



**SRI SARADA COLLEGE OF EDUCATION, SALEM-16**

**INSTITUTIONAL POLICIES**

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## **INTRODUCTION**

Sri Sarada College of Education is one of the premier educational institutions in Tamil Nadu. Established in the year 1968, the College is recognized as a benchmark institution in terms of defining the contours of quality education for the teachers education institutions. It is an autonomous institution of the Government of the Tamil Nadu and is academically affiliated to Tamil Nadu Teachers Educational Universities, Chennai, Tamil Nadu. The institute offers Undergraduate, Postgraduate, M.Phil. and Ph.D. Programmes in the major disciplines of education. The College has all the required infrastructure and excellent facilities for students to pursue their courses. The institute strives to improve the available facilities to make the student more equipped for the challenging and Competitive world.

## **VISION**

To make "QUALITY" the defining element of teacher education through a combination of self and external quality evaluation, promotion, and sustenance initiatives

## **MISSION AND OBJECTIVES**

- The college is striving her best for empowerment of women teacher trainees an integrated education of Head, Heart and Hand.
- Character building leading to moral leadership.
- A blend of intellectual curiosity with emotional, social, and spiritual intelligence
- Teacher preparation addressing the challenges of national and global perspectives.
- To inculcate intellectual, moral and spiritual values among teacher trainees for the advancement of the country in general and Tamil Nadu in particular
- To train teachers, to imbibe the cultural and spiritual treasures of the land so that they become masters of themselves and servants of the mankind
- To provide adequate knowledge and skills of teaching and learning in the young trainees and develop in them a positive attitude towards teaching profession
- To appreciate and respect all faiths and foster religious harmony as well as national integration
- To realize the values of life following the preaching of the Holy Trinity – Sri Ramakrishna, Sri Sarada Devi and Swami Vivekananda

## **QUALITY POLICY**

Sri Sarada College of education is an institution of higher education, is committed to offer quality education as the way of life with competent teaching faculty and other learning resources to ensure students' holistic development and transformation required for human resource development.

## **STATUTORY BODIES**

General Responsibilities of Various Bodies in the College

## **BOARD OF OUR COLLEGE TRUSTEE**

The Board of our college trustee ensure that to promote moral, spiritual, social, and students and provides them a quality education

### **Constitution and functions of statutory committee**

The statutory committee of the college are

- Governing body
- Academic Council
- Board of studies
- Finance committee

### **NON STATUTORY COMMITTEE OF THE COLLEGE ARE**

- Internal Quality Assurance Cell
- Planning and Evaluation committee
- Grievance Appeal and Redressal Committee
- Examination Committee
- Admission Committee
- Library Committee
- Student Welfare Committee
- Internal Complaints Committee
- Curriculum Development Committee
- Anti-Ragging Committee

## **GOVERNING BODY**

### **Constitution of Governing Body:**

<b>NUMBERS</b>	<b>CATEGORY</b>	<b>NATURE</b>
5 Members	Management	Management as per the constitution or byelaws with the chairman or president/director as the chairperson
2 Members	Senior teachers of the college	Nominated by the principal
1 Members	Educationist	Nominated by the management
1 Members	UGC Nominee	Nominated by the UGC
1 Member	State government nominee	Academician not below the rank of professor.
1 Member	University Nominee	Nominated by the university
1 Member	Principal of college	Ex-officio

**Term:** The governing Body shall be reconstituted every three years except in the case of UGC Nominee shall have a term of five years.

**Meetings:** Meetings of the Governing Body shall be held at least twice a year.

**Functions of the Governing Body:**

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:

- Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- Approve new programmes of study leading to degrees and/or diplomas.
- All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- To approve annual budget of the college before submitting the same at the UGC.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college

**ACADEMIC COUNCIL**

**Composition of Academic Council:**

1. The Principal (Chairman)
2. All the Heads of Departments in the college
3. Experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc. to be nominated by the Governing Body.
4. Three nominees of the university not less than Professors.

**Term:** The term of the nominated members shall be three years

**Meetings:** Academic Council shall meet at least twice a year.

**Functions of the Academic Council:**

- Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

- Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government
- Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- Recommend to the Governing Body proposals for institution of new programmes of study.
- Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.

## **BOARD OF STUDIES**

### **Composition of Board of Studies:**

1. Head of the institution
2. All faculty members
3. Two subject experts from outside the Parent University to be nominated by the Academic council.
4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.
5. One representative from corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by the principal.
7. Alumnae of the college

**Term:** The term of the nominated members shall be three years.

**Meetings:** The Board of Studies shall meet at least twice a year.

### **Functions:**

- Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council.
- Suggest methodologies for innovative teaching and evaluation techniques.
- Suggest panel of names to the Academic Council for appointment of examiners; and
- Coordinate research, teaching, extension and other academic activities in the department/college.

## **FINANCE COMMITTEE**

### **Composition of Finance Committee:**

1. The principal (Chairman)
2. One person to be nominated by the Governing Body of the college for a period of two years.
3. One senior-most teacher of the college to be nominated in rotation by the principal for two years.

**Term:** Term of the Finance Committee shall be three years.

**Meetings:** The Finance Committee shall meet at least once a year

**Functions of the Finance Committee:**

The Finance Committee shall act as an advisory body to the Governing Body, to consider

- Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy, and Audited accounts for the above.
- Service rules, Procedures, Recruitment and Promotional Policies are followed as per UGC Guideline of the UGC Regulations on Minimum Qualifications For Appointment Of Teachers and Other Academic Staff In Universities And Colleges And Measures For The Maintenance Of Standards In Higher Education 2010, issued by University Grants Commission.

## **CONSTITUTION AND FUNCTIONS OF NON-STATUTORY COMMITTEES**

### **INTERNAL QUALITY ASSURANCE CELL**

The committee consists of chairman-Principal, senior faculty as convenor and all other faculties are as its members.

**Functions**

- To frame the policy for the academic and administrative growth of the institution.
- To develop a quality benchmark for the various academic and administrative activities of the college
- To design and maintain quality assurance within academic system
- To analyse and review the feedback receive from students, parents, stake holders and alumnae
- To evaluate the appraisal report of teaching and non-teaching staff.
- To initiate the recommendation from Planning and Evaluation Committee, Board of Studies, Academic Council and Governing Body.
- To plan and conduct Academic Audit
- To prepare AQAR Report.

### **PLANNING & EVALUATION COMMITTEE**

The committee consists of chairman-Principal, other senior faculties as its members.

The following are the functions of planning & Evaluation Committee.

**Functions**

- To initiate the proposals to be submitted to educational agencies like UGC, ICSSR etc.,
- Introduction of new courses.
- To send the proposals to university for extension of affiliation
- To plan for the optimal utilization of physical and financial resources.

- To overview all the activities of the previous academic year and derive observation and take necessary action.

### **CURRICULUM DEVELOPMENT COMMITTEE**

The committee consists of chairman-Principal, Heads of the department and other teaching faculties as it's the members.

#### **Functions**

- Creating awareness on ways and means on enhancing quality of Curriculum.
- Curriculum handbook preparation.
- Framing of curriculum structure

### **GRIEVANCES APPEAL AND REDRESSAL COMMITTEE**

The committee consists of chairman-Principal, senior faculty as convenor and one faculty of the college

#### **Functions**

- To receive Grievance from students, teaching and non-teaching staff.
- To find the facts of the Grievance.
- To suggest remedial and preventive measures.

### **EXAMINATION COMMITTEE**

The committee consists of chairman-Principal, controller, and senior faculty as Convener and faculties as its members. The following are the functions of the Examination Committee.

#### **Functions:**

- To prepare invigilation schedule.
- To assist in smooth functioning of continuous internal assessment test and end semester examination.

### **ADMISSION COMMITTEE**

The committee consists of chairman-Principal, two senior faculty members involved with the admissions. The following are the functions of the Admissions Committee.

#### **Functions:**

- To design the prospectus about the college.
- To check the originals certificate during their admission
- To follow the rules and regulations laid down by the UGC, Tamil Nādu Government and Tamil Nadu teachers Education University.



### **LIBRARY COMMITTEE**

The committee consists of a Librarian and two staff members of the college. The following are functions of the Library committee.

- To prepare the list of books/journals as in the library
- To suggest improvements to run the library smoothly, orderly and satisfactorily.
- To discuss the fine structure for the late returning of books.
- To conduct library week celebration and club activities related to library.

### **STUDENT WELFARE COMMITTEE**

The committee consists of the principal as convenor and two faculties.

#### **Functions**

- Scrutinize the request from the students and
- recommend to the management for financial support deserving students.

### **INTERNAL COMPLAINTS COMMITTEE (ICC)**

It consists of chairman-Principal and senior faculties as its members.

#### **Functions**

- To receive complaints if any, from the staff and students
- To enquire into such complaints and give solutions for that.

### **ANTI-RAGGING COMMITTEE**

The committee consists of chairman-Principal, two senior faculty of our college and student representatives.

#### **Functions**

- To consider the complains received from the students regarding ragging and conduct enquiry
- To take all necessary measures for prevention of Ragging inside the campus/ Hostel

### **ENVIRONMENT POLICY**

Sri Sarada College of education has environment policy is to keep the campus ever green while conserving the existing plants and trees in a healthy condition and their continuous maintenance.

The institution is committed to abide by all the environmental rules and regulations and ensure pollution free spic and span atmosphere with proper drainage system and rainwater harvesting for a very conducive environment to achieve academic excellence.

## **ADMISSION POLICY**

The students in order to take up this course need to have basic eligibility; they must have completed 10+2 and graduation with at least 50% marks both in the Bachelor's Degree and/or in the Master's Degree in Sciences/Social Sciences/Humanity are eligible in the relevant stream from any recognized university also they must offered any one of the school subjects by the directorate of school education at the secondary/ higher secondary educational level. Candidates, who have passed the U.G or P.G Degree under Open University system without 10 + 2 pattern of school education examination, are not eligible for admission. As per the TNTEU B. Ed eligibility, there is no prescribed age limit for the candidates applying for admission to the B. Ed programme.

## **ACADEMIC STRUCTURE**

Sri Sarada College of Education is committed to providing quality education using the best pedagogical methods in order to equip the students with required skills and values to develop their talent and characters for good personality and also to train them to be responsible citizens for future society.

### **Academic Process:**

1. Preparation of academic calendar
2. Induction programme
3. Micro teaching
4. Selecting optional subjects
5. Demonstration and observation class
6. Bridge course
7. Timetable preparation
8. Teaching-learning
9. Practice Teaching
10. Guide camp
11. Continuous and comprehensive evaluation.
12. sports day
13. conduct seminar, workshop, extension activities, observing importance days, etc
14. Mid semester-I and II—Model examination—semester
15. Central Evaluation
16. Feedback to students and parents

## **RESPONSIBILITY AND ACCOUNTABILITY OF THE TEACHER**

- Teachers should handle the subjects assigned by the Principal of the college.
- Teachers should be good counsellors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.
- Value based education must be their motto according to their institutional vision.

- Teachers must desist from awarding physical punishments to students indulging in misbehaviour in the classrooms.
- Tutor – Ward (mentor) system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.

#### **DRESS CODE**

- Saree is Mandatory for staff at all times when they are in campus.
- Students also wear sarees with ID card daily in the college. Twice in the month and occasion time they must wear uniform sarees to the college. During practice teaching the students wear uniform sarees alone to the allotted schools; it may differentiate from other college trainees.

#### **LEAVE FOR TEACHING STAFF**

- The total number of casual leave allowed to employees in an academic year is 12 days
- Casual leave can be combined with any other leave or notified holidays/authorized holidays
- Casual leave taken along with any other leave or notified holidays shall not exceed 5 days at a time
- The period of absence under casual leave will be treated as “ON DUTY” for all purposes
- Application for casual leave must contain the purpose for which the leave is requested/availed
- Application for causal leave must invariably be submitted and the sanction obtained before availing the leave. If however, due to unavoidable circumstances, it is not possible, the leave application must be submitted immediately after re-joining the duty.
- Casual leave cannot be claimed as a matter of right and the sanction is linked to the exigencies of service
- The sanctioning authority has the discretion to refuse or postpone leave of any kind on grounds of exigencies of service
- The number of days of casual leave remaining un availed, under casual leave at the end of the calendar year will lapse and cannot be carried over to the next calendar year.
- The eligibility of casual leave will be calculated with reference to the period of duty of the employee in the commencing year of service, at the rate of 1 day casual leave for every month served.
- Prior written permission is required from the Principal / at least a day in advance while availing CL or OD.
- Not more than 25% of staff members in a Department will be allowed to go on OD / CL / RH on a particular day.
- Only five days or the maximum period of valuation work at a stretch in a valuation session whichever is longer will be allowed as OD for evaluation work in a year.
- 12 days of causal leave can be availed in a calendar year

- Causal leave can be combined with other holidays. However .the total period of continuous absence from duty should not exceed ten days.
  - All must report for duty on the reopening day and the last working day of each semester.
  - Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
  - Study leave for higher studies will be granted at the discretion of the management.
  - As per the rules of the institute staff members must adjust their classes and show the consent of the substitute teacher to the principal before going on leave
  - The staff shall make themselves available for duty/other work if required by the management on notified/ Government/Weekly holidays.
  - Leave on Loss of pay shall not exceed 15 days in total during an academic year and prior sanction must be obtained before availing the same. Loss of pay will be accounted then and there and it will not be allowed to be adjusted or carried forward against future pay and allowances.
  - All leave applications shall be supported by documentary evidences (when availing Maternity leave under special leave) and shall be submitted for sanctions by the competent authority well in time. The teaching staff shall always furnish his/her leave address and contact phone number at the time of availing leave.
  - Every permanent employee in the College shall, hereafter earn a special leave of 9 days for every completed year of service for the enhancement of their Academic quality only. This shall not have any retrospective effect. The leave earned by the employee can neither be encashed nor accumulated. But proof requests for availing such leave shall be only for valid reasons with necessary documentary.
  - Special permission will be given to the staffs during working hours. More than three hours (three times) once in a month , it will consider half a day CL.
- Maternity leave
- As per the Rule 101(a) of the Tamil Nadu Fundamental Rules, maternity leave on full pay can be granted to permanent married women government servants (with less than two surviving children) not exceeding 270 days, which may spread over from the pre-confinement rest to post confinement recuperation 2, 2019

#### **ID CARD**

- It is Mandatory for students and staff to display ID cards at all times when they are in campus.
- Staff should avoid taking ID cards from students when they are involved in undesirable activities. ID cards can be demanded only to ascertain the identity of students. After noting the details of student, ID card must be returned to the student concerned on the spot.

## **COMMUNICATING WITH PARENTS**

- Faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the College Code of Conduct monitoring committee.
- Parents meetings will be conducted in the beginning of the year and end of the year. We will collect the feedback also.

## **STUDENTS ATTENDANCE - LATE COMING**

- Staff members must take attendance after the common prayer in the morning at 9.45 am and afternoon at 1.50 pm in the multi-purpose hall.
- Students should not be denied admission into the classrooms when they report late for the classes. However, such students shall automatically lose attendance for those Classes.
- Late comers should not be denied admission into the classes for being late. They will be counselled by the mentors or head of the institution
- Teachers must desist from awarding physical punishments to students indulging in misbehaviour in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
- Cases of indiscipline, misbehaviour or insubordination should be dealt at HOD or Principal level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.
- Each candidate should gain a minimum of 85% of attendance and the students who are able to gain attendance only 75% to 84% on medical ground will be permitted to appear for the examination, after getting condensation of attendance, adhering to the norms of the university.

## **SPECIFIC DUTIES OF PRINCIPAL**

Principal is responsible for conducting all academic programmes of the college as per the norms of affiliating University.

- To formulate Time – Tables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting various developmental programmes.
- To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
- To maintain harmonious relations between students and faculty while ensuring discipline and ethical behaviour of students. Should ensure that all classes are held as per the time – table and make alternate arrangement for the class work of teachers absent on that day. Should recommend for disciplinary action against those availing leave without prior arrangement for class work.

- Should verify the student attendance registers on every weekend to check for proper marking of attendance and implementation of lecture plans. He should forward all the registers on the last working day of every month to the Director's perusal.
- Should go around the classrooms and laboratories to ensure the decorum and discipline as per time-table.
- Should convene meetings of Faculty twice in a fortnight to review Academic and R&D activities of the Department.
- Should arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent people who could be invited to deliver guest lectures. Should monitor students' development and problems through feedback and counselling.
- Should appoint faculty counsellors to meet the needs of students suffering from the effects of stress and peer pressure.

### **NON-TEACHING**

Non-Teaching staff working in the College office or departments should remain on Duty during College hours (9.00 a.m. to 5.30 p.m.). They should report for duty at least 30 minutes in advance (8.30 a.m.)

Non-Teaching Staff should maintain the stock register for all the articles, equipment's, chemicals, etc. It shall be submitted to the concerned Staff and the Principal at the end of each semester and their signatures obtained. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

### **IT POLICY**

The primary purpose of IT is to use it for College-related activities, but not limited only to teaching, learning, research and administration purposes. The IT resources in the campus – computers and internet facilities – available should be harnessed maximum by the teaching, non-teaching and student community for academic and administrative purposes which would ensure speed, accuracy and availability of data and information in each and every transaction.

### **STUDENT COUNCIL POLICY**

The Student council provides scope to contribute in the development of students' leadership skills, program planning and conducting various cultural programme, club activities, celebrating national festivals etc. The importance and role of student council is to communicate their opinion to the head of the institution and get the solution for the problem of the students.

### **Responsibilities of the Student Council**

- To promote the interests of students among the Institute administration, staff and parents.
- To inform students about any subject that concerns them
- To organize educational and recreational activities for students.

- To arrange all the functions of the college with guidance of the staff

#### **Members of the Student Council**

- President
- Vice president (in charge staff)
- Student Council president and secretary
- Cultural leader
- Sports secretary
- Hostel leader

#### **STUDENT'S COUNCIL FOR ACADEMIC YEAR**

<b>S. No</b>	<b>Student's Name &amp; Reg No</b>	<b>Subject</b>	<b>Year</b>
1	N. Sri Haripriya	Mathematics	2018-2020
2	P. Swetha	Physical Science	2019-2021
3	V. Mehar Fathima	English	2020-2022
4	P. Dharani	Mathematics	2021-2023
5	Prabhadevi	Mathematics	2022-2024

#### **GRIEVANCE AND REDRESSAL POLICY**

The grievance and redressal cell of Sri Sarada college of education aims to provide healthy environment for progress of the students as better future teachers. It is based on the principle of social justice and democracy. The purpose of the policy is to identify the student's problems and help them to solve the same. The committee will receive academic issues relating to teaching, learning, evaluation activities and Practice teaching, personal problem, Library, sports, cultural activities, college timings etc

The grievance cell is constituted for the redressal of the problems reported by the students of the college with the following objectives:

- To develop awareness regarding the rights and responsibilities of the students
- To encourage students to speak regarding their grievances in a democratic environment.
- To investigate the situation based on enquiry with the respective sources.
- The cell meets periodically, examines the nature and pattern of the grievances, and redresses it accordingly.
- The student teachers, faculty can register their grievance via mail, open forum, or suggestion box.
- The committee acknowledges and analyses the grievances.

## **EXAMINATION POLICY OF THE COLLEGE**

- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Report to the Chief Superintendent at least 30 minutes before the commencement of Examination and be present at the respective hall at least 15 minutes prior to the commencement of examination.
- The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement of the exam time
- Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
- Records should be written in record Note Books. The records are to be evaluated by concerned faculty and practice them to attend the semester practical.
- Two sessional Tests and one mid - term test and one model test are to be conducted in a semester. These marks are to be informed to the students and display in the notice board.
- Ever teacher must maintain a course plan for each subject offered during semester. It shall have following details: Syllabus, mode of teaching, action plan and course exercise.

## **CONSULTANCY POLICY**

Sri Sarada college of education has framed a Consultancy Policy to:

- Encourage and develop the institutions links with schools, colleges, and the wider community through high quality consultancy activities which in turn would enhance the expertise of the faculty. Provide a clear consultancy framework for all the stakeholders.
- Manage external links effectively to ensure appropriate returns to both the employee and employer for using the resources and intellectual inputs.
- Provide incentives to STC faculty members for undertaking consultancy services to the community

## **PLACEMENT CELL**

The Placement Cell of Sri Sarada College Of Education has been actively catering to the recruitment needs of various school in and around Salem, Namakkal, Perambalur, Kallakurichi and Dharmapuri. The culmination of the academic learning is manifested when a student makes a first step into the world of career building. To meet this requirement SSCE has its fold a team of professionally trained faculty under the placement cell not only to trained students to improve upon the presentation skills, communicative ability and so on but also offer tactical information on the nuances of modern interview expectations. To students from various other institutions as well. Our placement record is quite encouraging and we are confident of achieving 100% placement in the years to come. The placement cell members visited various institutions many of them evinced interest in providing placement of the students of the college.



## **EDUCATIONAL TECHNOLOGY**

Sri Sarada College of Education has an Educational Technology lab with network facility connecting the latest Intel microprocessor based computer connected with 3.26 mbps internet link for students to surf them free of cost. The lab is equipped with hardware and software packages, CDs, and audiotapes for learning. Educational Technology lab is a place where people with different needs technological skills background and experiences can work together.

The major users are Student Teachers, Research Scholars (M.Ed. M.Phil and Ph.D.) Faculty members.

## **LANGUAGE LABORATORY**

The Language Laboratory is an audio or audio-visual installation used as an aid in modern language teaching. Language Laboratories are study rooms equipped with electronic sound – reproduction devices, enabling students to hear model pronunciations of foreign languages to record and hear their own voices as they engage in pattern drills. Here is where for the sophisticated, effective and easy implementation of language teaching our institution installed a digital language laboratory with software Shine Tech Express Pro Language Lab. This 100% digitized tool enables linguists to maintain constant two-way communication with every students independently and offers precise guidance during sessions even in large classrooms through networked computers from the confine of the instructor’s console. It is a boon for students as it imparts crisp skill sets in learning and nuances of a foreign language accurately with zero distortion. This full service computerized learning tool is not only cost-effective eliminating the need for cumbersome tape records and amplifiers but is also a true value-addition to any language learning.

## **PSYCHOLOGY LABORATORY**

The college has a psychology lab since its inception. A fully equipped psychology laboratory is available in the College premises. The Psychology laboratory has well-furnished and outfitted with paper, pencil test materials and performance test equipment’s which are suitable for B.Ed and M.Ed students. The college has a psychology lab with latest psychological tests and inventories. It has various psychological tests including the intelligence test, aptitude test, creativity test. Personality scales, attitude test and interest inventories. M.Ed and B.Ed students assess personality, attitude and interest of learners through these tests.

The laboratory is in good condition and all important tests are available in the laboratory, B.Ed students and M.Ed students have faculty to take and used the tests for their practical work. It is useful for B.Ed students to enrich their practical knowledge. It is supportive for B.Ed students in their future. Both B.Ed and M.Ed students accomplish their work using the different psychology tests in all topics present in their educational psychology curriculum. Psychology lab has all equipment’s and

apparatus required for B.Ed. programme. Psychology Lab of the college will be upgraded time by time and equipment's are apparatus will be purchased when needed.

### **SCIENCE LABORATORY**

- The College of Education has its own well equipped and furnished Physics, Chemistry and Biology Laboratories for providing the students ample opportunities to conduct the experiments with scientific knowledge & principles.
- Laboratory training is introduced with the aim to ensure that the education provided in the college is holistic.
- The classes are with practical sessions planned with a lot of inputs in order to ensure that the students are exposed to the skill and they know the process to master them.
- Laboratory approach aims at nurturing the thought process in students.
- The laboratory skill exposes students to question happenings and think in a streamlined fashion.
- Students gain confidence and teachers satisfy the quest for knowledge in student.
- Hands-on-experience is provided to the students to help them enjoy science and life subjects.

### **SOCIAL SCIENCE LABORATORY**

In social science laboratory the teacher provides an opportunity to observe facts and events, so that they may obtain the real history occurred in the world. In laboratory where practical classes are conducted, here the social science students observe and understand the past history. The environment and setting of the laboratory encourage students' participation. Laboratory help in the development of a sense of cooperation and a spirit of interest.

#### **Objectives of the laboratory**

- To develop a historical thinking among the students
- Encourage students to collect ancient pictures, coins, ornaments paintings etc
- Create the students to arrange the historical events.

### **LIBRARY**

The college Library is a heart of the institute. Students are expected to make the best use of the college library. Students are required to be in the library during the library hours and whenever they have no classes. The college has the departmental library also for optional students for their reference work. It has special services like book bank system for SC/ST Students and lending books for faculty and scholars of other educational institutions and it has a special library for the benefit of visually impaired students who join B.Ed and M.Ed. courses. The library has been automated and bar coding system is adapted.

### **Library Services**

- Reference Service
- News Paper Clipping Service
- Book Bank Service
- INTERNET Access
- OPAC
- Audio-Video viewing
- Photocopying

### **Library Guidelines**

- Open on all working days between 9:30 AM and 6:00 PM
- Students should wrap the books borrowed by them to avoid mutilation and damage.
- Reference books are not for issue and shall be used only for Reference
- Loss of any books should be immediately reported to the librarian in the prescribed form available in the library.
- Research scholars from other institutions shall also be allowed to use the library with the permission of the Principal.
- Books must be returned on or before the due date prescribed.
- When the book is lost or damaged, the student must replace it with a new copy of the same edition and pay the book cost along with handling cost etc. as applicable
- Book is lost or damaged; the student must replace it with a new copy of the same edition and pay the book cost along with handling cost etc. as applicable.

### **ALUMNAE ASSOCIATION**

The Alumnae association of Sri Sarada college of education was started in the year 1994 and registered under government rule. Every year the B.Ed., students have enrolled as life members of this Association and conduct many activities for student teachers and school students also for special students. Every year we will felicitate one old student in grand manner with occasional days. Feedback is collected from alumni to understand if the institution has been able to in still the skills necessary to meet the objectives of the curriculum.

### **SUBJECT CLUBS**

Our colleges have subjects' clubs for all optional subjects. On behalf of the club our students conduct many activities related with their topics weekly. This type of club activities creates small communities among the students. They attract one another who share the same interests such as in music, arts, or sports. Club activities help students to develop sense of unity and teamwork, learning how to work

with others in reaching the same goals. They help learners develop social skills and build respect with teamwork.

### **TEACHING PRACTICE AND INTERNSHIP PROGRAMME**

In our college the II year B.Ed students will take their teaching practice in High and Higher Secondary schools in around the Salem district, Namakkal, Dharmapuri and krishnagiri district in Tamilnadu. The practicing teaching period is nearly 16 weeks as per our NCTE Norms. The research students will take internship programme in B.Ed colleges and also in universities.

### **RESEARCH COLLOQUIUM**

In our college the Research Colloquium will conduct for research scholar of M.Ed and Ph.D programmes under external examiners. It is an ideal place to complete and revise such projects as Field Papers and Master's Theses, and to produce writing samples. During the colloquium, they will meet other Ph.D. students, young researchers who have just finished their PhDs, and experienced scholars. The colloquium will host 6-8 students and faculty members.

### **UNION ACTIVITIES**

Under the auspices of the college union the following days will be celebrated in every year.

- Independence Day
- Communal harmony day
- Gandhi Jayanthi
- Youth awakening day
- National education day
- Human Rights Day
- Women's day
- National mathematics day
- National youth day
- Republic day
- National science day
- PI day
- World water day
- World book day

### **INTERNAL COMPLAINTS POLICY**

Sri Sarada College of education (SSCE), is committed to creating and maintaining a secure work and academic environment where its employees, students, vendors and partners can work and study in a

space free of harassment, exploitation and intimidation caused by any act of Sexual Harassment within or outside the campus. SSCE strictly implements the norms under University Grant Commission (Prevention, Prohibition and Redressal and Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulation, 2015.

### **GREEN CAMPUS POLICY**

Sri Sarada College of education is visualizing a Green Campus where environment friendly activities and education integrate to promote lovable and eco-friendly practices on and beyond the campus. The Green Campus idea provides the institution an opportunity to take the lead in revising its environmental culture through inculcating environmental ethics among students, and faculty.

### **ENVIRONMENT AND ENERGY USAGE POLICY**

The Environment and Energy Usage Policy of Sri Sarada College of education, Salem is to manage energy in a systematic way to minimize its impact on the environment. The policy helps to explore the renewable energy resources to reduce the burden of the government and to find out substitute natural resources as solutions to the energy crisis. This environment and energy policy is binding on all the departments of the institution and applies to all its stakeholders and to the various activities undertaken by the institution. It will help the institute to embed efficiency and environmental awareness into its everyday activities, thus helping all to realize the responsibilities and commitment to conservation of natural resources and to limit its usage. The Environment Club, an official platform devoted to the cause of environmental awareness, undertakes green initiatives, conducts green literacy programmes to save energy and to protect the environment.

### **ICT TOOLS (ARUN)**

- Hardware and Software Infrastructure
- The institution ensures that it has adequate number of desktops and laptops for students and staff.
- Computers and printers are available in the administrative section and in the library.
- Projectors and other multimedia devices are provided in all the classrooms, seminar hall, Audio-visual rooms, and laboratories.
- The institution maintains adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like MS Office, Tally and Antivirus are purchased and updated regularly.

### **MENTOR AND MENTEE SYSTEM**

For cultivating a healthy learning environment in our college, we are following the mentor mentee system. We will meet them twice in a month and record the same as a Review Report to be sent to the principal. During the meeting of the session the concerned staff will identify learning needs of the students, special talents, skills and ensure appropriate learning strategies. The mentor mentee system will create a positive communication channel among Principal, Parents, Staff and Students

### **YOUTH RED CROSS (YRC)**

Youth Red Cross (YRC) is a voluntary service body of our college which supports Humanitarian services to the fellow human being in Health-related services to the community through Voluntary Service. YRC also provide training to develop leadership quality and overall personality improvement of the student Teacher by conducting various activities like

- Blood donation Camp.
- Medical Camp.
- Eye Camp.
- Road Safety Awareness Camp.
- First Aid Camp.

### **RED RIBBON CLUB (RRC)**

Red Ribbon Club is a movement started by the Government of India. In our colleges the club was activated as per the instruction of our Tamil Nadu teacher education university through which, students will spread awareness over HIV / AIDS. The Red Ribbon Club is a voluntary on-campus intervention program for student teachers. This movement will motivate youth and build their capacity as peer educators and change agents by developing their skills on leadership, negotiation, and team building.

### **SCHOLARSHIP**

The Government of India and the state governments run numerous scholarships for students pursuing their studies at different levels. The aim of these government scholarships is to make education accessible to all irrespective of candidate's caste, creed, or class. In our colleges SC/ST/SCA students are receiving their post matric scholarship, like BC/MBC/DNC/BCM Students receiving their state government scholarship. The SC/ST Ph.D. Research students receiving their stipend from Adi dravidar welfare department, as like BC/MBC Ph.D scholars receiving their scholarship from Director of collegiate Education, Chennai.

### **APPOINTMENT PROCEDURE**

For the appointment of assistant professor in our college we have follow the UGC guidelines as per the regulation of government. For Non-teaching appointment we will follow the Tamil Nadu state

government rules and regulation. Before the appointment we will give advertisement in the daily and send the information to District Employments exchange. After receiving the applications from the candidates the college management will conduct the interview with selection committee members and selected candidates list will be send to Regional joint director of collegiate education to get the approval.

### **VALUE ADDED COURSE**

In order to enhance employability of the students value added courses are included in the curriculum of our college. Periodically we are giving trainings, lectures, conduct seminars related with their subjects topics for the wellness of the students. Our college has arranged value added course on communicative English, yoga education, Soft skills etc. Also our college will provide certificate course to the students on artificial intelligence, Vermi composting, physical education, ICT in education, Computer Education personality development etc. SWAYAM Course is compulsory for all B.Ed and M.Ed students. Apart from these course we are providing ETE (Experience for teacher education) and SES (Social Environmental sensitivity) within our curriculum

### **COLLEGE WEBSITE**

Our college website is [www.sscoc.ac.in](http://www.sscoc.ac.in). we will update our events and programme and information regularly in our website. We also have student web portal for the students. Where the Students can login and view his profile, library activities, examination, timetable and results etc.

### **ENDOWMENT FUND**

Endowment fund is an investment fund set up by an institution in which regular withdrawals of interest from the invested capital are used for meritorious and needy candidates. The endowments are funded by donations from our pioneers and alumna of our college. Apart from the outside donors endowments were instituted by teaching and non-teaching staff members.

### **TEACHER ELIGIBILITY TEST (TET)**

The implementation of the right of children to free and compulsory education (RTE) Act, 2009 requires the recruitment of a large number of teachers across the country in a time bound manner. In spite of the enormity of the task, it is desirable to ensure that quality requirement of teachers is not diluted at any cost. It is therefore necessary to ensure that persons recruited as teachers possess the essential aptitude and ability to meet the challenges of teaching at high and higher secondary school level. The teacher should pass the teacher eligibility test (TET) which will be conducted by the state government in accordance with the guidelines framed by the NCTE. The ministry of human resource development, govt of India has entrusted the responsibility of conducting the central teacher eligibility

test (CTET) to the central board of secondary education. In our college the teacher educators giving coaching for the students to become eligible in the test.

### **RESEARCH PUBLICATION**

To inculcate a research culture among the faculty and the scholars, many research projects are undertaken by the college in every year. They are collected many articles from research scholars and published in the journal of the college is “Frontiers of knowledge. “From the year 2007-2008 onwards the M.Ed students should submitted their abstracts of the dissertations to the college are compiled and edited as “Research Digest.” From 2009-2010 the abstract of the dissertations submitted to the college for M.Phil and Ph.D degrees are compiled and edited as “Research Chronicle.” College Research and Development cell publishes a National Quarterly Journal “Sri Sarada Journal of Frontiers of Knowledge” with ISSN No. 2277-3398.

### **PHYSICAL AND HEALTH EDUCATION**

Health is “a state of complete physical, mental, and social well-being and not merely the absence of disease.one can enjoy the health only through proper physical activities. In this connection physical education is an indispensable part of our educational system as it plays a vital role in the life of each individual. The health care centre of the college operates with the active involvement and support of all students of the college. A physical fitness check at a gym will determine current level of fitness and from this a safe and enjoyable set of exercises can be determined. As per the direction from our Tamil Nādu teacher education university our college will take responsible to conduct the inter collegiate sports meet among college of education in Salem District.

- Inter- collegiate competition
- Intramurals competition
- Medical check-up
- Physical fitness practice in GYM