rally on **Women Empowerment** in Tanjore town



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

The institution ensures in each and every stage that the student –teachers responsibly develop social and citizenship values and skills.

- The field trip organized adhering to the curriculum and the camp activities of five days ensure causes of Drink and Drug, problems of Global warming and necessity of voting.
- Screening of awareness films
- Visiting and serving differently abled students' schools
- Conducting Vigilance Awareness programme
- Allotting one hour in time table for moral and social values
- Celebrating environmental day, voters day, women's day..etc
- Annual retreat and daily assembly prayer and interreligious prayers on important festivals
- Educational tour
- Celebrating National and International Days and festivals of different religions
- Seminar on current issues – Pollution, Wastage, Global warming, Human Rights, Women Rights and Legal Rights Awareness.
- Planting saplings on special days
- Presenting saplings to guests
- Motivating students to present books / plants on their birth day / functions and celebrations
- Having often informal interactions with students and guiding and counseling them



- Cultural and Sports Meet to develop team spirit, creative synergy
- Maintaining clean- Green campus and Herbal garden

3.5 COLLABORATIONS

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

❖ *All India Association for Christian Higher Education(AIACHE)*

The staff and student-teachers participate in seminar and workshop organized by AIACHE. The staff and the student-teachers are enabled to equip themselves with values and skills.

❖ **Red Cross Movement.**

Blood donation camp is conducted periodically. More than 150 units of blood have been donated by our staff and students.



❖ **Thanjavur Province of Bon Secours Congregation**

Tie up with management schools of Thanjavur province of Bon Secours congregation in conducting campus interview and placements. Every year campus interview is conducted with the support of practice teaching schools and more than 80% of our students have been appointed in various schools.

During school internship programme, it is flexible for us to select the co-operative schools.

Institutional level Collaboration : (MOU's)

1. Sri Bharathi College of Education for women
(NAAC Accredited with A grade)
Kaikurichi, Pudukkottai Dt, Tamilnadu
2. Sri Vekkaiammam College of Education
(NAAC Accredited with A grade)
Kazhudur, Tittakudi Tk. Tamilnadu
3. Sri Venkateshwara College of Education
(NAAC Accredited with B grade)

Kazhudur, Tittakudi Tk. Tamilnadu

2. Name the international organizations, with which the institution has established any linkage in the last five years. Details the benefits resulted out of such linkages.

Our college is linked with the following members at the international level-

1) Dr.S. Govindarajan, Aminuddin Baki centre for Global Education, Sultan Idri's Education University, Malaysia. 2) Prof. T.Thanaraj, Open University of Srilanka.

3. How did the linkages if any contribute to the following?

Our college is linked with the school-sectors for the following activities:

- Practice Teaching – 16 weeks in nearby schools.
- Research – M.Ed., data collection and research on them
- Consultancy – To attend the seminars, conferences and workshops in various colleges and universities.
- Extension - school children attended the internet awareness programme , people come for Eye checkup, Dental care and blood donation.
- Student Placement - In this District nearby schools conducted Interviews and selected the students for placement.

4. What are the linkages of the institution with the school sector?

(Institute-school-community networking)

The institution has linkages with schools / industries etc. An MOU has been signed and measures have been taken to promote Student placement, consultancy, extension, research activities.

- ✓ We collaborate with Vasan eye care, Nivee optical, Indian Dental Association Thanjavur branch and Rohini hospital, Thanjavur. They provide their support in our extension activities.
- ✓ Schools in the surrounding area are available for teaching practice. The institute has a linkage with all these institutions.
- ✓ Our institution has collaboration with First Aid training movement (St.John ambulance). Our student teachers are trained every year in firefighting and life saving techniques by the First Aid services.
- ✓ There is a linkage with Indian Bank, Thanjavur. Bank staff members give training programme on bank activities, recruitment and loan facilities.



- ✓ Our Institution has a linkage with sudha Driving School. Road safety programme is given by them.

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

Yes. The faculty members of BSCE work in collaboration with School officials, Head Masters / Principals and guide teachers during practice teaching. The staff are constantly in touch with the guide teachers and get feedback about the student-teachers 'involvement in the practice teaching and about their progress. The internship programme is arranged keeping in mind the school syllabus, examination pattern and evaluation and school calendar.

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

The faculty of our institution are in constant touch with school faculty and discuss the course well in advance. Effort is taken to improve the competencies of the student teachers. The staff members of BSEC are invited to be resource persons for staff orientation in Schools and they act as judges in cultural and exhibition competitions conducted by schools and to preside over the literary club activities in the schools. The faculties take part in the seminars and training workshops organized by Universities and Colleges. They also serve as examiners during University theory and practical examinations. The staff members are encouraged to share their expertise with others. Faculty members set question papers for other institutions.



The subject experts from other colleges and Universities are invited as guest lecturers for seminars.

- ✓ Sharing expertise – TNTEU, IGNOU, Tamil University.
- ✓ As resource persons in school and college programmes
- ✓ Inviting experts from Tamil University, TNTEU, Bharathidasn University, Madurai Kamaraj University for Orientation Programmes and Seminar.
- ✓ To invite students to see the exhibition conducted in the college.

3.6 BEST PRACTICES IN RESEARCH, CONSULTANCY AND EXTENSION

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

Research activities

- ✓ Organizing faculty development programme to enhance educational and life skills of teacher educators.
- ✓ Conducting training programme with an aim to enhance their intellectual vigor in the field of research
- ✓ Encouraging staff to attend / organize national / international seminars/ conferences
- ✓ Motivating staff to publish papers in peer reviewed journals with high impact factor
- ✓ Collaboration with reputed schools / Industries in and around the city for knowledge gaining and placement
- ✓ The institution organizes need based extension programmes to the nearby villages.
- ✓ Annual camp is systematically conducted with an active participation of Teacher Educators and Student Teachers.
- ✓ Constant encouragement and support given to the faculty who are pursuing their doctoral studies in Education to complete their Ph.D. successfully
- ✓ Encouraging the staff to serve as resource persons or moderators of sessions in a seminar or symposium
- ✓ Organizing symposium / seminar on current topics like New Education Policy
- ✓ Eminent visitors have been visiting for extension and research activities and give their valuable Guide lines.
- ✓ M.Ed dissertation workshop – To train the students with SPSS Package.



The following Eminent visitors have visited BSCE for extension and research activities

2012- 2013			
S.No	Name	Date	Purpose
1.	Mr. M. Muthusamy. Senate member, Bharathidasan University	04.08.2012	Seminars on Teaching & Learning.
2.	Mr. Rober Alexander. Director, Physical Education,	31.08.2012	Sports Day

	A.V.V.M. Sripushpam College Poondi.		
3.	Mr. Palanivel. Assistant Professor, Department of Education and Management, Tamil University, Thanjavur.	08.09.2012	Workshop on Bloom's Taxonomy
4.	Rev. Fr. SavariMuthu.	22.12.2013	Christmas Celebration
5.	<u>Forenoon Session</u> Dr. B. Ram Manokar. (District Coordinator Echo Club Chief Education Office) <u>Afternoon Session</u> Dr. A. Rajmohan. (Dental Surgeon) Mr. G. KunchithaPatham. (NiveeOptical)	08.01.2013	Awareness Program Eye Cam and Dental Camp
6.	Sr. Tony. St. Josephs Hr. Sec. School.	22.01.2013	SUPW workshop
7.	Dr. E. Ram Ganesh. Professor Department of Educational Technology, Director College of Curriculum Development, Bharathidasan University, Trichy. Dr. R. Verappan. Professor and Head, National Council of Education Research of Training. (NCERT) – Mysore Dr. K. Annadurai	16.02.2013	National Seminar
8.	Dr. K. MohanaSundaram. Principal, Govt. College of Education, Oratanadu. Dr. K. Annadurai. Professor and Head, Department of Scientific Tamil, Development, Tamil University, Thanjavur.	16.02.2013	National Seminar
9.	Mr. V. Jeevakumar. Lawyer, Thanjavur Bar Council.	08.03.2013	Women's Day
10.	Rev. Fr. PannerSelvam.	22.03.2013	Retreat

	Formerly Minor Secretary, Thanjavur.		
11.	Dr. V. Sugumaran. Assistant Professor Department of Bio-Technology, PeriyarManiammaiUniversity.	27.03.2013	Science Day
12.	Dr. M. Thirumalai. Honorable Vice Chancellor, Tamil University, Thanjavur.	17.04.2013	7 th Graduation Day
13.	Rev. Sr. Elizabeth Rani. St. Isabell Girls Hr. Sec. School, Pattukottai.	22.04.2013	Placement Cell
14.	Albred. Radiant International School, Thanjavur.	25.04.2013	Placement Cell
15.	Suresh. Swami Vivekanandha Matric Hr. Sec. School, Keelapazhur, Ariyalur.	10.05.2013	Placement Cell
16.	Mr. Balasubramanian. Assistant Professor Education, Prist University, Thanjavur.	30.04.2013	English Literacy Club
17.	Mr. Muthusamy. Principal, Best College of Education, Mailaduthurai.	04.05.2013	M.Ed., Model Viva-voice
2013 – 2014			
1.	Mr. G. Palanivel. Assistant Professor, Department of Education and Management, Tamil University, Thanjavur.	12.08.2013	Workshop
2.	Mr. Karunanidhi. Health Inspector,	30.08.2013	Sports day
3.	Mr. G. Palanivel. Assistant Professor, Department of Education and Management, Tamil University, Thanjavur.	16.09.2013	Workshop

4.	Mr. Muthusamy. Principal, Best College of Education, Mailaduthurai.	20.09.2013	Research Methodology Seminar
5.	Mr. Muthusamy. Principal, Best College of Education, Mailaduthurai.	18.12.2013	Statistical Seminar M.Ed.,
6.	Mrs. S. Gomathy	21.01.2014	SUPW Workshop
7.	Prof. Dr. K. Govindarajan. Professor and Head faculty of Education, Vinayaka Missions University, Puduchery.	25.01.2014	SUPW Workshop
8.	Prof. Dr. K. Rajasekar. Dean, Department of Education, Prist University, Thanjavur. Prof. Dr. K. Chinnappan. Professor and Head Department of Education and Management, Tamil University, Thanjavur.	25.01.2014	SUPW Workshop
10.	T. Malar Valantina M.L Secretary, Sub judge, District Legal Services, Authority, Thanjavur.	22.03.2014	SUPW Workshop
2014 – 2015			
1.	Mr. G. Palanivel. Assistant Professor, Department of Education and Management, Tamil University, Thanjavur. Dr. K. Thiyagu. Assistant Professor, Department of Education, Central University, Thiruvarur.	18.08.2014	Workshop
2.	Dr. K. Ruckmani. Director Center for Excellence, Nano-Bio-Technology Research.	20.08.2014	8 th Graduation Day
3.	Mr. S. Muthukumar.	30.11.2014	Tree Plantation

	Co-ordinator Kavinmigu Thanjai.		Kavinmithu Thanjai
4.	Dr. M. Asokkumar. Registrar, Periyar Maniammai University, Thanjavur. Dr. G. Muppudathi. Principal, Bhartiya Balika Teacher Training College, Rajasthan	24.01.2015	Seminar
5.	Rev. Sr. Anthniammal	06.02.2015	SUPW Workshop
6.	Dr. P. Muthupandi. Asst. Professor, DDE. M.K. University, Madurai. P. Rengasamy Asst. Professor, Sri Jeyajothi College of Education, Selam. S. Durai Arasu. H.M. Government Hr. Sec. School (Boys), Koradachery.	25.02.2015 26.02.2015	University Practical Examination
7.	Mrs. Savithri Gopal. Mayor, Thanjavur.	10.03.2015	Women's Day Celebration
8.	Mr. Balasubramanian. Principal, Ramya Sathiyathan, Vidhyashram (CBSE), Pudupatti.	20.03.2015	Campus Interview
9.	Mr. K. Babu. District Sports officer,	11.04.2015	Sports Day
10.	Prof. M. Balasubramaniam. Asst. Professor of Education, PRIST University, Thanjavur.	16.04.2015	English Literary Club
11.	Dr. S. Subash. Asst. Professor in Education, PRIST University, Thanjavur.	17.04.2015	Tamil Illakkiya Mandram.
12.	Dr. G. Ravikumar. Dean Faculty of Science, A.V.V. Sri Pushpam College, Poondi	20.04.2015	Science Club.
	Dr. M. Beatrice Margaret.		

13.	Regional Joint Director of College Education, Thanjavur.	25.04.2015	9 th Graduation Day.
2015 – 2016			
1.	Dr. V. Thamodharan. Principal, V.O.C. College of Education, Tuticorin.	22.06.2015	Viva-Voce M.Ed.,
2.	Mr. G. Palanivel. Assistant Professor, Department of Education and Management, Tamil University, Thanjavur.	14.10.2015	Workshop
3.	Rev. Fr. GnanaPragasam OSM, Thanjavur.	16.12.2015	Christmas Celebration
4.	Mr. Nazar. Secretary of Indian Red Cross Society, Thanjavur.	12.02.2016	Blood Donation Awareness Program
5.	Prof. Dr. Sukumar. Department of Zoology, KundaviNacheiyar Government Arts College for women, District Secretary Tamilnadu Science forum, Thanjavur.	03.03.2016	
6.	Mrs. RevathyRaju. Advocate, Formerly Member Child Welfare Committee, Thanjavur.	09.03.2016	Women's Day
2016 - 2017			
1.	Dr. P. Ganesan (Convener). Professor and Head, Department of Pedagogical Science, TNTEU University, Chennai. Ms. T. Kavitha (Member). Assistant Professor, Government College of Education, Orathanadu. Thanjavur.	13.07.2016	University Visit
2.	Mr. Simon Sundar Raj. Olympian, Thanjavur.	23.07.2016	Sports Day
3.	Dr. M. Rajalakshmi (Convener). DhanalakshmiSrinivasan College of Education, Perambalur. Mr. I. Nallaiyan (Member). DhanalakshmiSrinivasan College of Education, Perambalur.	26.07.2016	University Practical Examinations
4.	Rev. Fr. Paulraj	01.08.2016	Inauguration Day Holy Mass

5.	Mr. G. Palanivel. Assistant Professor, Department of Education and Management, Tamil University, Thanjavur.	22.09.2016	Faulty Development
6.	Rev. Sr. Anthonyammal.	07.02.2017	SUPW Workshop
7.		22.02.2017	
8.		23.02.2017	Practical Examination
9.	Prof. Dr. S. Sivasubramanian. Advisor, Research and Development, Vels University, Pallavaram, Chennai.	24.02.2017	Graduation Day
10.		09.03.2017	Usage of Medical Plants/
11.	Mr. S. Rajamanickam. Chairman, Indian Red Cross Society, Dr. T.V. Sathappan. Chairman, Blood Bank, Indian Red Cross, Prof. Emiritus. TN. Dr. MGR Medical University, Formerly HOD Department of Pediatric Surgery. Thanjavur Medical College.	13.03.2017	Blood Donation Camp
12.	P. Shanthi. M.A., LLM., Sub Judge, Secretary District Legal Aid Service, Thanjavur.	10.03.2017	Women's day
13.	Dr.Victor Rajamanikam, scientist, advisor of VEL's University	12.04.2017	Seminar on Research Methodology
14.	Mrs.Shanthi, IQAC Co-Ordinator, A.V.V.M College, Poondi	19.04.2017	Seminar on Paper Publication & Funding Agencies

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

- ✓ Organizing faculty development programme to enhance educational and life skills of teacher educators.
- ✓ Publication of International journal.
- ✓ Conducting training programme with an aim to enhance their intellectual vigor in the field of research
- ✓ Encouraging staff to attend / organize national / international seminars/ conferences
- ✓ Motivating staff to publish papers in peer reviewed journals with high impact factor



- ✓ Conducting “Job Fair” with practice teaching schools
- ✓ Collaboration with reputed schools / Industries in and around the city for knowledge gaining and placement
- ✓ The institution organizes need based extension programmes to the nearby villages.
- ✓ Annual camp is systematically conducted with an active participation of Teacher Educators and Student Teachers.

Additional Information for Reaccreditation / Reassessment

The major quality sustenance and enhancement measures undertaken by the institution since the previous assessment and accreditation with regard to Research, Consultancy and Extension activities of the institution

- ✓ Minor Research Project on “ **A Study on Carelessness of High School Students in Trichy Region**” has been submitted to **NCERT**
- ✓ Online International journal – **Bonsecours International Journal on Educational Research (BIJER)** has been published
- ✓ Prof.Dr.T.Arivalan, the Principal is guiding 4 Ph.D scholars. One of them completed his Ph.D degree on 18.03.2017
- ✓ Library automation software version is upgraded with Delnet to access Web resources
- ✓ Wi-Fi connection has been provided with an aim to enhance their intellectual vigor in the field of research
- ✓ Bons Torch (Each one Teach one) scheme is practiced.
- ✓ There is an increase in the number of publications.
- ✓ More collaboration with reputed schools / Industries in and around the city for knowledge gaining and placement
- ✓ Annual camp is systematically conducted with an active participation of Teacher Educators and Student Teachers.
- ✓ More than 150 units of blood is donated by the staff and students of BSCE to Red Cross Movement, Thanjavur

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 PHYSICAL FACILITIES

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

Yes, the institution has the physical infrastructure as per NCTE norms. The total building area is 11 acres and 27 cents, of which 4610.20 sq.mts is used for a separate building with three floors. The details of Physical Infrastructure Facilities:

Ground Floor consists of Principal office, Administrative office, separate staff room for women, Physical science lab cum class room, Biological lab cum class room, Computer science, History and Tamil class rooms, psychological lab, rest room, staff room-II and common hall.

First Floor consists of digitalized library, computer science lab, Conference Hall A/C, Rest rooms, Maths class room, Commerce class room, English class room, Technology Lab, Seminar Hall -I, Staff room for men,

Second Floor consists of Sports and Games room, Seminar Hall -II, Language lab, Common Hall –I Counseling and Health Centre, Work Experience room, Store room, Common Hall – II, Arts and crafts room, M.Ed Class room, IQAC room.

Transport facilities.

24 hours pure drinking water supply and power supply with UPS and generator connections.

Play grounds and sports room with all sports materials.

We have hostel facilities. Almost all the students are coming from the nearby surrounding areas.

Lift system

Vehicle parking shed

Amount invested: 3.75 crores



(The Master plan of the building is enclosed)

2. How does the institution plan to meet the need for augmenting the infrastructure to keep pace with the academic growth?

The infrastructure facilities are very good and established in an effective manner. The laboratories are well equipped. Thus the augmentation is kept in pace with the academic growth.



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

An integrated personality development of the students is the aim of the college. So the students are exposed to a variety of co-curricular, extra-curricular, social and community development activities on and off the campus. The facilities available for co-curricular and extra - curricular activities are as follows:

- Modernized Educational Technology Lab, Well equipped Science and Psychology lab, Advance Technology computer lab improvised gadgets, peripherals and instruments and Audio visual facilities.
- Spacious and well ventilated Auditorium for cultural activities.
- Clean Play Ground and courts for outdoor games.
- Well arranged Games Room for indoor games.
- Yoga and meditation Hall.
- Herbal Garden
- Wellness clinic to treat ordinary physical ailments like headache, muscles catch, fever etc.



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

The college is self sufficient in its infrastructure. The infrastructure facility is also extended for TNPSC to Conduct its Examination.

TNPSC Exam Details

S.no	Name of the Recruitment	Date
1.	Group – II Service Examination	01.12.2013
2.	Combined Civil Service Examination – II	29.06.2014
3.	Group – IV Service Examination	06.11.2016
4.	VAO Examination	28.02.2016

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

The college campus has rest rooms for women, washroom facilities for men and women staff separately and sanitary oriented health center are all available in the institution.

To ensure clean water facility, periodic cleaning and maintenance of water tanks are carried out with Water- Doctor Connection to provide purified drinking water to all. The entire premises is kept clean by sweeping and mopping regularly. First Aid kit is provided for the students. A small canteen is set-up to meet the refreshment needs of the staff members and students. Fire extinguishers are installed in important places of the building.

Awareness on health and hygiene are given to students and staff by eminent doctors and well qualified staff members. The library has a number of books on health education. Dustbins are kept in different places. Herbal garden is maintained. BSCE is a clean and green campus

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

Our students are from the surrounding areas of our institution. Though there is no demand for hostel facilities BSCE provides hostel facility to those who need it.

4.2 MAINTENANCE OF INFRASTRUCTURE

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

	2012-13	2013-14	2014-15	2015-16
Building	3,00,000	3,00,000	3,25,000	3,25,000
Laboratories	50,000	60,000	1,15,000	1,20,000
Furniture	20,000	20,000	20,000	25,000
Equipments	25,000	25,000	25,000	27,000
Computers	50,000	50,000	55,000	61,000
Transport/vehicles	14,94,712	-	-	-

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

The infrastructure is optimally used for all the curricular, co-curricular and extra-curricular activities for which it is meant. In addition, the infrastructure facility is extended for conducting TNPSC Examination. Students and research scholars of other colleges / Universities also have access to our Library.

3. How does the institution consider the environmental issues associated with the infrastructure?

The institution has acquired a certificate from the local panchayat for the purpose of sanitation and environmental fitness of the location of the college. The institution has been certified by the department of fire and safety. Our college is functioning in a newly constructed building and its quality is ensured and also BSCE has the following

- Class rooms are airy and spacious.
- Rest rooms are kept clean and neat.
- Separate Bins are kept at different points to collect waste.
- Clean and green campus.
- Rainwater harvesting system in the campus.
- Awareness programme on environmental issues
- Plastic free zone.
- Tree Plantation.

4.3 LIBRARIES AS A LEARNING RESOURCE

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

Yes, the institution has a qualified librarian and sufficient technical staff to support the library with good collection of books on education and related topics with journals, periodicals, weeklies and dailies. The library has computerized catalogue.

Multiple tasks of librarian

- Maintaining the library like temple to provide good atmosphere for learning
- Providing library and research services to the staff and students.
- Display the latest publications and news clippings on information board
- Maintaining the organization of library and its collections
- Ensuring that the library is accessible and available to the staff and prospective teachers for their reference
- Educating the prospective teachers on protocols of library
- Maintaining all records and document the necessary information
- Systematically cataloguing all the library collections that may be of print, audio- visual and electronic resources and cataloguing data into the library’s automated system
- Reporting to the Principal and the Management periodically
- Preparing an annual budget for library.



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

Total collection of the following in the library

a) Books	-	8010
(i) Textbooks	-	7274
(ii) Reference books	-	499
b) Magazines	-	9
c) Journals subscribed		



(i) National Journals	-	18	
(ii) International Journals	-	3	
d) Peer reviewed Journals	-	4	
e) Back Volumes of journal	-	82	
f) CDs/ DVDs	-	72	
g) Newspapers	-	2	
h) Databases	-	Modern Lib database	
i) Books available in the Book Bank	-	150	
j) Photocopier	-	1	
K) M.Ed. dissertations	-	195	
l) e-information resources			
i) Total No. of e-book	}		Delnet
ii) Total No. of e-journal title			

The library is fully automated with Modern Lib Software System

Question Bank: The librarian collects all the question papers of University examinations of previous years and compiles them. The prospective teachers have an access to them.

❖ **Newspaper Clippings:** The librarian goes through the newspapers and collects relevant news items related to education, employment opportunities, new education policy, current issues, news related to BSCE etc., and displays them on the notice board. She also documents them systematically.

❖ **Digital Library:** The College is automated. There are 3 computers with internet facility for staff and students to access electronic resources.

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

Yes, there is a library with seven member committee functioning efficiently and it is empowered with the following:

- Purchase of books
- Automation of the library
- Maintenance of the library

- Effectively running the book bank for economically backward and deserving students.
- M.Ed., related Research books.

Advisory committee for the Library during last years

1.	Dr.T.Arivalan, Principal	President
2.	Mrs.S.Vinotha, Librarian	Co-ordinator
3.	Mrs.K.Senthamarai, Asst.Prof	Member
4.	Mrs.U.Ramajam, Asst.Prof	Member
5.	Mrs.S.Shalini, Asst.Prof	Member
6.	Ms.L.Stella (Student)	Representative
7.	Ms.V.Parameshwari (Student)	Representative

This committee further reviews the various library resources for adequate access and it also checks the mechanism adopted from entry till exit.

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

Yes, the library is fully automated and equipped with Computer and Printer.

Computerization of following activities is done.

1. Lending of books, purchase of books, lending of Audio Visual cassettes.
2. Book Bank
3. Stock verification

FACILITIES OF THE LIBRARY:

- Fully automated Library
- Library Manager Software.
- Bar code Reader & Printer
- Digital ID
- Delnet
- Xerox / Photo copier
- ❖ Internet Access
- ❖ E-Journals
- ❖ E-Resources
- ❖ Easy Access to Books & Journals.

The total number of books in the Library is 8010 with 25 journals and 9 magazines. Three computers with internet facility are available. All the students of the college have open access to the library.

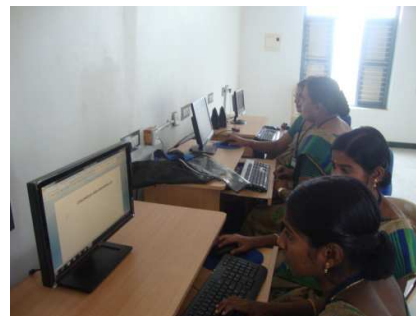
5. Does the institution library have Computer, Internet and Reprographic facilities? If yes, give details on the access to the staff and students and the frequency of use.

Yes. The institution library has computers with internet to access e-journals and e-resources. Also it provides the following facilities like Bar code Printer, OPAC (Online Public Access Catalogue) and Reprographic facilities like Xerox machine and Scanners for effective use of library. During working hours / outside the working hours and free periods the staff and students can access.

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

Yes, this institution makes use of Delnet.

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



The library is kept open on all working days (Monday- Saturday) from 8.30 am to 5.30 pm. During examinations the library opens from 8.30 am to 5.30 pm. It is closed only on Sunday or on gazette holidays.

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

The staff and students come to know of the new arrivals through circulars, Clippings, Information display and notification. New arrivals are displayed on display rack.

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

Yes, the book bank issues books for the deserving students who are economically backward. The students are provided with text books through the book bank. The student-teachers can borrow 2 books from the book bank as and when they require and they return them after the exams on a payment Rs. 10. The librarian maintains the account and the amount is used for the maintenance of the library.

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

To those who are not able to walk to the library, their friends are permitted to take books from the library, particularly, to the physically challenged persons. They are permitted to borrow books through than tries.

4.4 ICT AS LEARNING RESOURCE

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

The computer and language laboratories of the institution are equipped with 34 systems for B.Ed / M.Ed programme. The computers are connected by LAN and have internet connectivity through BSNL Broad Band Service. All computers have windows XP operating system and MS Offices 2007 is installed. One system has multimedia facility and two printers are available in the college. WI-FI facility is available.

Hardware Details

Total no. of systems in campus	:	42
No. of Systems in computer Lab.	:	10
In Language Lab	:	21
In Library	:	5
Others Places	:	6
Overhead Projector	:	1
LCD Projector	:	1
No.of Laptop	:	1
Wi-Fi-facility	:	Yes
Network	:	LAN
CD/DVD Player	:	1
Digital Camera	:	1
Speaker	:	3
Tape Recorder	:	1
Television	:	1
Microphone	:	1
Collar mike	:	1
Copier	:	2
Scanner	:	2
Printers	:	4
No.of educational CDs/DVDs	:	75

Software Details

- Windows -XP

- MS Office -2003, MS Office -2007
- SPSS Package
- Tally ERP 9
- MS – Visual Basic
- Key man Tamil Tran literature
- Team viewer , Typing Master
- Concern all Hardware CDs

Language Lab Details

- Teacher Console with system and Head Phone - 1
- Inter connected student usage systems
and Head Phone with all Software - 20

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

Yes, Computer is an optional paper in the curriculum. Besides the prescribed curriculum, the management offers certificate course in Basic Computer to all those prospective teachers who lack basic computer skills. Training is given to prospective teachers to make use of ICT for their effective teaching - learning process. All the faculties and students are free to make use of the computer and internet facility.



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

Classes are conducted with the help of audio visual aids. Seminars are conducted through LCD presentations. Internet Browsing is the privilege enjoyed for the preparation of assignments and class preparation. The faculty members have prepared a number of CDs for curriculum transactional process. Technology enabled teaching-learning process is practised. Prospective teachers have their own mail-id and blog. Through blog they share their views and post their creativity. Videos and PPTs on subject topics, human values and competitive examination preparation are prepared by staff and students and are uploaded in college website for free access.

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

The prospective teachers use technology in practice teaching in all the possible areas like developing digital lesson plans (by using transparency sheet, audio cassettes, MS-Word, Presentation software, web) classroom transactions (OHP, tape recorders, LCD) evaluation (Evaluating using Transparencies, Videos, VCDs, Computerizing the mark sheets) and in the preparation of teaching aids.

4.5 OTHER FACILITIES

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

The infrastructure already available holds good and effective for students. The college already owns more than 11 acres of land; this land is enough for any future growth. The laboratories are also maintained with sufficient equipments required as per norms. The infrastructure is also made available for conducting daily assembly, training programs, seminars, workshops and competitive examinations. Thus the physical infrastructure is judiciously and optimally, put to use. Sometimes campus is also made available for social activities. TNPSC Examination is conducted



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

Non-print materials like Teaching Aids and audio-visual facilities like television sets, tape recorders, computer systems, headphones, digital camera, a handy camera, computer aided instructional materials like Databases, Online journals- CDs, DVDs, Videocassettes Audio cassettes are available. Before going for practice teaching, students are exposed to microteaching skills by using video lessons. For assignment, seminar and digital lesson plan work prospective teachers are motivated to use audio-visual facilities.

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

Psychology lab, Science Lab(s), Educational Technology lab, Language Lab, Computer lab and workshop for preparing teaching aids are the various general and methods Laboratories available in the institution. The physical science students perform practical in Chemistry and Physics as given in the Hr.Sec.Course syllabus. The Biological science students perform practical related to Botany and Zoology. Language skills and Computer Knowledge are achieved in language lab and computer Lab respectively. The Psychology Lab is used to test attitude, aptitude, interest, personality, traits, attention, etc of prospective teachers.



The management allocates sufficient fund every year in the annual budget to develop the labs. The teacher educator who is in-charge of the lab maintains all equipments and submits report about breakage or anything to be replaced / purchased to **the Mmanagement through the Principal for their prompt action.**

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

Multipurpose hall is available for conducting seminars, conferences, workshops and club activities. Workshop is used for preparing teaching learning materials and Socially Useful Productive Work. Music and sports rooms, transports etc are available with the institution.

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

Sufficient class rooms and spacious and ventilated auditorium are available. The class room provisions for using modern teaching gadgets are available.

4.6 BEST PRACTICES IN INFRASTRUCTURE AND LEARNING RESOURCES

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

- Teacher Educators prepare power point presentations for the purpose of instruction.

- Teacher educators are trained to apply latest technology in teaching.
- The various audio-visual facilities are used by the teacher-educators and the optimal use of the same is made including practice teaching.
- The teacher-educators are motivated to surf web resources using internet and Wi-Fi connection.
- Workshop on SPSS was conducted to the teacher-educators.

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

- The teacher-educators motivate and guide the student-teachers into the use of technology in Teaching - learning, preparing digital lesson plans and teaching- learning aids, for writing assignments and for seminar presentations.
- Technology based teaching and learning is practiced.
- Student teachers have their own mail-id and Blog. Through blog they share their views and their innovative ideas.
- Videos and PPTs on subject topics, human values and competitive examination exercises prepared by staff and students are available in college website for open access.
- Communication through media – mail, whatsapp.

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

- ✓ Internet & Wi-Fi connection are available for the staff and student-teachers.
- ✓ The library is equipped with Modern lib Library Software. It is digitalized for the benefit of the students.
- ✓ Technology enabled teaching-learning process is practiced in campus.
- ✓ Lift facility is provided for physically challenged student-teachers
- ✓ Rain water harvesting.
- ✓ All the student teachers receive essential training in the application of computer.
- ✓ Book bank.
- ✓ All the systems are under Annual Maintenance Scheme and are updated periodically.
- ✓ The institution updates its websites periodically.

Additional Information for Reaccreditation / Reassessment

The major quality sustenance and enhancement measures undertaken by the institution since the previous assessment and accreditation with regard to Infrastructure and Learning Resources

- ✓ 14 more computers have been added in Language lab.

- ✓ Library is equipped with Modern lib Software System.
- ✓ There is an increase in the number of books related to Teacher Education Programme. At present 8010 books, 9 magazines and 25 journals (18 – National, 3- International and 4 Reviewed journals) are available in Library.
- ✓ Book bank is actively functioning.
- ✓ Wi-Fi facilities are provided
- ✓ Institution website is updated periodically.
- ✓ The institution makes use of the Delnet facilities
- ✓ BSCE has created rainwater harvesting system in the campus.
- ✓ Lift facility is provided for physically challenged student-teachers
- ✓ 24 hours power supply by Generator
- ✓ Vehicle parking shed is provided
- ✓ Conference hall is equipped with modern technology
- ✓ More furniture are provided to cater the needs of the students

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 STUDENT PROGRESSION

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

- While issuing applications, counseling and guidance is given by the members of
- On the day of admission, the teacher educator interacts with selected candidates
- The Principal interviews the selected candidates with parents / guardians on the day of admission
- On the first day of the academic year, special prayer service is conducted to feel God's presence and start the academic year in fruitful, faithful and successful way with Spiritual Graces.
- The entry behavioral test is conducted to test the level of knowledge in subject, communication skill, psychology skill and General knowledge.



- A talent day is conducted to make students familiar with the fellow students, campus, protocols of BSCE and teacher educators
- Bridge course is organized to enhance their professional knowledge.
- Programmes on Self-awareness and Personality Development are organised for the student-teachers to boost their self-esteem and self-confidence.
- Basic concepts of their respective optional subjects are provided to refresh their subject knowledge.
- Student-teachers are introduced to the concept of teaching and principles of teaching.
- Student-teachers are given an intense training in the skills of microteaching.
- The student teachers take in charge the teachers' day celebration and conduct it in a grand manner

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

The college campus is situated in a Green and Clean environment. It is also inspiring and conducive for education. The infrastructural facilities that include fans, lights, water facilities, mineral water facilities, shed for parking vehicles, hygiene toilets, Generator, canteen and playground are helpful for the development and performance improvement of prospective teachers.

Students are motivated by the posters displayed on the notice board. Roll of Honors board is fixed at the Principal's office. Quotations of famous personalities are displayed in library and at various places in the campus. Thus a good academic environment is maintained in the institute by the management, teaching and non teaching staff.

The Instructional based facilities like Computer lab, Seminar hall, Language lab, Educational Technology Lab, Physical Science lab, Biological Science lab, Psychological lab and Library are provided in an excellent manner. These facilities promote the development and improvement of the B.Ed., and the M.Ed., students.

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

BSCE is a women's college. The college has been giving counseling to the students to complete the course successfully. The dropout rate is very negligible. The students left the college for their own purpose such as marriage, employment and health reasons only.

Mechanism adopted by the Institution for controlling the drop-outs:

- Individual counseling is given with sufficient information about B.Ed programme at the time of admission.
- Parents / spouses and guardians are counseled by the Principal and the staff concerned.
- During lunch break and evening time, Spiritual Guidance & counseling is given by aged Sisters of Bon Secours College Community
- Professor –in-charge of the class acts as mentor. The personal problems of prospective teachers are sorted out with the help of peers and Teacher educators and counseling & guidance is given.
- The Principal and teacher educators have often informal discussion with prospective teachers and guide them
- Feedback is collected from parents / spouses and guardians.
- Provision to pay the fees in installments
- Daily assembly prayer and annual retreat motivate them.
- By conducting various programme, the tendency to drop out is rooted out.
- A full and satisfied financial assistance is implemented in a systematic way for all scheduled caste students in B.Ed and M.Ed programmes. Each B.Ed student who belongs to sc community is assisted to get Rs.47,500 and M.Ed student to get Rs.48, 000 from the Government. Moreover the Institution takes all the necessary steps to receive the minority scholarship and loan scholarship. Fees concession is given by the management for the needed students.

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

The placement cell of the college gives the students counseling and enables them to complete the course for jobs and pursue higher studies. The cell also arranges various programmes to develop personality skills, aptitude skills and communication skills. Videos and PPTs on Human values and Competitive examination exercises prepared by staff and students are available in college website for open access.

Special coaching is also arranged to help students to face the Teachers Recruitment Board (TRB) exams and Teachers Eligibility Test (TET).



Resume preparation, and mock interview is conducted.

Job Fair and campus interviews are organized with practice teaching schools.

Opportunities for Employment and Government Examinations are displayed in the notice board.

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

Students' careers

Details	2012-2013	2013-2014	2014-2015
Teaching	17%	21%	20%
Higher Education	67%	72%	76%
Employment	80%	86%	90%
Non-Teaching	20%	14%	10%

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

Yes. The institution always welcomes its Alumni to make use of the facilities available for their progression.

- Alumni are always invited with suggestions and their needs.
- The institutional head and the faculties are ready to guide regarding educational and vocational needs.
- Alumni can access the resources from library, after getting prior permission from the Principal.
- The students are free to send their query through email and it is seen that they receive satisfactory reply.
- They are invited to attend the workshop/seminars organized by the institution.



The alumnus is given a letter of reference when he/she appears for an interview.

When the recruiting schools approach the institution for potential passed out students, the institution gives a list of candidates to the recruiting schools.

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

Yes.

- Conducting job fair with practice teaching schools
- Videos and PPTs on Human values and Competitive examination exercises prepared by staff and students are available in college website for open access.
- Number of CBSE, Matriculation and self financing schools are in need of our student teachers for the high reputation of the institute.
- Special coaching is also arranged to help students to face the Teachers Recruitment Board (TRB) exams and Teachers Eligibility Test (TET).
- Resume preparation, and mock interview is conducted.
- Opportunities for Employment and Government Examination are displayed in the notice board



Yes, placement cell of the college conducted campus interview,

S.No	Year	No. of Students Benefited
1	2012-2013	32
2	2013-2014	44
3	2014-2015	36

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

As the placement cell function under the college and also it function under the efficient leadership of the principal and the patronage of Management, it does not have any difficulties.

9. Does the institution have arrangements with practice teaching schools for placement of the student teacher?

- The institution invites the practice teaching schools to conduct campus interview for placement of the student-teachers.
- When the recruiting schools approach the institution for potential passed out students, the institution gives a list of candidates to the recruiting schools.

- Some of student teachers get chances to work in the practice teaching school where they have gone for internship

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

Coordinator and two staff members are allotted to take care of placement and a computer, printer and Wi-Fi connection have been provided for this specific purpose. The institution provides all the resources and meets with the expenditure for the functioning of the placement cell.

5.2 STUDENT SUPPORT

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

The Principal convenes the staff meeting before the commencement of the session. In that meeting all the curricular, co-curricular and extra-curricular activities are planned in advance with great care. It furnishes the details of the planned activities – curricular and co-curricular and their time of execution. Accordingly, institution's Academic Calendar is prepared and given to the staff and students.

Moreover the faculty members are also asked to prepare their year plan, lesson plan, time table and work load and submit the same to the principal who monitors the implementation of them. At the beginning of the college, new students are guided about our college and all co-curricular activities, so that the students prepare themselves mentally to do all curricular and co-curricular activities for their achievements.

The Principal proposes a list of curricular, co-curricular and extra-curricular activities for every month to the staff and conducts staff meeting for their valuable suggestions and works are distributed for effective implementation. After every activity review meeting is conducted and evaluation is done in department level. IQAC evaluates each curricular, co-curricular and extra-curricular programme along with the staff and student-teachers with the help of feedback committee

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

The College takes care of physically challenged students very compassionately such as we make them to sit on the first row so that they can see, hear and communicate with teacher educators. We provide them Information Communication Technology facilities for their curricular activities. The staff give a special attention and the peers are encouraged to help them in every possible way. They are encouraged to participate in all the events of the college. In library special permission is given to access books through the peers and special consideration is given in rural camp and field trip.

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

Yes. The institution does have mentoring system

- ❖ The Secretary and the Principal are always available and accessible to student teachers for interaction and guidance.
- ❖ Every Assistant Professor in the institution is being involved in the tutorial system and is allotted a group of students to find out their strong and weak points which they do through informal contacts with the wards and provide necessary academic and personal counseling.
- ❖ The counseling varies from the individual requirements to high achievers and slow learners, sports students and students with personal problems.
- ❖ The high achievers are given counseling for enhancing their talents by using the library and other resources.
- ❖ The slow learners are facilitated with special coaching from the faculty members.
- ❖ College provides special coaching to sports students for their achievements.
- ❖ Through Peer-tutoring system slow learners get the assistance from the high achievers.
- ❖ During lunch break and evening time, counseling and guidance is given by aged sisters of Bon Secours college community.
- ❖ Grievances received from student teachers through the Suggestion Box are immediately sorted out.
- ❖ Feedback is collected from prospective teacher.
- ❖ The institution selects the staff for mentoring and provides them a day training by a professional counselor. Each staff maintains a separate mentoring record book for each student, follows the progression of each mentee closely and accompanies him/her in his /her overall development.
- ❖ Parent Teacher Association serves as an important source for counseling family related problems.



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

- To enhance the competence of the teaching faculty, workshops and induction programmes are conducted as part of in-service training.
- The problems of the students are identified by the faculty and discussed with the Principal. The college takes appropriate steps to help the students to overcome their problems.
- Teacher educators are encouraged to take part in the conferences, workshops, seminars. The Management bears the expenditure and the preparatory materials for the same.
- The staff have easy access to internet & Wi-Fi connection.
- Teacher educators and M.Ed students are motivated to present papers in National / International seminars.
- The staff are given training in Guidance & Counseling Skills.
- The institution provides all the necessary reference books related to mentoring, soft skills, life skills, employability skills, curriculum, etc., so that the teacher-educators avail the resources for their professional enhancement.

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

Yes, the institution has its own website namely www.bonsecoursedu.org. It is self-explanatory and gives all information about the institution like faculty, infrastructure administration details, student particulars, staff particulars and other facilities. It also contains information about seminar, workshop, festival celebration, awards received, prize winners etc. It is updated periodically.

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

Yes. The slow learners are identified through internal tests and observation.

- The staff conducts special coaching classes after the class hours in order to make them keep pace with other learners.
- Certificate course on communication skills is provided to enhance English proficiency.
- The staff provide guidance to the academically low achievers during mentoring session and give feedback about their progress.



- Through Peer-Tutoring system advance learners support and assist slow learner
- Re-tests and group study are organized for the benefit of the low achievers by the staff concerned.
- The staff present reports about the progress of the academically low achievers to the Principal who meets them individually and offers helpful tips for effective learning

7. What specific teaching strategies are adopted for teaching?

- The teacher educators act as mentors of the student teachers. Advanced learners and slow learners are identified through regular tests and observation.
- Advanced learners are motivated to enhance their knowledge through library reading and using multimedia facilities. They are encouraged to participate in various competitions / seminars organized by other institutions and guided to organize various events in the campus. They are motivated to support slow learners in their study.
- The slow learners are guided and counseled by teacher educator to prepare for the examination by going through previous question papers. Special attention is paid to them to get over their difficulties. Remedial measures are taken to improve their proficiency. Course materials are provided

8. What are the various guidance and counseling services available to the students?

Give details.

All teacher educators act as mentors and guide the prospective teachers efficiently in academic preparation of assignments and projects and also counsel them on their personal problems. Career guidance is provided to the student-teachers so as to enable them to choose correct career path.

The following services are provided to prospective teachers:

- Academic Counseling Service
- Career Guidance Service
- Personal Guidance Service



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

The College has a Grievance Redressal Cell consisting of three members, headed by the Secretary. There were no grievances in last two years. Also in our campus counseling and guidance,

mentor and feedback systems are functioning effectively and suggestion box is kept in the first floor in which students are invited to drop in their suggestions and complaints.

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

The progress of the students is monitored through micro teaching, mini teaching, unit tests, practice teaching classes, revision tests. The students are closely monitored through student mentor system and are advised periodically. Continuous internal assessment and Result analysis is done by the concerned staff to monitor the progress of students.

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

The students are provided with micro teaching classes during which micro teaching skills are imparted and practised. Then they undergo the practice of simulation classes. Pre-practice preparation details are briefed and the teacher educators ensure that the students gain confidence as well as good teaching experience.

During the school visit the teacher educators observe the classes taken by the student teachers and give their feedback. The faculties also discuss with the Headmaster and the Guide teachers in the school about the performance level of the student teachers and take necessary steps.

5.3 STUDENT ACTIVITIES

1. Does the institution have an Alumni Association? If Yes,

Yes,

(i) List of office bearers

Principal	:	Prof. Dr. T. Arivalan
Co-Ordinator	:	J. Rajalakshmi, Asst. Prof., BSCE
Members	:	S. Victoria., Asst. Prof., BSCE
President	:	Ms. Deepa, Asst. Prof. in English

Bon Secours College for Women, Thanjavur

- Vice President : Miss. Abirami., P G Asst.
Kendravidhyalaya School, Air Force Station,
Thanjavur
- Secretary : Ms. Nisha Deenu., Asst. Prof. in English
Bon Secours College for Women, Thanjavur
- Treasurer : Mrs, Agnua, P G Asst.
St. Joseph's Jr. Sec. School, Thanjavur
- Members : Ms. D. Nelcy Dharshana
St. Joseph's Girls Hr. Sec. School, Mannargudi
- Mrs. Siva Sankari
St. Joseph's Girls Hr. Sec. School, Mannargudi

(ii) Give the year of the last election - 2015-16

(iii) List Alumni Association activities of last two years.

- Annual Alumni Meeting to stay connected with the Alma Mater
- Alumni offer their suggestions for institutional development in the meeting.
- Alumni share their experience with current students.
- Alumni participate in functions, celebrations and Seminars held in campus
- Strengthening association by enrolling new graduates and making them aware of all important activities happening in the campus through media
- Inviting alumni as resource person
- Through Association accompany graduates to placement and higher study
- Alumni sponsors fund for achievers



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

S.NO	ALUMNI NAME	CURRENT POSITION
1.	C.Sujatha	Secretary, Maruthupandiyar College of Education,

		Thanjavur.
2.	Dr.G.Muppudathi	Professor, BharatiyaBalika Teacher Training College,Sikar, Rajasthan.
3.	K.Christy Rani	Headmistress, St.Joseph's High School,Sanjaya Nagar, Patukkottai.
4.	N.Supriya	Secretary, Oxford Nursery & Primary School, Thanjavur.
5.	S.Sharmila	Asst.Professor, Sri Kumaran College of Education, Thamarankottai.
6.	D.Sasikala	Asst.Professor, Simpra College of Education, Thanjavur.
7.	S.Vidivelli	Asst. Professor, Sri Kumaran College of Education, Thamarankottai
8.	T.Tennis Mary	Asst.Professor, St.John De Britto College of Education, Thanjavur.
9.	J.MabledPetricia	Head Mistress, Little flower Middle School, Pudukkottai.
10.	A.Abirami	P.G.Assistant, Kendraavidhyalaya School, Air Force Station, Thanjavur.
11.	N.Balasankari	Asst.Professor, Rajarajan I.T.T, Nanjikottai.
12.	P.MnemosynLeema	P.G.Assistant, St.Joseph's Girls Hr.Sec.School , Mannargudi.
13.	M.NelcyDharshana	Teacher, St.Joseph's Girls Hr.Sec.School,Mannargudi.
14.	N.Nishadeenu	Asst.Professor, Bon Secours College of Women, Thanjavur.
15.	V.Princiya Darling.	Teacher, Govt.Hr.Sec.School, Poyyundarkottai.
16.	S.Devi	Asst.Professor, Auxilium College of Education, Regunathapuram.

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

- Alumni have donated books for the book bank.
- Alumni contribute their time and deliver lecture, render service to the community through the extension and the consultancy services provided by the institution.
- Alumni provide assistance and opportunity for the recruitment of the outgoing students.
- The alumni have donated saplings.
- The alumni serve as judges for cultural and sports competitions held in the college.
- Alumni offer their suggestions for institutional development in the meeting.
- Alumni share their experience with current students.
- Endowment fund



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

- Our college encourages students to participate in extracurricular activities including sports and games. Every year our students take part in cultural activities and win prizes.
- The student-teachers perform cultural programmes on important occasions like International Women's Day, College Day, Teachers Day, etc.
- The expenditure incurred is borne by the Management.
- The students are appreciated in the general assembly and their achievements are published in the leading newspapers and displayed in college bulletin board
- The student-teachers take part in the State Level Essay Writing & Drawing Competition conducted by Tamil Nadu Art & Literature Society in December 2014 and by Tamil Nadu Teachers Education University in March 2015.



Games

Every year our college organizes Sports Day. Our students participate in different types of games such as volley ball, running race, shot put, discus throw and get good scores in it. We take care and appreciate them for participation and good performance. The college offers prizes and shields.

The winners are honored with mementos by the management in the college annual day / awarded during grand finale of the cultural festival.



- Inter Collegiate Zonal level Athletic Meet was conducted for Education Colleges of Tamil Nadu Teachers Education University by Lakshmi College of Education, Gandhigram on 12th April 2012. In that meet our students Kalaiselvi, Selvi, Anusiya and Abirami participated in 4X100 relay, javelin, shot-put and long jump. Almost 54 colleges participated in that meet. ABIRAMI got second place in 100mts and 1st place in long jump. She also received the overall championship award with 8 points.
- Bon Secours College of Education participated in Intercollegiate sports meet at District and Regional level. The college students showed their excellent performance in Sports at R.D.B College, Papanasam on 21st March 2014. Bon Secours College of Education won the overall Championship at District level. All the selected Candidates participated at Zonal level in Madurai on 24th March 2014.



S.No	Name	Event	Award	Organized by
1.	J.Swetha	Poetry Competition	KaviSuriyan Award -2014	Kaviyarasar, Tamil Literacy Association, Namakkal
2.	Bershiyat Mary	Poetry Competition	KaviSuriyan Award -2014	Kaviyarasar, Tamil Literacy Association, Namakkal

3	M.Elakkiya	Poetry Competition	Kavimani Award - 2015	Kurinji , Tamil Association, Namakkal
4	J.Swetha	Poetry Competition	Kavimani Award - 2015	KurinjiKabilar Tamil Association, Namakkal
5	Bershiyat Mary	Poetry Competition	Kavimani Award - 2015	KurinjiKabilar Tamil Association, Namakkal
6	J.Swetha	Drawing Competition	OviyaMuthu Award -2015	Kurinji , Tamil Association, Namakkal.
7	V.Hema	Drawing Competition	OviyaMuthu Award -2015	Kurinji , Tamil Association, Namakkal.
8	Bershiyat Mary	Eassy Competition	Elakkiyamani Award-2015	KurinjiKabilar Tamil Association, Namakkal

3. How does the institution involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other materials brought out by the students during the previous academic session?

- Student teachers are members of Magazine committee
- The student-teachers contribute a number of articles and artistic creations to the annual college magazine.
- The student-teachers post their articles and creativity in their blog.
- The student-teachers are motivated to take part in the State Level Essay Writing & Drawing Competition conducted by Tamil Nadu Art & Literature Society and by Tamil Nadu Teachers Education University.

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

Yes, the college has a student council which attends to the needs of the students and shoulders the responsibility in co-ordination with the faculty to execute the work related to student activities.

The student council conducts assembly under the guidance of respective head of the department.

The members of Student Council take up the organization of various



celebrations / functions like Women's Day, Teachers Day, Freshers' day, Annual Sports Meet, etc. in the college under the leadership of the respective staff in-charge of various committees and extend their support in various activities by co-operating with faculty members.



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

- Student council
- Alumni association
- English literary club
- Tamil literary club
- Science club
- Grievance club
- Magazine committee
- Feedback committee
- Sports committee
- Cultural committee
- Assembly committee



Students organize and take part in all the activities arranged in the respective club and association.

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

Yes, feedback forms from the graduates and employers are collected to improve the preparation of the programme and the growth and development of the college. Suggestions are welcomed from graduates through online feedback form available in college website.

5.4 BEST PRACTICES IN STUDENT SUPPORT AND PROGRESSION

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

BSCE is a learner-centered institution. It strongly supports active learning and holistic development of prospective teachers. It provides the followings

- ✓ Providing **online feedback form** to student-teachers to express their grievances / recommendations / compliments
- ✓ **Fee concession** from management
- ✓ **Book bank** scheme is functioning
- ✓ To cultivate self responsibility and honesty among students, “**Honesty Store**” scheme has been introduced and run by students. This profit is used to support poor students.
- ✓ Trainings are given to staff and M.Ed students on **SPSS package** and M.Ed students are allowed to do their dissertation work in computer lab.
- ✓ To develop creativity, training was given to computer and non computer students to create their own **Blog**
- ✓ **Lift facility** has been provided for physically challenged students



CRITERION VI: GOVERNANCE AND LEADERSHIP

6.1 INSTITUTIONAL VISION AND LEADERSHIP

1. What are the institution’s stated purpose, vision, mission and values? How are they made known to the various stakeholders?

VISION:

To produce teachers who will be physically, intellectually, emotionally, socially and morally healthy and who will prepare their pupils to face the challenging needs of the society tomorrow.

MISSION:

Bon Secours College of Education is committed to excellence in helping students, reach their full potential by developing their academic competencies, critical thinking skills, communication proficiency, civic responsibility and global awareness.

VALUES:

The values determined reflect the vision of the college. Developing National Integration, Developing Discipline, Dedication, innovation, Values like adaptability, Tolerance, Social Orientation, Service Mindedness, Sprit of Patriotism, Democratic Outlook and Love. The values also include dedication to duty, conscientious adherence to the needs of academic growth.

Goals and Objectives

- ❖ To empower the rural women society to uplift them and make them Self-reliant.
- ❖ To produce and ensure quality based Teacher Education.
- ❖ To produce Service Minded Teachers.
- ❖ To Reform the Society.
- ❖ Bringing Self Confident students
- ❖ To develop Good Personality.

The goals and objectives are made known to various stakeholders through

- Information Board kept in library and at various places in campus
- Press
- Pamphlets
- Website
- Brochures
- Orientation Programmes
- Alumnae
- Academic calendar
- College magazine
- To the co-operative schools through prospective teachers
- To the nearby villagers by extension programmes

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 college is located in a rural background in the district of Thanjavur, Tamil Nadu. The college caters to the social needs of rural public. It inculcates in the students, moral, social and human values, academic excellence, eco consciousness, inclusiveness, quality, equity and a democratic outlook as well as honoring their dexterity to develop as resourceful enterprising citizens, who will contribute their best to national culture and civilizations.

3. Enumerate the top management's commitment, leadership role and involvement for effective and efficient transaction of teaching and learning process

(functioning and composition of various committees and board of management, BOG, etc.)

Bon Secours College of Education is run by the Franciscan sisters of our Lady of Bon Secours, a Religious Congregation completing more than 150 years in the Educational Sector. They are well known for their Academic Excellence, Discipline and Moral Standards and for rendering service for the upliftment of the downtrodden, especially women.

The Governing Body of Bon Secours College of Education primarily comprises of President, vice-President, Secretary and Principal of the college. It meets twice in a year and discusses the various things pertaining to the growth and development in terms of improving infrastructure facilities, academic programmes, staff recruitment and staff professional development, and student enrichment programmes. The minutes of related activities are properly maintained.

The top management's commitment, leadership role and involvement for effective and efficient transaction of teaching and learning process are visible in the following ways:

- Effective function of governing body
- Framing Various Committees for decentralized functioning.
- The different Committee's recommendations and suggestions are seriously considered by the Management and are implemented.
- The Management arranges special programmes like conferences, workshops for the benefit of teachers and learners.
- Awarding responsibilities and encouraging team work
- Awarding appreciation, encouragements and rewards soon after the final assessment of the work.
- Informal supervision and suggestive guidance for system improvement
- Managing the integrity of subordinates

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

- In the governing body meeting the program for the year is planned after serious discussions.
- At the commencement of academic year, general staff meeting is arranged and the staff are motivated by the principal by his / her



inspirational speech. Then serious discussion is held about various works to be carried out.

- Various committees are formed and responsibilities are assigned to staff members.
- The Principal monitors the entire programme effectively.
- Review meeting is conducted for evaluation
- Work load is equally distributed by the head of the college, through regular staff meetings.
- Staff meetings are held regularly and during meetings all the important information related to their portfolios are communicated.

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?

The management gets feedback from outgoing students and Alumnae. Suggestion Box is maintained to get the feedback. Through grievance cell the staff expresses their grievances to the Management through the Principal. All the committees should submit their report to the principal at frequent intervals. Performance appraisal of staff members is collected by the management for assessment. A copy of annual report and AQAR are submitted to Management for quality evaluation and enhancement. The Management in the governing body meeting held at the beginning of every academic year reviews the functioning of the institution and suggests improvements and corrections whenever necessary.

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

The institution identifies the barriers at different levels with the help of the Principal, staff, guide teachers of practice teaching schools and stake holders through various mechanisms. The following mechanisms are followed to identify the barriers:

- Feedback system
- Staff' Performance appraisal form
- Suggestion Box
- Conducting various TestConducting meetings
- Visitors' Record
- Mentor System
- Counseling and Guidance
- Informal conversation



After identifying the problems, necessary actions are taken

- By fulfilling the necessary requirements by the Management
- Through counseling
- By arranging scholarship and giving fee concession
- By arranging Seminars/ Orientation programmes / Training Programmes
- By giving gifts to needed students on special days like Christmas, Our Lady of Bon Secours novena...etc
- By arranging tour / field trip/ Camp and visiting differently abled children' schools, giving exposure to outside



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 the staff by providing feedback in the functions and motivates them for improving the quality.
- The staff are constantly encouraged to publish their articles in research journals.
- The staff are honored in the college assembly for their achievements.
- Staff members are given self appraisal forms every year in order to use that as a touchstone to obviously know about the development of the personality of the staff .
- Staff are assigned responsibilities in various working committees of the institution.
- Internet and Wi-Fi connection are provided for their effective participation.
- The Management hosts dinner to the staff after each mega event like College Day, Sports Day, Christmas, etc.
- Awarding appreciation, encouragements and rewards soon after the final assessment of work.

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 college is affiliated to Tamilnadu Teachers Education University, and hence it follows the curriculum of Tamilnadu Teachers Education University. The Management encourages long term professional development and uses them for the development of the college. The Principal takes decisions in the consultation with the Secretary. The Secretary and the Principal make efforts for the selection of qualitative staff, availing technological and other facilities. The head of the institution welcomes the suggestions of the staff and students and keeps a professional and participatory approach in decision making regarding the academic activities.

6.2 ORGANIZATIONAL ARRANGEMENTS

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.

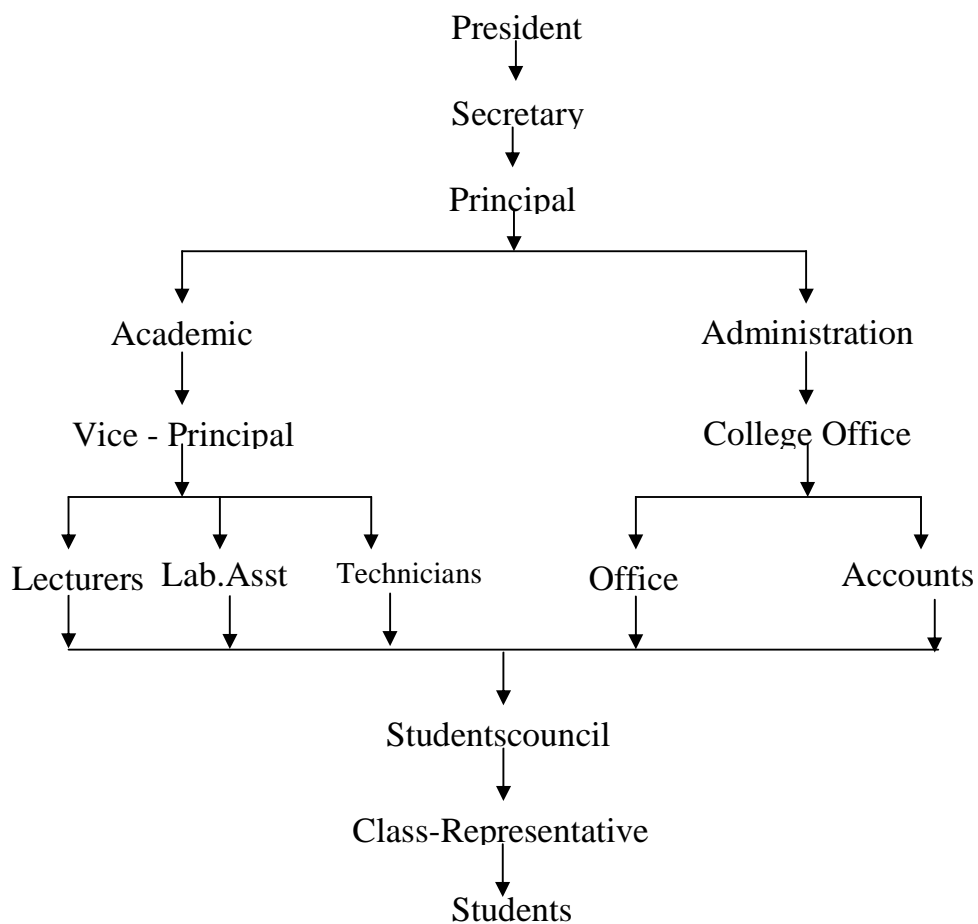
ACADAMIC YEAR 2016-2017			
	Name of the Committee	Date	Purpose
1.	Calendar Committee	09.06.2016 14.07.2016	<ul style="list-style-type: none"> • Allotment of Curricular and Co-curricular activities. • Academic calendar preparation. • Preparation of Teaching Learning Practices.
2.	Examination Committee	19.08.2016 14.10.2016 23.12.2016 20.03.2107	<ul style="list-style-type: none"> • Internal Exam, Revision Examination and Model Exam Arrangements. • Preparation of Practical Examination and submission of Record note book.
3.	Management Council	14.06.2016	<ul style="list-style-type: none"> • To follow the new NCTE Regulation. • To develop the Infrastructure facilities CCTV, Lift, Vehicle Shed, Generator. • To Purchase Needed Desks Benches and Chairs.

		03.02.2017	<ul style="list-style-type: none"> • To equip all the Laboratories and the Library
4.	IQAC	23.04.2016 20.12.2016 13.02.2017 24.03.2017	<ul style="list-style-type: none"> • Faculty development Programme. • Research and development programme • Language lab, Library, Computer lab, Presented Software updated. • To keep track of all the academic events of the college and maintaining records. • To organize Curriculum oriented seminars and Workshops for student-teacher. • To monitor continuously the institutional processes, conducting evaluation and providing timely feed back to the Principal and the management. • To undertake all the preparatory works with regard to NAAC peer team visit for the Second cycle of assessment and accreditation • To Prepare the self-Appraisal Report (SAR) and AQAR
5.	Staff Committee	27.07.2016 18.10.2016 01.02.2017 03.03.2017 28.03.2017	<ul style="list-style-type: none"> • Time Table and Work load • Lesson Plan preparation • Work Allotment for various activities
6.	Admission Committee	28.03.2016 07.10.2016	<ul style="list-style-type: none"> • Formation of Criteria for Selection (caste and mark wise) • Advertisement process, bringing some changes in the application form and prospectus as well.
7.	Assembly Committee	03.08.2016 09.09.2016	<ul style="list-style-type: none"> • To prepare Assembly programme for every week by discipline wise. • Every Monday principal and Faculty members hoisting National Flag and deliver speech.
8.	Discipline Committee	05.08.2016 15.09.2016	<ul style="list-style-type: none"> • Decision making of conduct • Maintaining discipline during all the activities
9.	Alumni Committee	05.12.2016 25.02.2017	<ul style="list-style-type: none"> • Selection of Committee members • Arranging meeting for alumni
10.	Magazine Committee	06.01.2017	<ul style="list-style-type: none"> • To bring out the annual magazine • To collect articles from the staff and student-

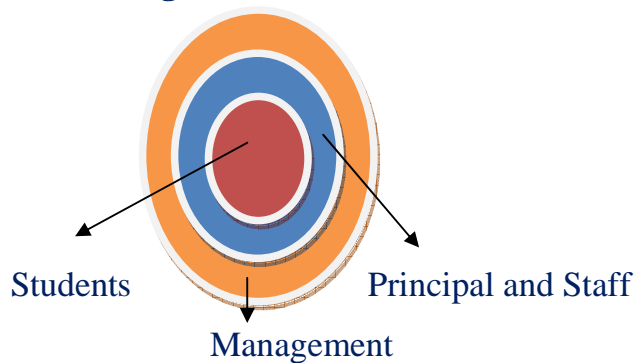
		22.02.2017	<p>teachers</p> <ul style="list-style-type: none"> • To conduct competition to design cover pages
11.	Placement cell	21.11.2016 18.05.2017	<ul style="list-style-type: none"> • To organize job fair • To conduct mock interview • To provide soft skills / employability skills
12.	Furniture & cleanliness	18.08.2016 23.09.2016	<ul style="list-style-type: none"> • To check infrastructure • To carry out all repair works
13.	Career and counseling	27.06.2016 03.03.2017	<ul style="list-style-type: none"> • To create awareness of the competitive examinations. • To arrange the Orientation Programme about the soft skill training • To arrange counseling programme to teacher educators
14.	Cultural committee	25.08.2016 06.04.2017	<ul style="list-style-type: none"> • To motivate the students for expose their talents. • To organize National day Celebrations and Cultural Activities. • To participate in the competitions conducted by other colleges of education
15.	Governing Body	09.06.2016 02.12.2016 19.01.2016	<ul style="list-style-type: none"> • To increase the facilities of the college. • To plan and check the overall development of college • To Constitute a Committee for admission and selection of Teacher educators.
16.	Grievance Redresal Committee	07.12.2016 16.02.2017	<ul style="list-style-type: none"> • Open discussion with the students • Open the suggestion box.
17.	Library Committee	24.10.2016 21.11.2016 22.02.2017 11.05.2017	<ul style="list-style-type: none"> • Addition of Magazines and journals. • Promotion to college publications. • To furnish the library with automation software. • To buy Books for the library • To subscribe for Journals. • To take stock of the library books periodically. • To provide Delnet facility • To conduct "Book Fair"
18.	Sports & Game Committee	15.07.2016 23.07.2016	<ul style="list-style-type: none"> • To organize annual Sports Meet • To Participate in the sports competition conducted by other colleges of education/University • To buy sports & games equipment.

19.	Feedback Committee	10.08.2016 29.03.2017	<ul style="list-style-type: none"> • To collect and analyze feedback • To document and submit report to IQAC
20.	Extension Activity	06.09.2016 10.02.2017	<ul style="list-style-type: none"> • To create a Character Building activities of the Students like, Retreat Yoga, Herbal garden, Blood donation camp. • To organize citizenship Training camp. • To visit differently abled students • To execute Bons –Torch scheme

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



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



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

To coordinate and monitor the collaboration with the other sections and school personnel, we have also an effective mechanism which ensures the quality of education. By having collaborations with other institutions we are sharing expertization that enhances the quality education. Many consultancy programmes and extension services are carried out effectively with their support. The institution has the following collaborations with other sections/departments and school personnel to improve and plan the quality of education:

❖ **All India Association for Christian Higher Education(AIACHE)**

The staff and student-teachers participate in seminar and workshop respectively, organized by AIACHE. The staff and the student-teachers are enabled to equip themselves with values and skills.

❖ **Red Cross Movement.**

Blood donation camp is conducted periodically with Red Cross. More than 150 units of blood have been donated by our staff and students.



- ❖ Collaborations with Vasan eye care, Nivee optical, Indian Dental Association Thanjavur branch and Rohini hospital, Thanjavur. They provide their support in our extension activities.
- ❖ Schools in the surrounding areas are available for teaching practice. The institute has a strong linkage with all these.
- ❖ There is a link with Indian Bank, Thanjavur. Bank staff members are giving training programme on bank activities, Bank examination and loan facilities.
- ❖ Our Institution has a link with sudha Driving School. Road safety programme is given by them

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

Yes. Feedback forms are collected from Alumnae, students, faculty members, school headmasters, guide teachers and Parents. This information is analyzed and report is submitted to Principal through IQAC. This process plays a vital role in decision-making and performance improvement. This enables the institution to take necessary actions for better performance.

- Internet and Wi-Fi connection
- Organizing guest lectures on current topics
- Purchasing books on the recommendations of the staff
- Library automation
- Establishment of lift system
- Establishment of Vehicle parking shed
- 24 hours power supply with Generator

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 does the following to promote cooperation, sharing of knowledge, innovations and the empowerment of the faculty:

- Staff meetings are regularly conducted.
- Every year college magazine is released with the purpose of sharing of knowledge and innovations of the teacher educators.
- Biannual International journal is published
- Teacher Educators are members and Co-ordinators of various committees of the department and college and this empowers the faculty members.

- Department also organizes intradepartmental activities.
- Through Blog they share their ideas, innovation and articles
- Videos and PPTs are prepared by teacher educators and uploaded in college website. This is very good media to empower them and share their knowledge
- During grand function like Graduation day, college day, sports day.etc faculty members come together and work together

6.3 STRATEGY DEVELOPMENT AND DEPLOYMENT

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?

The institute has well planned MIS system to integrate data and information on academic and administrative aspects of the institution.

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

At the end of the financial year, a well-planned annual budget is prepared taking into consideration the demands and needs of the institution. The action plan is executed by the Principal and financial resources are allocated by the Management. The whole system is reviewed at regular intervals.

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

Bon Secours College of Education is a self- financed college. Its main source of income is fee collection from the selected students. The institution does not receive any aid either from the State Government or the Central Government. The institution undertakes all the developmental works of the college within its income revenue. As and when vacancy arises, applications are invited from the candidates for the post of lecturers through advertisement in leading Newspapers. Call letters are sent to suitable candidates after scrutiny of the received applications. Candidates are interviewed by a committee.

4. Describe the procedure of developing academic plan, how are the practice teaching school teacher's faculty and administrators involved in the process?

In the beginning of the year, the Principal and the Head of academics prepare the academic plan according to Tamilnadu Teachers Education University regulations and based on the analysis of the feedback given by IQAC, the staff, student-teachers and the practice teaching schools.

While planning for internship of student-teachers in various practice teaching schools, the Headmasters and the Principal are consulted and their views are taken into consideration. The Government Officials for Secondary School Education like CEO and EO are approached for obtaining permission for school internship. The Principal convenes a Colloquium with the Heads of the practice teaching schools and gets their valuable comments for further improvement of the programme.

The Principal convenes the staff meeting and presents the staff, a general outline of the various academic activities including examinations, workshops and seminars stretched out for ten months for their valuable comments.

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

- ◆ Displaying the Vision and Mission of the Institution at strategic points in the premises and in the website
- ◆ Constituting various working committees headed by respective teaching staff to assure their contribution
- ◆ The curricular objectives are published in the institution prospectus.
- ◆ Monthly meetings arranged for employee's contribution for institutional development.
- ◆ Communication to the staff by the Management is done through media – mail, whatsapp
- ◆ One-day orientation programme is organized for the staff at the beginning of the academic year.

6. How and with what frequency are the vision, mission and implementation plans monitored, evaluated and revised?

The Vision, Mission and implementation plans are monitored and evaluated throughout the year by the Principal and Internal Quality Assurance Cell (IQAC). Based on the output, revision is done.

7. How does the institution plan and deploy the new technology?

- ✓ Technology enabled teaching-learning process is practiced in the campus. Thus it encourages the faculty to use the latest technology for effective curriculum transaction.
- ✓ The faculties deliver their lectures with the help of PPT, OHP and other audio- visual aids. The faculties also encourage the student-teachers to present seminars using technology, to develop lesson plans and to prepare teaching- learning materials with the help of technology.

- ✓ The institution arranges a training program on computer knowledge for the staff and students.
- ✓ The library is digitalized and new library software is installed.
- ✓ Internet and Wi-Fi facility are provided for staff and students.
- ✓ Class rooms are technology-enabled with computer, LCD projector and Wi-Fi connection.
- ✓ Communication through media – mail, whatsapp
- ✓ Institution has a well defined management information system
- ✓ Staff members are motivated to deploy new technology in all the programme

6.4 HUMAN RESOURCE MANAGEMENT

1. How do you identify the faculty development needs and career progression of the staff?

Self-appraisal forms are provided by the individual staff members. Feedback form is also collected from them. All these information are carefully studied and final report is submitted to management through Principal. Accordingly necessary action are taken to fulfill faculty development needs and career progression of the staff

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?

Performance appraisal forms are collected from teacher educators for assessment. Information is collected from feedback given by student teachers and from suggestion box by feedback committee and then is evaluated carefully and report is submitted to the Principal through IQAC. Accordingly, the teaching method and research activities are rescheduled.

The college uses all these mechanisms to improve teaching, research and service of the faculty and other staff.

3. What are the welfare measures for the staff and faculty? (Mention only those, which affect and improve staff well-being, satisfaction and motivation).

- Study leave
- Maternity leave
- Providing Medical Assistance
- Adjustment in teaching schedule

- Festival advance
- Fee concession for employer's children studying in our Sisters' institution
- Providing secretarial support and other facilities
- Incentive granted for acquiring additional research degree
- The management contributes to the Employee Provident Fund (EPF)
- The Management hosts dinners in honor of successful organization of grand functions.
- The Management provides registration fees / travel allowances for the staff to attend seminars and workshops.

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.

Yes, our college has conducted staff skill development programme for teaching and non teaching staff. It conducts the following:

- Faculty development programme
- Workshop on SPSS
- Basics of computer training for non teaching staff
- Training programme on account package to non teaching staff
- English communication skill development for teacher educators
- Educational technology and internet development programme for teacher educators
- Seminar on Research methodology and Publication.
- Workshop for upgrading their skill.
- Training in office automation



5. What are the strategies and implementation plans of the institution to recruit and retain diverse faculty and other staff who have the desired qualification, 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.)?

Advertisements are given in news papers and the staff members are selected by the intake committee. The skilled staff members are retained with negotiable salary as per the experience and

merits. The various steps taken are in line with the requirements of the statutory and regulatory bodies such as UGC and NCTE .

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).

Not Applicable. (All Faculty members are appointed in full time and regular basis)

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

- Staff members are actively encouraged for participation in seminars, conferences and workshops.
- Registration and conveyance expenses are borne by the college.
- Staff members are sanctioned duty leaves.
- A well-equipped library and internet facility are provided to help in regular academic and research work.
- Special leave sanctioned for literature collection, specimen collection, consultancy and extension work.
- Making adjustment in teaching schedules, if necessary.
- Incentive for faculty for obtaining Ph.D.

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 college has the physical infrastructure as per NCTE norms. Spacious and well furnished administrative building with all facilities. The staff room is well-furnished with necessary furniture to carry out their work effectively. Separate, neat and clean rest rooms are available for men and women staff. Highly modernized Computer lab, Psychology lab, Science Lab, Educational Technology lab, and language lab and Workshop for preparing teaching aids and all



Well-maintained - functional office, instructional and other space are available to carry out their work effectively.

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

- Our college website is being updated to give the latest information.
- The college office provides all the information needed.
- People can seek information through phone
- A suggestion box is provided to make suggestions and complaints.
- Prospectus and college calendar are provided.
- Every activity and programme conducted in the college is displayed in the college notice board.

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.

The faculty workload norms as prescribed by the NCTE and university are adopted strictly. The workload policy and practices for the faculty are planned in the beginning in order to distribute the work load equally according to the quality of the faculty members. They also interact with schools and community around the college. These activities are taken care of by the teacher educators spending 2 hours per week. If teacher educator is doing higher study, some consideration is given in work load.

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

Yes, our Management motivates the staff members to further studies and rewards them for their skillful activities.

- Award for Centum Result
- Award for Best Paper Presentations.
- Award for Organizing Seminars.
- Award for publishing book.
- The institution hosts dinner to staff after successful organization of programmes.



- The institution arranges tour for the staff.
- The staff are honored and appreciated in the staff meeting and in general assembly for their achievements.

6.5 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION

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.

No. Our college does not get financial support from the government. Being a self finance institution, the college collects its revenue from the selected students as tuition fee.

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

The Management does not receive any donation.

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

Yes, each expenditure is made based on carefully allocated item-wise expenditure in the budget.

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).

Budget details are enclosed for your kind information

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. Internal audit is done by Budget Advisory Committee (BAC) comprising of senior, experienced sisters of Bon Secours congregation and they give their observations and recommendations to improve the financial management of the institution. An external audit is done by a qualified chartered accountant appointed by the Management.

The details are enclosed for your kind information.

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

Yes. The Institution has computerized its finance management system. The Institution uses Tally ERP 9, Excel, and MS Word etc. software under finance management system. Internal and external audits are carried out.

6.6 BEST PRACTICES IN GOVERNANCE AND LEADERSHIP

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

- ✓ Effective functioning of IQAC
- ✓ Decentralized administration.
- ✓ Constitution and function of various committees.
- ✓ Suggestions and inputs from the committees are brought to the knowledge of Management which in turn takes care of these suggestions.
- ✓ Periodical Staff Meetings to plan, to execute, and to evaluate each curricular, co curricular and extra-curricular programme.
- ✓ Effective feedback system in the college.
- ✓ More transparency and accountability in financial transaction.
- ✓ Institution has well defined Management Information System.
- ✓ Creating a Memorandum of Understanding (MoU) with nearby colleges and institutions
- ✓ Student Representation in Various committees of the college
- ✓ Motivating and guiding student teachers to organize various activities.
- ✓ The institution conducts programmes for the development of teaching and nonteaching staff.
- ✓ Placing suggestion box and providing online feedback to student-teachers to express their grievances / recommendations / compliments

Additional Information for Reaccreditation / Reassessment

The major quality sustenance and enhancement measures undertaken by the institution since the previous assessment and accreditation with regard to governance and leadership

- ✓ Effective functioning of IQAC
- ✓ Decentralized administration.

- ✓ Institution has well defined **Management Information System**.
- ✓ Constitution and function of various committees.
- ✓ Student Representation in Various committees of the college
- ✓ Effective feedback system in the college.

CRITERION VII: INNOVATIVE PRACTICES

7.1 INTERNAL QUALITY ASSURANCE SYSTEM

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

Yes, the college has established Internal Quality Assurance Cell (IQAC) in 2009-2010.

Composition of IQAC for 2016-17

Chairman	:	prof. Dr.T.Arivalan,Principal
Co-ordinator	:	Mr.K.A.Antonyamy
Members	:	Mrs.Victoria
	:	Mrs.Rajalakshmi
	:	Mrs.Gomathy
Management Representative	:	Sr.Amali Pushpam

Major activities of Quality Assurance Cell:

- To conduct IQAC meetings periodically, to review all the activities of the Institution and Committees and to make recommendations to the Principal and the Management for further progression with respect to quality
- At the commencement of academic year, action plan is chalked out by IQAC for quality enhancement and by the end of the year Review meeting is conducted to check the outcome
- Evaluation of internal quality of academic activities (Result review, feedback..etc)
- Organizing faculty enhancement programmes
- Conducting internal and external audit in administration and financial management
- Igniting research temper among faculties and students by organizing seminars, conferences and workshops
- Guiding and encouraging staff and students to publish papers in peer reviewed journals and to carry out various projects

- Identifying and fulfilling the necessary requirements arising in the campus
- Strengthening relationship with Alumnae and stakeholders
- Documenting the various programmes and activities leading to quality improvement that are being carried out every year.
- Introducing innovations in teaching and learning methods
- Helping the students to imbibe the Vision, Mission and core values of the institution
- Organizing annual retreat to fulfill the spiritual needs of our students
- Preparing Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

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

- ◆ Through the Internal Quality Assurance Cell (IQAC), the evaluation scheme of our college is constant and comprehensive.
- ◆ At the commencement of academic year, academic calendar is prepared by keeping in mind the vision, mission and objectives of institution.
- ◆ To achieve the major task, series of sub tasks are identified and verification of completion of each task is done carefully by the Principal and IQAC.
- ◆ To execute the action plan, various committees are framed and responsibilities are allotted to them.
- ◆ Review meeting is conducted for evaluation
- ◆ The institution plans activities to develop and test the skills of the trainees.
- ◆ Student's knowledge, skill and attitude were tested by several tests such as class tests, three internal tests, two revision tests and a model exam.
- ◆ We have our schedules of practical work and co-curricular activities to test their skills and performance.
- ◆ Feedback is obtained from the student-teachers and teacher educators, stakeholders, parents and alumni
- ◆ Periodical feedback from mentor teachers and heads of the practice teaching schools is collected for evaluation and further improvement.
- ◆ Feedback committee collects all these information and evaluates and submits the report to Principal through IQAC.
- ◆ Implementation of this feedback is reflected in further planning and performance.

The student teachers are well informed and guided at the beginning of the first term regarding objectives of the curriculum, course of study, evaluation scheme and format of question paper.

3. How does the institution ensure the quality of its academic programmes?

The college maintains the quality of its academic programmes by establishing:

- Various means like internal auditing by IQAC
- Expert reviews
- Observation by the Management
- Observation by the Principal
- Unannounced visits by governing body members.
- Regular and periodical checking done by Principal
- Appointing qualified staff
- Arranging faculty development programme and training on innovation in teaching and research methodology
- Quality Assurance Cell reviews
- Review meeting at department level
- Preparing academic Calendar
- Work distribution
- Leadership training
- Time Management
- Regular feedback from parents, students and remedial programmes

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

The college maintains the quality of its administration and financial management process through Governing Body and the Principal with the support of IQAC and all the committees. The quality is ensured through the means of internal and external auditing.

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

- ◆ Through feedback from the staff, students and the stakeholders, the institution identifies the good practices
- ◆ Visitors' record is also another strong evidence for our quality practices.
- ◆ Achievement record of teacher educators and student teachers reveal the standard of institution.

- ◆ Displaying the good practices of the institution in the college website and in the college academic calendar
- ◆ Annual Report and Magazine reflect the quality of our practice and achievements.
- ◆ Remarkable activities are published in various newspapers.
- ◆ Propagating those good practices among the student-teachers and staff in the college assemblies and through meetings held for parents and the alumni.

7.2 INCLUSIVE PRACTICES

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

True to the spirit of women empowerment, the College admits all the women students from diverse needs and diverse social, religious and economical backgrounds to safeguard the secular nature of our country and to promote national integration and cooperation. Moreover, the institution sensitizes the staff through seminars and conferences held within the campus or in other higher educational institutions. The institution takes concentrated efforts to orient the teacher-educators to understand and appreciate the inclusive nature of the college. The staff are made aware of the importance of inclusive education, thereby becoming very compassionate and empathetic in their approach.

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

- ❖ As the ultimate aim of institution is women empowerment, importance is given to first graduates, economically backward, differently abled and women students of most marginalized section of society.
- ❖ Moreover a special consideration is taken in admitting the divorced, widows and discontinued women students by giving special counseling to them.
- ❖ The institution provides equal opportunities to all the students in developing their Potentialities
- ❖ Through rural camp and field trip the institution provides various opportunities for the student-teachers to work with people of diverse social, religious and economic background to promote the sense of belongingness and respect for each other.
- ❖ The institution encourages the student-teachers to render their service to the most needy, particularly the differently abled students in their academics.

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

Field Trip, Citizenship programme, Camp Activities, Art and Work Experience, Educational Technology, Information and Communication Technology Education, Action Research, Case Study, Consultancy and Extension activities in the programmes, cultural and social activities at the village are performed by the trainees.

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

- ❖ The institution ensures that student teachers develop proficiency for working with children from diverse backgrounds and exceptionalities in the following way:
- ❖ By arranging visit to differently abled students' schools
- ❖ By arranging visit to MR Children
- ❖ By providing certificate courses on communication skills and basic computer knowledge.
- ❖ By providing training of various multi sensory teaching methods and use of appropriate teaching aids, the proficiency of trainees are increased.
- ❖ The student-teachers are trained to conduct case study and action research in order to find out diverse needs of the children.

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

- They are helped in the places like library and laboratories.
- They are allowed to utilize Information communication technology resources whenever they are in need.
- They are allowed to play indoor games like chess, carom board etc.,
- We are providing free transport facilities to those students.
- Lift facility is provided.
- Providing special attention to them through mentoring and counseling, the institution ensures that the physically challenged and the differently abled student-teachers take part in cultural competitions and even sports events.
- Sending them for internship to the nearby schools

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

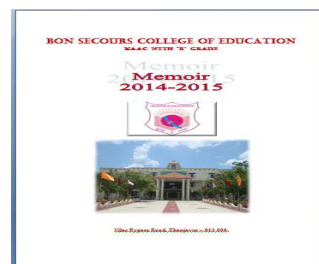
Our college is for women so that there is no need of it.

7.3 STAKEHOLDER RELATIONSHIPS

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

The Institution provides the stakeholders with good access to the information on organizational performance through

- Press
- Pamphlets
- Website
- Brochures
- College Calendar, Magazine
- Orientation Programs and functions & celebrations
- PTA and Alumni meeting
- Permission is given to make use of infrastructure facilities to conduct exam like TNPSC



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

The institution shares the information during Governing Body Meeting, staff meeting, Parent Teacher Association meeting and Alumnae meeting and makes a review of the developmental and implementation plan for bringing qualitative improvement.

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

We collect feedback from

- Teacher educators

- Student teachers
- Alumnae
- Community
- Peers
- Employers
- Experts

The feedback thus collected are perused and scrutinized. They are analyzed and recorded by the feedback committee. Report is submitted to the Principal through IQAC. The Management with the Principal and all the committees plans meticulously the academic programmes with a view to enhance its quality in terms of infrastructure, academics and administration.

BEST PRACTICES

- ✓ Open Source Material (OSM) for Teaching and Learning - **Videos and PPTs** on subject topics, Human values and Competitive examination exercises prepared by staff and students are available in college website for open access.
- ✓ Prospective teachers have created **Blogs** to share their views and post their creativity and course materials.
- ✓ New certificate course on “Personality development” and “Counseling and Guidance” have been introduced
- ✓ Bons Torch (Each one Teach one) scheme is practiced.
- ✓ Online International journal – **Bonsecours International Journal on Educational Research (BIJER)** has been published
- ✓ Library automation software version is upgraded with Delnet to access Web resources
- ✓ Wi-Fi connection has been provided with an aim to enhance their intellectual vigor in the field of research
- ✓ Lift facility is provided for physically challenged student-teachers
- ✓ Institution has well defined **Management Information System**.
- ✓ Herbal Garden is maintained

**Mapping of Academic Activities of the Institution – 2016-2017
B.Ed., Programme**

Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33			
Admission and Orientation	█																																			
Theory		█	█	█	█	█	█	█	█	█																										
Tutorials/ Seminars											█	█	█																							
Sessional Work- Tests & Assignments														█	█	█	█																			
Practical Work																		█	█	█	█	█														
Preparation of Internship: Demonstration/ Observation of Lessons/ Micro Teaching/ Simulations																						█	█	█	█	█										
Practice Teaching/ Internship																										█	█	█	█	█	█	█	█			
Co-curricular Activities		█	█	█	█	█	█	█	█	█	█	█	█						█	█	█	█														
Working with Community/ Project work																																		█		
End-Term Examination																																				

Note: Six working days in a week and six hours in a day.

**Mapping of Academic Activities of the Institution – 2016-17
M.Ed., Programme**

Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33		
Admission and Orientation (Bridge Course)																																			
Theory																																			
Tutorials/ Seminars																																			
Sessional Work- Tests & Assignments																																			
Practical Work																																			
Project work																																			
End-Term Examination																																			

Note: Six working days in a week and six hours in a day.

