

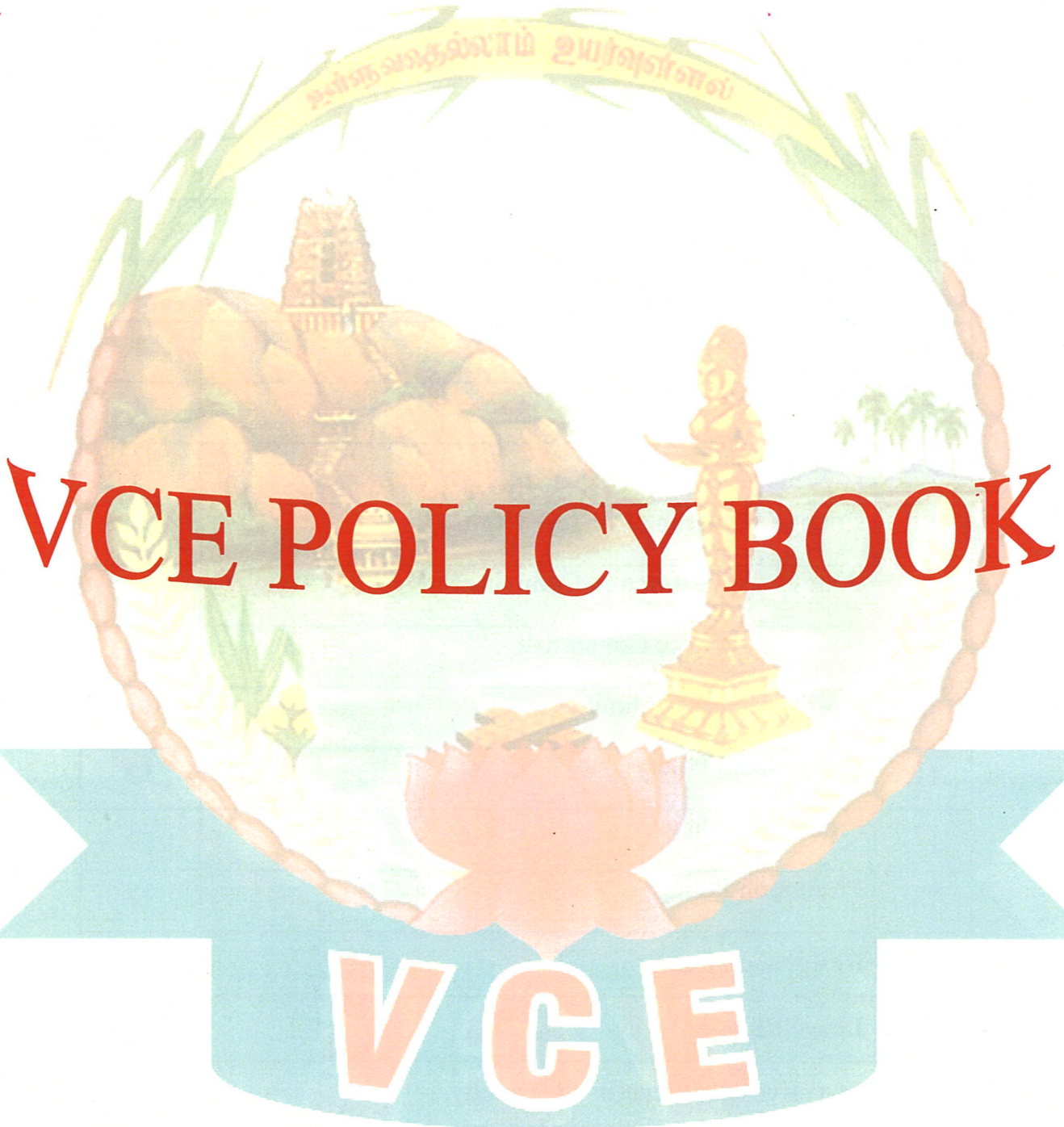


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SCULPTORS OF SOCIETY



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INSTITUTE VISION & MISSION

MOTTO

Let our thoughts be noble ones.

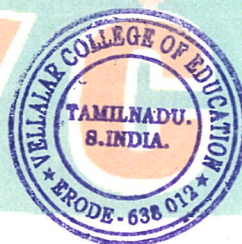
VISION

Producing competent teachers with commitment to the society.

MISSION

1. To provide educational opportunities to the rural and down-trodden students.
2. To train the student teachers to become competent, skilled and to update the latest trends in education.
3. To bring out the innate potentialities and creativity of the student teachers through quality education.

V C E



Principals
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INTRODUCTION ABOUT THE COLLEGE

The Vellalar Educational Trust has been rendering educational services since 1969. Vellalar College of Education, a Souvenir in Teachers Education has established in the year 2005-06 with the objective of providing Quality Teacher Education for women.

It offers Bachelor of Education (B.Ed) and Master of Education (M.Ed) Courses in teacher education. The college is housed in ever green sylvan surroundings in Maruthi Nagar, Thindal. The college is enriched with well equipped laboratories and ICT enabled classrooms with all basic and advanced facilities catering to the needs of the students. Faculty members are all well qualified, dedicated and committed to the cause of Education. Approved by NCTE, Affiliated to Tamil Nadu Teachers Education University, Chennai and Accredited by NAAC.



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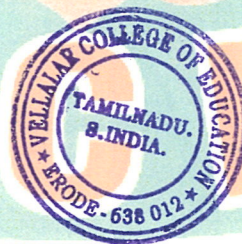
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OBJECTIVES OF THE INSTITUTION

1. To train the student teachers intellectually by proper mechanisms.
2. To prepare them for self development.
3. To create awareness among the student teachers about the eco friendly environment.
4. To inculcate value system through convention.
5. To thirst of knowledge in Research.
6. To provide employment opportunity in various institutions.
7. To promote Patriotism and National Integration among the student teachers.

QUALITY POLICY

The Vellalar College of Education is one of the pioneers in Teacher Education and a safe heaven for students. Apart from the academic development, they learn life skills which go a long way in shaping both their career and life.



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CORE VALUES

1. Contributing towards National Development:

Human resource is the major contributing factor to National Development. Our institution prepares the student teachers to promote National Development.

2. Fostering Global Competencies among student teachers:

Our college ensures skill development and competent learning among student teachers and makes them innovative, creative and entrepreneurial in their approach.

3. Inculcating a value system among students:

Through appropriate learning experiences and opportunities, our college inculcates desirable value systems among the student teachers.

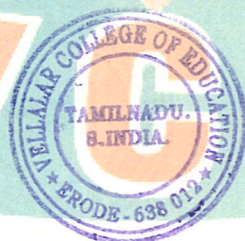
4. Promoting use of Technology:

Our institution enriches the learning experiences of the student teachers by making use of the information and communication technology optimally.

5. Quest for Excellence:

Our institution strives in all means to develop itself into the centre of excellence in academic and social fields with high value systems.

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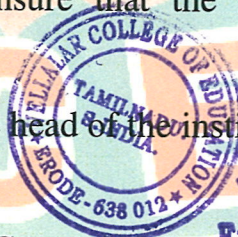
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COLLEGE GOVERNING COUNCIL

- The Governing Council of the college is the supreme administrative body.
- It is constituted as per the norms fixed by NCTE, Bangalore and TNTEU, Chennai.
- The Governing Council approves the mission and strategic vision of the institution, long term plans and annual budgets in accordance to meeting the interests of the stakeholders.
- The Council ensures the establishment and monitoring systems of control and Accountability including financial & operational controls, risk assessments and internal grievances.
- Governing Council monitors the institutions performance as per the approved plans.
- The Governing Council ensures the achievement of the mission and vision of the organization; Promotion of future academic plans and research activities by providing direction for implementation and overall monitoring of the activities.
- Governing Council must approve the budgetary allocation towards infrastructure, staff and R & D.
- The Chairperson is responsible for leading the governing council & its effectiveness and should ensure that the institution is well connected with the stake holders.
- The Chairperson supports the head of the institution in execution of the programmes.
- Frequency of meeting of the Governing Council is yearly once.



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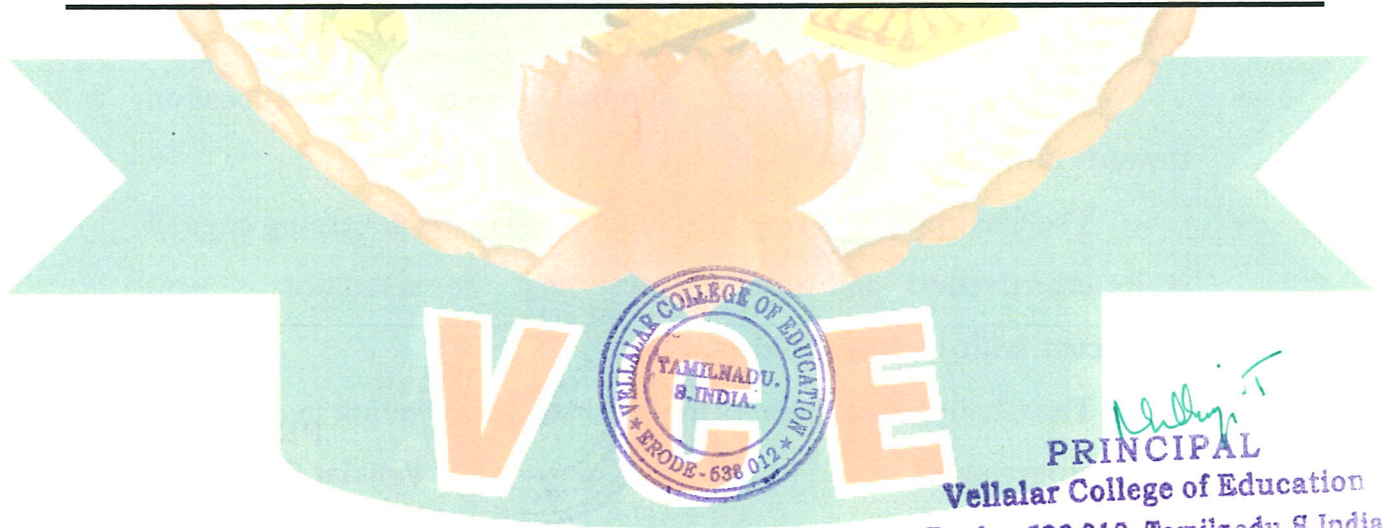
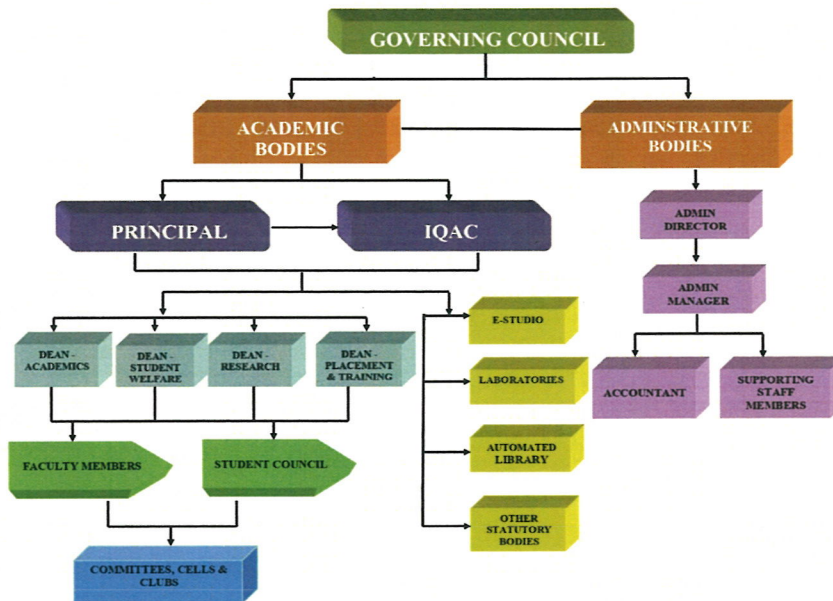
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ORGANOGRAM

ORGANOGRAM OF VELLALAR COLLEGE OF EDUCATION



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POLICY OF INFRASTRUCTURE COMMITTEE

Our institution has a policy to provide ample infrastructural facilities for effective teaching and learning. Respective departments submit departmental requirements to IQAC. After discussion and as per needs IQAC forwards it to Principal, College Purchase Committee and Trust. On receiving approval from Trust, execution is made.

The specific policies are as under:

- The College seeks and explores possible funding sources from Trust for constructing, upgrading and maintaining the buildings.
- A proper allocation of the funding received from the Trust is made and utilized for infrastructure and necessary facilities.
- Our College develops basic infrastructure of buildings, classrooms, laboratories, ICT facility, seminar halls, meeting spaces, facilities for indoor and outdoor sports games.
- The Trust assigns Engineers and Architects to create, enhance and maintain the infrastructure. The College creates or upgrades durable, functional and lasting sets of furniture for classrooms, laboratories, auditoriums, library, ICT Center and office.
- Adequate sports facilities are provided in gymnasium.
- Our College maintains play grounds for various games & sports.
- Our College creates and provides ample information and communication technology infrastructure to enhance the educational, administrative, communicative and operational efficiency.
- Our College maintains server computers to ensure better networking, sharing of computers and centralized monitoring.



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PRESIDENT

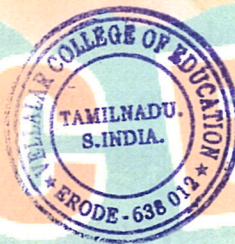
• **Thiru S.S. Kandasamy**

**SECRETARY &
CORRESPONDENT**

• **Thiru S.D Chandrasekar**

TREASURER

• **Thiru P.K.P. Arun**



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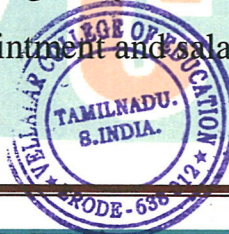
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POLICY OF FINANCE COMMITTEE

The Finance Committee advises the Governing Body on financial matters. It shall prepare income and expenditure statements of the college in the prescribed format to submit for fixation of tuition and others fees of the college. The Finance Committee will be an advisory body to the Governing Body.

Functions of Finance Committee:

- Finance committee shall meet and appraise the Governing Body on the finance related matters and have following functions.
- Budget estimates relating to income from fees and other sources.
- To seek all major and minor expenditure proposals from different committees, analyze them, establish the priorities and forward a tentative budget to Governing Body in time.
- To plan proper utilization of resources and do careful funds management.
- To prepare a detailed plan of expenditure for day-to-day running of the Institution
- Preparation of audited account reports for the above.
- To mobilize resources through donations from society, through funding agencies under various schemes, etc.
- To sanction all the expenditure to procure major equipment as advised by the Governing Body.
- To sanction expenditures for constructing new buildings after getting approval from the Governing Body.
- Recommendation of appointment and salary of staff.



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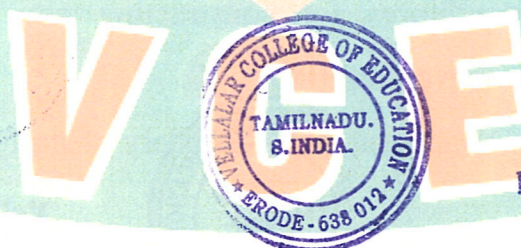
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- The system administrator takes care of the creation, up-gradation and monitoring of the ICT infrastructure.
- Technology based instruments and equipments (such as Smart Boards, LCD projectors, Document Cameras, Tri-pod, E-Content Facilities) are purchased for enhancement of effective teaching and learning process.
- Free high-speed internet and Wi-Fi access for using e-resources is made available to all the students and the faculties.
- Website of the College is updated and upgraded periodically.
- For aligning the ICT infrastructure in tune with the latest developments in the field, the College sends its faculty to attend workshops/training programmes.
- Administrative and library services are automated and continually upgraded.
- Educational software as per requirements of various disciplines is purchased. It ensures teaching, learning and ongoing research to keep up with the time.
- The library acquires, maintains and ensures efficient use of the latest hard copy/soft copy of books, e-books, journals, documents, reports and other learning resources.
- The library operations are fully automated using integrated library automation package, bar-code technology, etc.
- As an user terminal standard-based open source software INFLIBNET Access Management is Provided in the Library for accessing electronic resource and searching for Students & Teachers.



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RECRUITMENT POLICY

Introduction

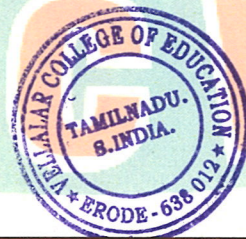
The aim of Vellalar College of Education - Recruitment Process is to promote richness of mankind by enhancing human resource capital by translating, identifying the organizational goal, recruit and retain, potential highly qualified, talented and diverse faculty / staff members for its institutions.

Constitution of the Recruitment Committee

The Institution takes the major responsibility of the recruitment process. The Recruitment Committee is constituted specifically for the selection of committed and dedicated candidates for various positions namely for teaching faculty, non-teaching faculty and office staff etc., governing the recruitment procedure.

The composition of the RC for Vellalar College of Education consists of

1. The Interview Committee Chairperson (Principal of the college).
2. One Subject Expert identified by the Principal.
3. The Secretary of the Institutions or a member nominated by Secretary.



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STAFF SELECTION COMMITTEE

To design and implement the quality policy and provide long term strategic guidance and improve the quality of faculty, teaching learning process and research, the committee is following the below given policies:

- The committee follows a high sense of dedication towards their duties with high responsibility and takes care of the functioning and operations of academic and administrative aspects of the college.
- The committee is responsible for analyzing the recruitment of faculty members for various departments. After scrutinizing the resumes, selection process is done through interview process.
- It is the duty of the committee in selecting qualified and desired faculty for the positions.
- Set of rules and policies depicting service rules are mentioned in faculty handbook.



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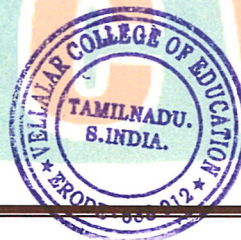
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Qualifications

1. Recruitment of Faculty Members are done based on the norms prescribed by NCTE/ Tamil Nadu Teachers Education University for Various cadres.
2. Teaching: Principal /Professor/ Associate Professor/Assistant Professor.
3. Non- Teaching: Manager / Accountant/Librarian/Lab Assistant and Administration.
4. Supporting Staff: Attainers/ Watchman/Sweepers

Selection Criteria

1. The candidates are required to file the Application form of the institution and then will be subjected to an interview by the Recruitment committee.
2. The candidates shall be requested to give a presentation on any one topic of their interest for about 40 minutes, for the purpose of assessing their communication skills, subject knowledge and then the personal interview shall be conducted to assess their content knowledge. The Committee shall prepare a panel of selected candidates in the order of merit.



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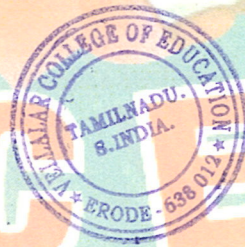
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Recruitment Process

Identification of the Vacancy: - The manpower (teaching and non- teaching) requirement shall be prepared before the last working day of each year by the Principal based on teaching load calculation and student-Teacher ratio (as per NCTE guidelines). Principal will scrutinize and finalized the required man power.

1. The consolidated manpower requirement is then sent to Management for approval.
2. Subject to the Secretary's approval invite applications are invited either through advertisement placed in leading newspapers or through online sources.
3. After the receipt of the applications, the Principal shall shortlist the candidates based on the educational qualification, experience and location of residence.
4. The shortlisted candidates are called for the Interview.



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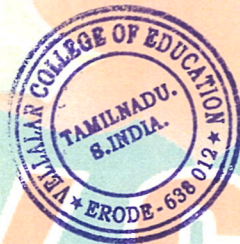
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PROBATION POLICY

All Appointments to the posts shall ordinarily be made with a probation period of one year. On the successful completion of the probation period, the individual will be confirmed with the post. He/She will be eligible for the benefits as per the norms of the Vellalar College of Education (as revised from time to time.) In case any faculty desires to discontinue, is required to give a notice in writing three months in advance or pay an amount equivalent to three months salary. During the Probationary period the Management is at liberty to terminate the services at anytime without assigning the reasons.



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3. The committee securitizes the candidates in the ratio of 1:2 and submits the interview reports with recommendations to the Chairperson for further action. The Secretary will take the final decision as regards the appointment of the individual.
4. After this, the Secretary will release an appointment letter indicating pay package and service rules to the selected candidate.
5. Joining Report: At the time of joining, faculty should submit joining report to the office, with the signature of Principal. Faculty must also submit all their original documents to the Administrative office while joining.



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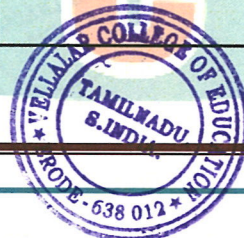
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PROMOTION POLICY

Vellalar College of Education has established a detailed process for career progression for its staff members. The career progression has three stages namely Assistant Professor, Associate Professor and then Professor. The staff members are promoted, considering their educational qualification, experience and their performance appraisal results. The norms are:

| S.No. | Designation | Eligibility Criteria |
|-------|----------------------------|---|
| 1. | Professor | M.A/M.Sc. and M.Ed., with Ph.D with 10 years of service, in a recognized university. |
| 2. | Associate Professor | M.A/M.Sc., and M.Ed., with Ph.D. with 8 years of service in a recognized University. |
| 3. | Assistant Professor | MA/M.Sc.&M.Ed., with / without experience. Experience in schools will not be considered. MA/M.Sc.& M.Ed., NET/SLET without experience shall be Appointed. |



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RESIGNATION POLICY

- A staff will be at liberty to tender his/her resignation from the services of Vellalar College of Education in compliance with the conditions as laid down in the order of Appointment. Normally, a circular will be issued during December Month of every year, advising the staff members to indicate whether they intend to continue in the services of the college or not for the Next Year. The staff who are not willing to express their willingness to continue will be relieved from duty at the end of the last working day of the respective year after they complete the work, assigned to them.
- Those who do not intimate at the time of circular period will be deemed to continue in service, provided that the Management desires their continuance. They have to continue their service till the end of the academic year and will be relieved only after the last working day, if they desire so. Those who wish to resign on any grounds in between shall produce three months notice in lieu of notice to the Management through the principal in writing.



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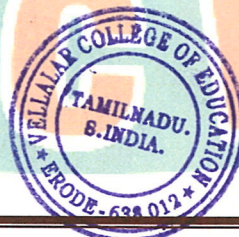
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- The employee shall not be granted any leave except casual leave during the notice period.
- On acceptance of resignation, the employee, before collecting the No-Dues certificate from Library and Office will be required to hand over charge as directed by the Principal which includes all official Documents, Records, Library Books, Table and shelves keys to the concerned authorized faculty.
- Based on the No dues certificate and handing over documents, the principal recommends the issuance of Relieving Order.
- The staff leaving the service of the College will be issued a Service Certificate on the date of relieving.
- The Management reserves the right to terminate the services of any employee at any time without giving prior notice and without assigning any reason there to.



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LEAVE RULES

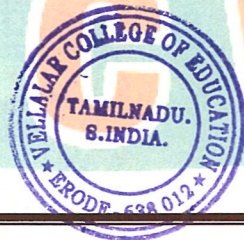
Leave Application

A leave application shall be submitted on prescribed format well in advance and gets sanctioned before availing it and also mail is necessary. The faculty members must make alternate arrangements/internal adjustments among the faculty members (leave alternate arrangement form should be filled) to keep the students engaged.

Sometimes leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately upon joining his/her duties, in writing.

Leave Calendar year

1. Casual Leave will be calculated on the basis of calendar year. (i.e., 01st January to 31st December)
2. Other than Casual Leave, all other leave will be calculated on the basis of academic year. (i.e., 01st July to 30th June)



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Attendance

All the staff members should sign the attendance register as well as entry of thumb impression in Bio-metric entry 10 minutes before starting of morning session and 5 minutes after the closure of the evening session. If there is any failure on the part of the staff members it will be treated as absent.

Late Attendance & Permission

- In a month, both late attendance and permission will be limited to one. Second late attendance or permission will be treated as leave for which he/she is eligible.
- Late attendance will be permitted only for 30-minutes in FN sessions, while permission can be availed for a maximum of one hour, which can be availed either in the beginning or at the end of the day.
- The Late Attendance and Permission will be taken into account for the respective month.
- On any account, the late attendance and permission should not be availed on the same day.



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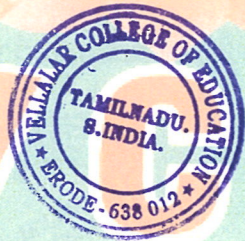
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Prefixing or Suffixing Holidays

Prefixing or Suffixing holidays (Casual Leave, Vacation Leave, Special Leave, Compensation Leave) leave on loss of pay (LLP) will also be treated as LLP.

Casual Leave and Medical Leave

1. Faculty Members are eligible for 12 days casual leave in the calendar year. It should be availed only after getting the Leave sanctioned by the authority.
2. Members who have less than one year of service are eligible for one day casual leave for each completed month of service.
3. Members who have more than 1 year of service can avail 12 days of casual leave at any time in a calendar year and medical leave of 5 days in Medical Care.



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Leave Sanctioning Authority

1. Leave less than 15 days

The leave applied for less than 15 days continuously by a staff will be sanctioned by the Principal, provided if the leave is applied by the individual and sanctioned well in advance before availing the same without affecting the assigned work.

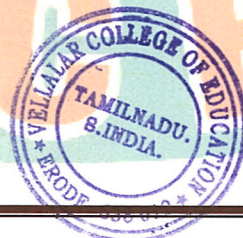
2. Leave exceeding 15 days

The leave applied for more than 15 days by a staff should be sanctioned by the Secretary provided if the leave is applied by the individual well in advance through the Principal and sanctioned before availing the same without affecting the assigned work.

Clubbing of CL, LLP and Vacation

Normally clubbing of CL, LLP and Vacation Leave will not be permitted.

In exceptional cases like hospitalization or unforeseen problems clubbing of CL, LLP & Vacation will be permitted by Principal if proper authentication is produced by the individual.



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Unauthorized Absence

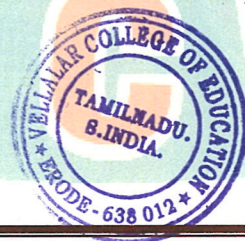
Unauthorized continuous absence beyond seven days will be treated as the individual having left the service on his/her own accord and liable for break in service. The individual will be allowed to continue service, provided if the reason is genuine and after getting the approval from the Secretary.

Leave on Urgency

If CL is availed due to urgency it should be communicated to the sanctioning authority at least on the date of leave availed otherwise it will be treated as LLP.

Compensation Leave

Compensation leave will be given for both Non-teaching and teaching staff. The Principal is the authority to sanction the compensation leave, which has to be availed within the academic year, (from the date of actual compensatory working day) with the prior permission of the sanctioning authority and the same to be maintained in the separate register.



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Maternity/Paternity Leave

Any employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity/Paternity Leave (ML/PL) for a maximum of 60 days for ML (Sixty days)/ 15 Days for PL (Fifteen Days) subject to prior approval of the Chairman.

1. An employee can avail maternity leave only on two (2) occasions in herentire service period.
2. The maternity leave sanctioned shall be availed on a continuous basis and cannotbe availed in installments.
3. The decision of the Chairman will be final in sanctioning of maternity leave.

Medical Leave

1. Treatment and Hospitalization for serious complaints will be decided on the merit ofIndividual case.
2. For other ailments and hospitalization, the medical leave will be given on submission of medical certificate and discharge certificate from recognized hospital.



Principal
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VACATION LEAVE

Teaching Staff:

1. 15 days vacation in an academic year is divided into two spells.
2. The faculty member who has less than one year service can avail 7 day^{''} svacation leave.

Non-teaching Staff:

1. Non-teaching staff other than Attenders:

More than 5 years of - 20 days
service

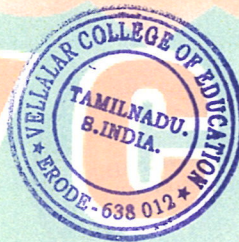
Between 1 & 5 years - 15 days

2. Non-teaching staff Attenders:

More than 5 years of - 15 days
service

Between 1 & 5 years - 10 days

Non-teaching staff who has less than one year service is not permitted to avail the vacation leave.



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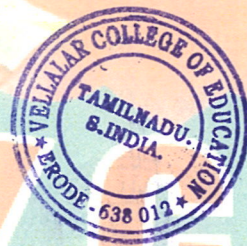
ON-DUTY

Teaching Faculty:

1. On duty for University Exams related duty – 20 days per academic year.
2. Attendance sheet should be produced after the duty.
3. On duty for Research/Administration –As per recommendation from Principal.
4. OD form should be produced before availing it.
5. OD is permitted for attending Seminar/ Conferences, etc.
6. OD is allowed for Practical Exam duty.

Non - Teaching & Administration Staff members:

On duties for Administration staff will be provided for official works only. Every admin staff availing On Duty must submit the OD form to the office before availing the on duty or must get proper approval from Principal.



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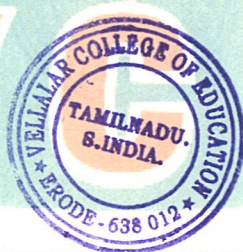
INCENTIVES AND BENEFITS FOR FACULTY

Benefits Extended to Teaching and Non-Teaching Staff Members

1. Employee's Provident Fund for Teaching and non-teaching staff members are available.
2. The staff members who are covered under Employment Provident Fund scheme as per the acts, drawing salary up to Rs. 15000/- per month have been covered. The employee and the management each shall contribute 12% of the pay of such employee.
3. The management of Vellalar College of Education is pleased to provide financial support to the faculty members for attending workshop/ Seminar/ Conference in various colleges/ Universities.
4. The amount can be claimed after submitting the necessary documents.
5. Employee's Group Insurance is available.
6. Preference given to employees' children in admission, Transport and fees concession.
7. ESI is available.
8. Those who completed/updated their qualification such as M.A./ M.Sc. Sociology, Psychology, Philosophy & NET, SLET, Ph.D are honoured with incentives.
9. Every year Increment in their salary is available.
10. 50% Bus fare concession for faculty utilizing college transport.

Employees Incentive:

Employee receives incentives in the form of additional increments during the salary revision depending upon the API.



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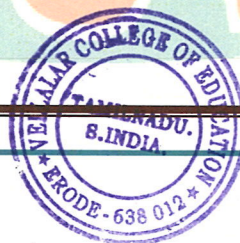
CODE OF CONDUCT FOR FACULTY

1. Staff must maintain high standards of punctuality, honesty and professional ethics.
2. They should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.
3. Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
4. Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
5. Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
6. All staff of the college should maintain harmonious relations with other staff and students.
7. Staff should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
8. All staff should follow the instructions and directions of the authority.
9. All staff should constructively contribute toward the development of the college and university.
10. All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.


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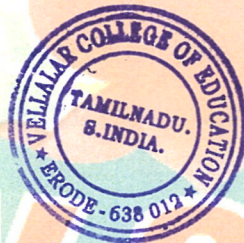
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11. All staff shall extend their services for the welfare of the community & society at large.
12. All staff should properly maintain the records of respective portfolio.
13. All staff should make an effort for the continuous development through training programs, workshops and research and development activities.
14. A faculty finding a student committing any act of misconduct in the classroom or in premises, shall immediately take appropriate action, which shall be taking correctional action if it is with his / her power or reporting the matter to the Principal.
15. Every Staff member shall attend all the institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
16. Faculty shall avoid the use of any abusive language towards students, fellow teachers, parents and other members of public.



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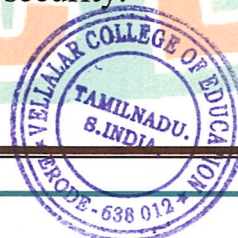
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Ethical Standards for Faculty

A faculty shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students.

1. Shall have a sense of belonging to the Institution.
2. Shall assume total dedication to the teaching profession.
3. Shall always have an urge to excel in professional acumen.
4. Shall wear respectable attire, benefiting the society's expectations.
5. Shall keep up immaculate personal hygiene at all times.
6. Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
7. Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
8. Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
9. Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
10. Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.
11. Shall produce outgoing ship when he/she leaves the college in the middle of the college time at security.



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Dress Code: Faculty

Following is the dress code for the faculty of Institute:

Men: Tucked in shirts and shoes

Ladies: Saree.

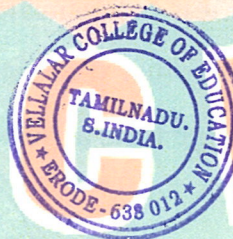
It is Mandatory for staff to wear ID card at all times when they are in the campus.

Basic Duties of Faculty members

At the level of teacher

1. Prepare the Lesson plan according to the course outline and academic schedule well in advance and get approval from the Principal.
2. Go to class in time at least 5 minutes before commencement of class and engage effectively and windup on time.
3. Mark the attendance in the classroom itself and enter in the College Attendance on time and send it to university daily.
4. Ensure good class control.
5. Encourage the students listening and active participation in the class.
6. Preparing Course file is important for faculty members.

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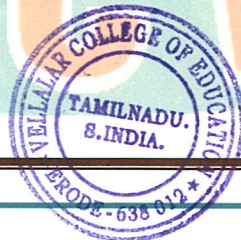
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7. Ensure that the planned syllabus is finished during the hour.
8. The Faculty Member should encourage students asking doubts / questions.
9. Aim for 100% pass results in their subjects and work accordingly.
10. Be available in the Staff room during the working hours for consultation by the students.
11. Prepare and submit the internal test question papers to the COE in time.
12. Evaluate the answer scripts as per the key in the genuine manner and enter the marks in time after verification by the students in the COE system.
13. Instruct the students to attend the internal test and university examination without fail.
14. Monitor the regularity in the Students attendance.
15. Monitor the student's punctuality to their class.
16. Monitor and regulate proper dress code, hair style and wearing ID in their class.
17. Prevent student's movement during the class hours within the college premises.
18. Prohibit usage of mobile phones by the students inside the class room.
19. Help the advisor to identify the academically backwards students and arrange remedial classes.
20. Identify good students and motivate them to excel.
21. Counsel the student to improve their academic performance.



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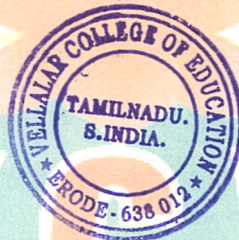
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22. The Faculty Member should motivate the students and bring out the creativity / originality in the students.
 23. Motivate the students to present papers in Symposium and attend seminars/workshop /internship.
 24. Not to carry Mobile Phones to the class room / exam hall unnecessary.
 25. Monitor the adherence of the students' discipline towards rules and regulations of the college.
 26. Educate the students about the ethical, moral and professional responsibilities towards institution, parents and society.
 27. Inform the parents about their absence unnecessarily over phone.
- Follow the guidelines / instructions given by the principal from time to time

The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.



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ROLE AND RESPONSIBILITIES

PRINCIPAL

Reporting only to the top Management (Secretary & Correspondent) of the institute and assisting them in the following functions of the institute.

- A. Regulation of academic and general Administration / Monitoring
- B. Design and Development
- C. Leadership
- D. Visionary
- E. Planning, Execution and Reporting



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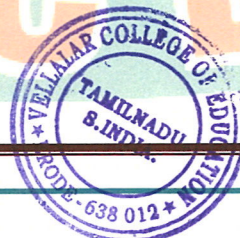
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Regulation of academic and general Administration / Monitoring/ Execution

One of the important responsibilities of a Principal is regulation of academic and general Administration, monitoring and executing the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as National Council for Teacher Education and Tamil Nadu Teachers Education University; along with the expectations of the top management, students and their parents. The following are some of the important responsibilities coming under this category.

1. Monitoring the functioning of the academic and administrative staff members and to see that they fulfill all their responsibilities as prescribed.
2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline, conduct and so on.
3. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.



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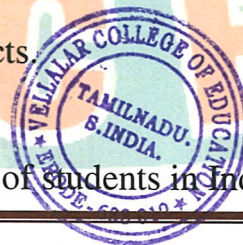
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4. Monitoring all the liaison activities with governmental, corporate and other academic institutions.
5. Monitoring the conduct of meetings on behalf of the institution which include the meetings of Deans, staff members, Coordinators and Committee members.
6. Maintaining and Monitoring the procurement and purchase of all required materials like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures in line with finance committee and budget.
7. Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as NCTE, government, and Tamil Nadu Teachers Education University apart from the ones conducted by the top management.
8. Maintaining cordial relations with the staff members, students, parents, and with all those connected to the institution both directly and indirectly.
9. Mentoring In-house Projects.
10. Mentoring the placements of students in India & Abroad too.



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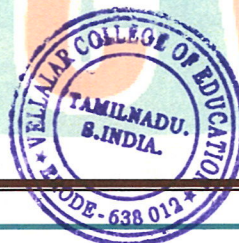
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Design and Development

Principal also needs to take-up developmental functions which are very important for the development of the institution. The following are some of the developmental functions to be taken up by the Principal.

1. The Principal needs to locate, contact, identify and recruit the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
2. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
3. Identifying the core competencies of the institution either existing or probabilistic and projecting them in the institutional activities.
4. Focusing on building an image for the institution at an overall level or in terms of a particular strength.
5. Designing and developing the working and learning culture in the institution.



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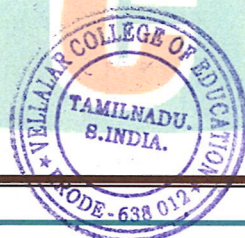
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6. Developing the necessary infrastructure most importantly the library and laboratories and ICT facility with international ambience.
7. Developing a strong association with Educational Institutions, industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
8. Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college to design a new and updated policy for promoting our college as a center of high-quality learning.
11. Design a favorable environment for internal and external stakeholders to utilize the system benefits as expected by them in an effective manner.
12. Developing a research and technical consultation facilities in our college for the societal needs.
13. Design and develop the college admission procedures and policy approved by the management and monitor the admission activities.



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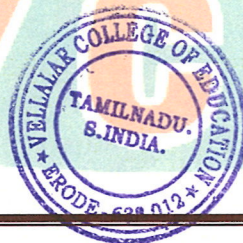
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Leadership

The Principal will exhibit the true qualities of a leader by being a role model to their colleagues. The following are some of the leadership functions.

1. The Principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
2. Take-up research, publication, consultancy & training and establish credentials as an academician of international standard so as to gain acceptability among all the faculty members being a true academic leader.
3. To set high standards of discipline, commitment and involvement in work pattern.
4. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
5. Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.



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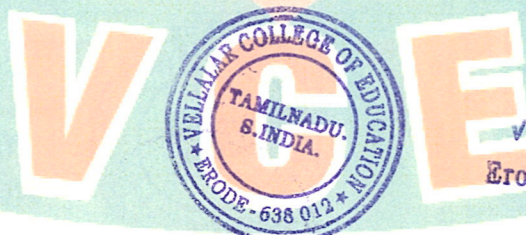
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Visionary Functions

These functions are the ultimate functions of a Principal. The following are some of the visionary functions.

1. Developing a long-term plan for the institution and working for realizing this vision in close association with the top management.
2. Taking steps at regular intervals which facilitate towards realizing the vision.
3. Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
4. Developing plan and execute the same to attain accreditation like NAAC and other quality systems in our college.



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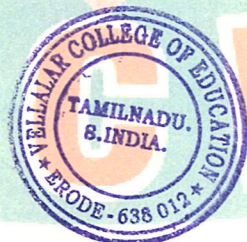
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Planning, Execution and Reporting:

1. The Principal requires preparing long term as well as short term plans (concrete documents) and presenting to the Secretary and Correspondent.
2. Principal shall implement and execute the perspective plan of the college.
3. The Principal requires to present regular reports (quarterly, biannual and annual) about each and every function that they have taken-up or intend to take-up to the Secretary and Correspondent.
4. Reporting about periodical statements of financial positions, academic and other matters pertaining to the college to the Secretary and Correspondent.
5. Oversees the service records of faculty and non-teaching staff and get the servicerecords periodically updated through Principal.
6. Maintain the confidential reports of the entire faculty and kept them in his custody.
7. Planning to conduct periodic, monthly review meeting with the faculty and the administrative staff of the college to ensure effective internal follow up of all matters discussed at such meetings.



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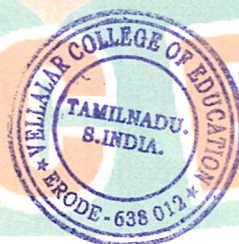
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DEAN OF ACADEMICS

Academic activities are to be planned and executed under the guidance of Dean of Academics.

Dean of Academics has the following responsibilities.

1. Responsible for Student Admission.
2. Arranging Mentor-Mentee for academic development of the students.
3. Responsible for preparing Annual Year Plan and academic calendar.
4. Responsible for preparing Time Table.
5. Responsible for subject allotment of Faculty members.
6. Preparing schedule for practicum aspects of curriculum.
7. Monitoring the Academic Performance of the faculty members & students.
8. Responsible for arranging fieldVisit.
9. Planning and Preparing Examination Schedule.
10. Planning of Curricular, Co-Curricular and Extra Curricular Activities.
11. Conducting Remedial Classes.
12. Result Analysis.
13. Conducting Graduation function.
14. Conducting Faculty Development Programs.
15. Responsible for News letter & Magazine.



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DEAN OF STUDENTS WELFARE

Dean of student welfare has the following responsibilities.

1. Responsible for arranging Programmes the student for welfare which make our student more responsible towards the society.
2. Coordinate the activities of various scholarships for needy students.
3. Coordinate all co-curricular activities in consultation with the in charge of clubs concerned.
4. Encourage student participation in extracurricular activities.
5. Coordinate the admission of other state students.
6. Arrange canteen facility for students.
7. Monitor the health services of students.
8. Detecting student's grievances and health issues.
9. Solving student's issues related to academics.
10. Arrange of railway concession for tour.
11. Arranging driving license to students.
12. Arranging passport to students.
13. Conducting Add-on Course, Bridge Course.
14. Arranging Transport facility for students
15. Conducting prayer activities with prayer song in all religion.



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DEAN OF RESEARCH

Dean of Research has to perform the following activities to improve the research environment.

1. Responsible for arranging Research Colloquium.
2. Arranging Experts Talk for research.
3. Conducting Research Forum.
4. Arranging Research Panel Discussions.
5. Responsible for Article and Book Publication with ISBN.
6. Responsible for Mini Projects and Major Projects in both central/state government.
7. Conducting/ participating & presenting conferences, seminars & workshops.
8. Journal publication in VCE.
9. Motivating students for Research related activities.
10. Responsible for IIC, Incubation Center, Code of ethics.



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DEAN OF PLACEMENT AND TRAINING

Dean of Placement and Training is responsible for Placement and Training of the outgoing students.

The following are some of the functions to be carried out by the Dean of Placement and Training.

- i. Effective Placement training Programme to be given to the students.
- ii. Schools can be arranged for placement for B.Ed. & M.Ed. students in Erode & other districts.
- iii. Placement fair must be conducted once in a year.
- iv. Off campus placement also to be carried out.
- v. Exclusive TET/TRB special coaching will be given for students.
- vi. Communication course can be given for the upliftment of students.



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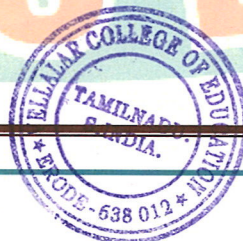
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PROFESSOR

Same as given in Associate Professor basic responsibilities along with the following additional assignments are:

1. Providing training and mentoring to teaching assistants and junior faculty members.
2. Responsible for R&D activities of their college, create conducive research environment in the institution.
3. Providing training and monitoring the department staff members to publish and present papers, attending conferences, writing books and getting patent.
4. Attending academic events and networking with other outside researchers and field experts to develop the research activities.
5. Writing proposals to secure and attract research funding per year.
6. Contributing and leading all the worth giving responsibilities to lift the academic standard of college to a greater height.
7. Reviewing the method of teaching and teaching materials and making recommendations for improvement.
8. To Coordinate and review IQAC/NAAC and other promotional / technical/quality enhancing activities.
9. Responsible for teaching of value-added subjects/ conducting collaborative/one to one/flip/peer learning style of teaching to the students with the latest technology in the academic field.



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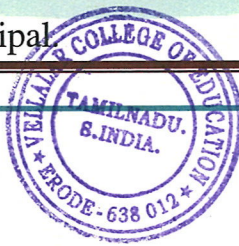
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ASSOCIATE PROFESSOR

Same as given in Assistant Professor Grade basic responsibilities and they have to undertake the following additional work.

1. To assess, review and evaluate student activities and progress and communicate to the concerned faculty.
2. Assisting and sharing ideas in promoting college admission strategy and related works.
3. The faculty shall help the concerned faculty to enforce and maintain discipline amongst the students.
4. Assisting faculty in choosing elective subjects / Curriculum Development for short term course / Developing Resource Materials for hands on training process.
5. Responsible for Creating and promoting research ambience in their department, conducting research, publishing papers, and attending conferences.
6. Conducting Bridge courses / special coaching for Slow Learners.
7. Preparation and Submission of Project Proposals to Government funding agencies.
8. Involving in Consultancy and R & D activities.
9. To advise and assist students and faculty in fabrication of their Dissertation Work.
10. To involve as a member in Academic auditing/ Coordinating NAAC.
11. Teaching of elective subjects and practical exposure with the latest technology to the students in their field and value-added courses as allocated by the Principal.

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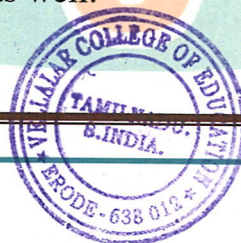
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ASSISTANT PROFESSOR /FACULTY/CLASS ADVISOR

1. To help students to acquire knowledge and to maintain a good rapport with students and parents. Be familiar with the personal history of assigned student including Educational and Family background.
2. Dealing the student's problem, counsel, and provide guidance to the student to correct the problem and motivate them in a proper manner.
3. To analyze the student performance and evaluating their academic progress periodically.
4. To assist student in initial exploration of their occupational and professional plans in general and educating basics with relevant to their branch of study and to prepare for their life pursuit accordingly.
5. Helps the student to understand the university rules, regulations, examination procedures and the graduation requirements for the Bachelor degree.
6. To explain about the importance of attendance, motivating students to attend classes regularly.
7. To explain importance of participation in the class activities.
8. To explain importance of cycle tests and its consequence in the end semester examinations.
9. To explain importance of marks in the previous semester examination and its consequence in the later part of the degree and subsequently in career as well.



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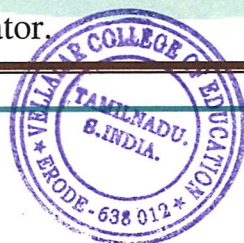
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10. To explain importance of submission of assignments and its consequence on the performance of internal mark evaluation and End semester examinations.
11. To explain importance of laboratory exercises and their correlation with theory.
12. To help the student to explore the career fields and provide information about Higher education and job opportunities.
13. Serves as a "Teacher Friend" approach to the student by demonstrating a personal interest and act as a central contact person in obtaining information that can be used to help the student and the system of working; and by allowing the student freedom to make his own choices after the limitations, alternatives, and consequences involved in making a decision all through by counseling.
14. As a counselor, organizes and centralizes all information, observations, and reports from every source related to the student's progress, needs, abilities, and future plans.
15. Assists the student at regular intervals to make adequate self-evaluation.
16. Explains importance of Self-Motivation to do well in career and subsequently in life.
17. Counsel's students whose progress is unsatisfactory and reports the same to class Coordinator.





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18. Monitors the interim and final performances of students assigned and liaise with parents, whenever required.
19. To instruct all the students to attend the classes regularly and to follow the dress code.
20. To submit the list of students absent for the internal tests to the Coordinator.
21. Result analysis must be done after the announcement of results by the university/College and also update student record regularly after knowing supplementary exam results.



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LABORATORY IN-CHARGE

1. Up to date maintaining of the Stock Register and Consumable Registers.
2. Responsible to find out the requirements for consumables for the laboratory and procure the same, before the start of every year.
3. Plan for the procurement of equipment for the coming semester well in advance. This can be done by making visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges. Monitor the Infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete the practical satisfactorily.
4. Organize the laboratory for oral and practical examinations.
5. To hold those responsible for any breakage / loss etc. and recover costs from them.
6. To ensure the cleanliness of the lab and switch off all equipment after use.
7. Requisition of consumables shall be submitted to the Principal for necessary action.
8. Responsible for movement of any item out of the lab concern. Maintain movement register for the same.
9. Seating of the Lab in charges shall be available in the labs and maintenance and care of resources/services of the institute are always expected.
10. Responsible for maintaining master record of equipments, Lab records, models, lab course materials, R&D activities at lab etc.



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LAB ASSISTANT

1. The Lab. Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
2. Seating of the Lab assistants shall be available in the labs and maintenance and care of resources/services of the institute are always expected.
3. All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the faculty in charge of lab.
4. Any other duty as may be assigned by the faculty in charge of lab /Principal/Administrator from time to time.
5. Responsible for closing and opening of labs and holding of keys for the lab should be recorded in the register available in the Office.



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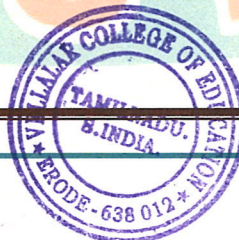
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LIBRARIAN

1. To facilitate the students and faculty members, and staff with all the literature that may be needed for their scholarly activities.
2. To manage library as well as digital library of the college.
3. To prepare the library budget and policies relating to the library.
4. Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
5. To Provide URL links/resources for information on various study material.
6. Provides digital library access from anywhere within the campus.
7. Establishes specialized facilities for faculty teaching and research needs.
8. To provide adequate access and borrowing facilities to faculty pursuing Doctoral program.
9. Develops a system for posting the newly added library resources online.
10. Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports.
11. Coordinates with departmental library in-charge for smooth functioning of department library.
12. Provides all statistical information pertaining to the library and updating things with research and development materials in the library for research works.



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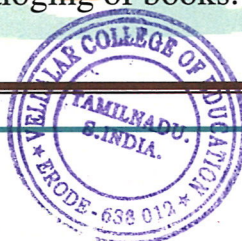
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13. The Librarian is responsible for maintaining the circulation section, reference section, periodical section, acquisition section, technical section and maintenance section. He/She should inspect all the sections every day personally and ensure that the books and periodicals have been kept in the shelves as per classification.
14. In the Circulation section the Librarian will take up the duties such as lending of books to students and staff, overnight issues, charging fine for the non-return of books within the due dates, reservation of books, sending reminders to students and staff for the return of books and periodicals, issue of Library card, correspondence related to missing of books, missing of Library cards, renewal of books to the students and staff etc.
15. In the Reference section, the Librarian should maintain the reference books according to classification and also help the staff and students for general reading. He/She should also display the latest arrival of the books in a prominent place to attract the readers.
16. In the Periodical section, the Librarian is responsible for ordering the journals and back volumes, display the latest journals etc.
17. In the Acquisition section, the Librarian is responsible for selecting the books, ordering the books, receiving the books, classifying the books and accessioning the books in the accession register and passing the bills.
18. In the Technical section, the Librarian is responsible for routine classification of books, cataloging of books.

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19. In the Maintenance section, the Library staff is responsible for shelving the books, maintaining the stack area and self-rectification and stock verification, binding work, entry of call number, transfer of books to departments, library cards sorting and filing, maintenance of Author's Index and Subject wise Index, reprographics services, internet and online public access catalogue (OPAC).
20. The Librarian is in-charge of fine collection for missing books and Xerox charges collection from the students and renders accounts to the Principal as per the schedule. A separate register should be maintained showing the date wise receipt of fine and Xerox charges. Proper receipt must be issued to the student, while collecting such charges.



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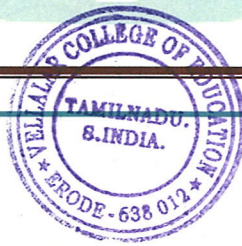
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CONTROLLER OF THE EXAMINATION

1. Organizes and coordinates submission of Question papers of class test/ term test/ unit test/ model examinations well within the time as per the schedule.
2. Coordinates the conduct of the Internal/External examinations. This will include ensuring that all required material is in the examination committee allocated room- wise before the start of the examinations and arrangements for candidates.
3. Preparing and planning for the purchase of required stationery (internal exams) to purchase with consent of the principal well in advance.
4. Organizes examination material, providing safe custody of and organizing examination stationery and material, including question papers, in accordance with regulations.
5. Organizes examination rooms/halls, in accordance with regulations (seating arrangement as per the norms). Coordinates distribution of hall tickets through Office Assistant and class adviser.
6. Ensures distribution of all examination answer books to invigilators and the same are received soon after the examination is completed and verifies the same.
7. Ensures distribution of question papers to all examination halls within the time schedule.
8. Briefing to the invigilators on examination regulations and producing appropriate written guidelines for invigilators, staff members and students.



Principal
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9. Assists in the preparation of invigilation schedule, arranging additional invigilator(s) under exigency, if any, briefing and training invigilators as per procedures.
10. Being present and available in the College on the days when results are notified, and overseeing the distribution of results to students.
11. Produces analysis of examination results to the departments as soon as possible.
12. Provides statistics on examination entries and results for the Principal.
13. Prepares examination schedules, timetables and method question paper pattern, wherever applicable.
14. Provides information on arrear courses, if any, for readmitted students who were detained earlier (and redo).
15. Coordinates with class adviser towards timely submission of examination application form along with the examination fee details for regular/arrear semester examination.
16. Coordinates the printing, storage and delivery of examination question papers and answer books. Verifies to ensure all instructions have been followed by faculty members. Ensures all information is accurate. Ensures whether security measure is in place and maintained in the Examination center.
17. Acts as resource person and liaise between faculty members of Examination committee, students and the Examination committee of the College.



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18. Responsible for up keeping variety equipment such as a personal computer, photocopier, and other standard office equipment for examination work.
19. Responsible for keeping complete details (current/completed students) about the student internal assessments/ affiliating university examinations.
20. Conducting remedial classes for slow learners.



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PHYSICAL DIRECTOR

1. To Maintain and follow the strict discipline among students in college campus/ground.
2. Ensures smooth conduct of sports activities as per the schedule. Motivate the students to do any physical exercise apart from regular study.
3. Ensures proper use of sports material and facilities and keep/maintain records of it.
4. Proposing annual budget for sports and purchase the same as per therequirement with consent of the Principal.
5. Encourages students to participate in zonal/university tournaments.
6. Creation of good environment to the students to participate in all sports relatedactivities and upkeep of sports facilities and grounds.
7. Ensures discipline among students while play and get prior permission fromtheir respective staff members for on duty.
8. Ensures prevention of ragging activity in the campus.
9. Oversees medical facilities on campus.
10. Assisting in NSS training camps, if any, and facilitates students to involve in NSS activities and report the same to concern head/principal as and when required.
11. Helps in the organization of various events in the college.
12. Maintaining proper record of sport students/materials/activities for auditing and inspection purpose like TNTEU, NCTE and NAAC processes.
13. To convene the Sports Board meeting at the beginning of every semester to discuss and finalize the sports & games activities for the semester concerned.



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INTERNAL QUALITY ASSURANCE CELL (IQAC) POLICY

Internal Quality Assurance Cell is conceived as a mechanism to build and ensure a quality culture at the institutional level. IQAC plays significant role in planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the college.

Motto:

The main aim of our Internal Quality Assurance Cell is 'Correct, Complete, Consistent' (CCC) improvement in overall performance of institution.

Policy:

IQAC has to perform activities in adhering the following policy.

- Framing policies for quality assurance: IQAC has to plan for all academic activities with budget in line with the quality policies framed.
- Quality enhancement of faculty members: It assures eminent and efficient faculty members through periodic conduct of Refresher Courses and Faculty Development Programme.
- ICT enabled Teaching-Learning Process: It updates the classrooms with latest technologies and provides technology oriented pedagogy to students.
- Role of Liason Officer: It plays a liason role through MOUs with various stakeholders and extract the best from all resources.
- Student support system: It facilitates the students effective mentor system, remedial coaching and effective Grievance and Redressal Cell services.



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- Updated Assessment Procedure: IQAC monitors the assessment procedures of staff and students and adopts updated version smoothly.
- Research Activities: It supports the faculty members and students to enrich research attitude with a wide variety of learning resources.
- Feedback analysis: It collects and analyses feedback from various stakeholders and modifies programmes based on it.
- Periodic review of programmes: It has a well equipped interrelated and interdependent system of internal and external academic and administrative audit.
- Documentation: IQAC insists periodical documentation of all academic activities and submission of reports for NAAC.



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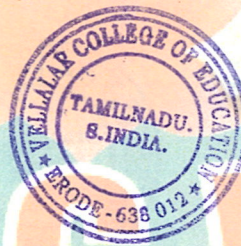
ADMISSION COMMITTEE

Objective:

- Selection of students to different courses.
- Establish transparency in the admission process and follow Government norms.

Function of the Admission Committee:

- 1) This committee establishes and implements the criteria for admission or enrolment of the students to the college for all the courses according to the University regulations.
- 2) The Committee will lay down the detailed procedure to be followed for admission and ensures the same has been implemented / followed.
- 3) The Committee will identify and approve suitable qualified candidates as per schedule predetermined by the University. The committee gives fee concession for alumni, sports students, single parents, agriculture background and financial needy students.
- 4) Analyze the changes required in the admission policies of the previous years so as to improvise the system and the process.



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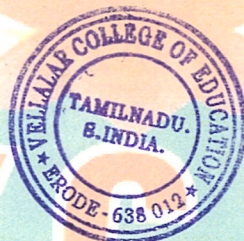
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Policy of the Admission Committee:

- The Admission Committee will work to carry out the admission process in a manner that is equitable, efficient and timely.
- It aims to be cognizant of enhancing the pool of qualified students of diverse backgrounds, as well as guidelines for the reasonable accommodation of potential students who are affected with Disabilities.
- The notifications/circulars regarding reservation policy declared by the affiliating University is adhered to while enrolling students for the courses.
- Sanctioned intake capacity is also duly considered.
- The committee also aims to identify and select the most qualified applicants in the total applicant pool and continually monitor college admissions policy and procedures to ensure efficiency, effectiveness and equity.
- The committee works towards making the admission process simple, student friendly, time bound and free from any errors and flaws.



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Procedure of the Admission Committee

- 1) To receive applications / forms from the potential students.
- 2) Entire admission schedule with information about due dates for procuring & submission of application forms, verification of forms with supporting documents and due dates for payment of fees is notified on the college website as well as college notice board from time to time.
- 3) To accept applications / forms with the necessary documents from the eligible students.
- 4) To scrutinize the applications / forms received on the basis of criteria / category fixed.
- 5) To accept the fees from the students who have been offered admission along with necessary documents and issue the fee receipt.



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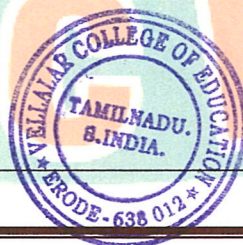
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ADMISSION PROCEDURE

Admission is made as per the norms prescribed by Tamil Nadu Teachers Education University, Chennai, from time to time and Government Orders issued by Government of Tamil Nadu every year.

Courses Offered

| S. No. | Programme | Department/Optional Subjects | Level |
|--------|-----------|--|-------|
| 1 | M.Ed., | Education | PG |
| 2 | B.Ed., | Tamil English Mathematics Physical Science Biological Science History Commerce Economics Computer Science Geography Social Science (Psychology, Political Science, Sociology) | UG |



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REGULATIONS:

(With effect from the academic year 2021-2022)

1. ELIGIBILITY FOR ADMISSION TO THE B.Ed PROGRAMME

(i) A candidate shall be eligible for admission to the B.Ed programme (in Government/Government Aided/Self-Financing Colleges of Education) leading to the Degree of Bachelor of Education (B.Ed) provided:

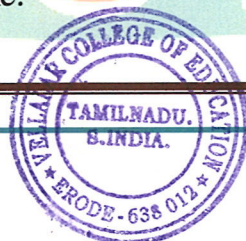
(ii) The candidates should have undergone 10+2+3(15) or 11+1+3(15) pattern of study and passed the qualifying examination conducted by the respective State Board or CBSE or any other recognized Board of Education / Examination and UG Degree Examination of the UGC recognized Universities in any one of the school subjects offered by the Directorate of School Education at the Secondary / Higher Secondary Education level.

(iii) Candidates, who have passed the UG or PG Degree under Open University System without qualifying in 11 years SSLC Examination and one year of Pre-University Course (P.U.C) examination or 10+2 pattern of School Education

(iv) Candidates, who have passed any degree under Additional Degree Programme with less than three years duration, are not eligible for admission.

(v) Candidates, who have passed under four year Dual Degree Programme with two major subjects under Part III are not eligible for admission.

(vi) Candidates, who have qualified the P.G. Degree in the subjects in Home Science, Economics, Commerce, Political Science, Sociology, Psychology, Logic, Indian Culture, and Philosophy with not less than 50% of marks are eligible for admission, subject to the condition that the major subject in the UG and PG Degrees shall be one and the same.



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(vii) Candidates, who have qualified the PG Degree (5 year integrated course) under 10 + 2 + 5 or 11+1+5 pattern of study, shall be considered for admission. In such cases, the marks obtained by the candidates in the first three years (in major and ancillary or allied subjects alone) of the course alone shall be taken in to account for admission to B.Ed. Degree programme for the subjects in Tamil/Urdu (Urdu in Self-Financing Colleges only), English, Mathematics, Physical Science (Physics), Physical Science (Chemistry), Biological Science (Botany), Biological Science (Zoology), History, Geography, and Computer Science. The marks obtained by the candidates in the last two years (4th & 5th year) alone shall be taken into account for admission to B.Ed. Degree programme for subjects in Home Science, Economics, Commerce, Political Science, Sociology, Psychology, Logic, Indian Culture and Philosophy.



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Equivalent Subjects

- Candidates who have done their UG Degree in Applied Mathematics can apply for Mathematics.
- Candidates, who have done their UG Degree in Applied Physics, Geo-Physics, Bio-Physics and Electronics, can apply for Physical Science.
- Candidates, who have done their UG Degree in Applied Chemistry, can apply for Physical Science.
- Candidates, who have done their UG Degree in Bio-Technology, Plant-Biology, and Plant Bio-Technology, can apply for Biological Science.
- Candidates, who have done their UG Degree in Environmental Science and Micro-Biology, can apply for Biological Science.
- Candidates, who have done their UG Degree in Applied Geography, can apply for Geography.
- Candidates, who have done their UG Degree in Computer Science, Information Technology and Computer Application, can apply for Computer Science.
- Post Graduate candidates in Economics, Commerce, Home Science, Political Science, Sociology, Psychology, Philosophy, Logic, and Indian Culture with not less than 50% (irrespective of their UG Marks) of marks in PG Degree or in the interdisciplinary subject, which are being declared equivalent by the respective University can apply. Candidates, who have done their PG Degree in Nutrition and Dietetics are eligible to apply for Home Science.

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- Candidates, who have done their UG Degree in the school subjects, are eligible for admission to B.Ed. However, those who have done the UG in the subjects for which equivalence is not covered under the G.O. (1D) No.257, Higher Education (G1) Department, Dated 19.07.2016, shall have to obtain an equivalence certificate for the respective subjects from the University concerned to consider their admission to B.Ed. Degree programme.
- Candidates, who have done their UG level without language Tamil or other Indian Languages under Part-I and are awarded degree with English and Main subjects concerned will be considered for admission to B.Ed. subject to the condition that they have to qualify in Tamil Language Test conducted by the TNPSC for the purpose of employment.
- Candidates, who have done their Bachelor's Degree in Engineering or Technology with specialization in Science and Mathematics or any other qualification equivalent thereto, are eligible for admission to B.Ed. Degree programme. (Physical Science, Biological Science, Mathematics and Computer Science).
- Candidates, with the following marks in the UG Degree are eligible for admission to B.Ed. Degree programme with the subjects in Tamil/Urdu (Urdu in Self-Financing Colleges only), English, Mathematics, Physical Science (Physics), Physical Science (Chemistry), Biological Science (Botany), Biological Science (Zoology), History, Geography, and Computer Science. The marks obtained in UG Degree alone shall be taken to arrive the eligibility even if they possess PG Degree in the same subject.



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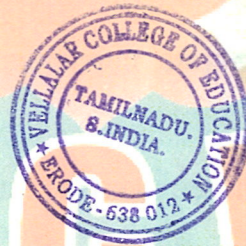
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- For the subject in Home Science, Economics, Commerce, Political Science, Sociology, Psychology, Logic, Indian Culture, and Philosophy, PG Degree with not less than 50% marks is mandatory and the subjects in UG and PG shall be one and the same.

| Community/ Category | Minimum Marks |
|---------------------|---------------|
| OC | 50% |
| BC/ BCM | 45% |
| MBC / DNC | 43% |
| SC /SCA/ ST | 40% |

PUBLICITY

Admission notification is posted on college Website, published in leading national/ regional daily newspapers, through stalls/ banners in education fairs and through Mass media.



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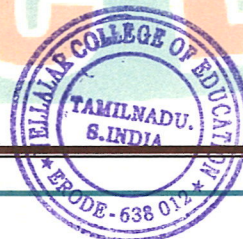
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POLICY OF CURRICULUM COMMITTEE

The Curriculum Committee shall discuss and recommend proposals affecting the academic program of the College, including but not limited to course proposals, program changes, addition and deletion of programs, degree requirements, and general policies with impact on instruction and learning.

- The Curriculum Committee will support the creation of educational programmes in line with the Tamil Nadu Teachers Education University guiding principles, rules and goals.
- The Curriculum Committee will support innovation, adaptability and originality in the construction of curricula.
- All the academic staff members of the college, including administrative and teaching staff, are accountable for the ongoing modification of the curriculum under the direction of the Curriculum Committee.
- The Curriculum Committee will be a means of carrying out curriculum development.
- The Committee will examine each proposed curriculum for technical accuracy and collaborate with the faculty to make any required adjustments.
- It facilitates committee members' curriculum training.
- It assists educators generate curricular recommendations by acting as a resource.
- The Curriculum Committee has the authority to accept, reject or advise changes to proposed curricula.



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INTERNSHIP POLICY

The prospective teacher educators shall be present in the co-operative schools concerned to the Teacher Education Institutions and prepare reflective reports upon the administration, curriculum transaction, mode of evaluation and student –teachers“ curricular and co-curricular activities. The report of the same has to be submitted during the Practical Examination.

Practical Components in the First Year 4-Week Internship

1. Lesson Plan Writing and Achievement Test Construction - 2 weeks
2. Teaching Skills Practice (Mini-teaching) - 1 week
3. Visit to Innovative Schools - 1 week to 4 weeks

Practical Component in the Second Year 16-Week Internship

1. Observation of Regular Class Teacher in Regular Classroom - 1 week
2. Intensive Teaching Practice (Teaching 20 lessons, lesson plan preparation, preparation of teaching-learning materials, conducting test & measurement, knowing the self / psychological tests, conduct of school assembly, organization of PTA meeting, conducting case study). - 15 to 16 weeks



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LEARNER POLICY

Learning Policy promotes best practice and establishes consistency in **Teaching and Learning** process among the students and the faculty members.

Objective

To ensure that all the students are provided with high quality learning experience and leading to a consistently high level of achievement attitude.

Policies and Procedures

- Conducting Entry Behaviour test to the Freshers of both B.Ed & M.Ed.
- Identifying Late bloomers and Advanced learners.
- Providing Bridge course to the Late bloomers, Additional assignments and Activities to the Advanced learners.
- Arranging remedial classes for Late blooming Students.
- Providing appropriate equipments and easy learning materials to the Disabled students.
- Advanced learners are motivated to strive for higher goals. They are provided with additional inputs for better career planning and growth through offering special coaching for higher level competitive examinations

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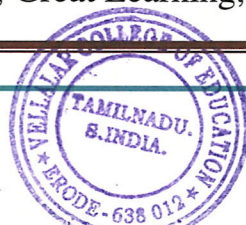
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- Helping them to participate in group discussions, technical quizzes to develop analytical and problem solving abilities in them and thereby, to improve their presentation skills. Encouraging them to participate in National International Conferences and also to make presentations
- The mentor gives higher goals and also make the advanced learners get higher levels of personality development and stress management trainings
- Planning to provide Individual care for each and every student.
- Maintaining the records of Entry level and Bridge course.
- Submitting the Entry level marks to the Principal and concern pedagogy faculties.
- Providing Student development programmes such as Soft skill development, Lecture by Field experts, Hands on training, etc.,
- Arranging Field Exploration for the students.
- Organizing workshops to enhance students' communication development.
- Providing Orientation and special coaching by experts to clear Government exams like NET, SLET, TET, TRB, etc.,
- Supporting and Guiding to complete self study courses such as MOOC-SWAYAM, Great Learning, etc.,

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- Conducting Value added courses on ICT Usage, Communication Development programme and Professional identity for teachers.
- Encouraging students to learn through E-content prepared by our faculties with the help of ICT.
- Guiding the students to participate in various National and International level workshop and seminars.
- Encouraging the students for active participation in the classroom activities.
- Solving grievances, if any, with respect to the Academic needs.



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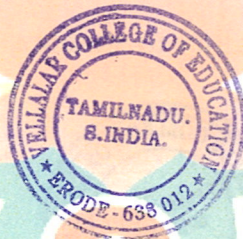
POLICY OF LIBRARY COMMITTEE

Objectives:

Provide advice, support, and liaison for the faculty, the individual departments, and the Librarian on matters of the role of the Library in academic learning, budgeting, collection development, bibliographic instruction and automation, circulation, and reference services. Academic departments have responsibility for the quality of their collections.

Library policies

- Library committee meeting was conducted once in a year planning for the purchase of Books, Periodicals, Newspapers, magazine, CDs, DVDs, N-List, E-resources, Journals, Cartographic resources and question bank consisting TNTEU university question papers, DOT NET printer and Laser printer.
- Every Academic year library committee meeting was conducted for the purchase of books and CDs, & DVDs.
- The library management software's CAMPES i Lib, CMS App is used to offer library services to faculty members and students in an appropriate manner.



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The major functions of the Library Committee:

- To propose library vision, strategy document
- To formulate various policies related to library like purchase, space, etc.
- To propose library budget for the Institutes and department
- To propose library activities, programmers and services
- To propose library and information literacy in the institute
- Online journal software awareness and for faculty publications and institutional publications.
- Implementing Library policies – Library Material Purchase Policy, Book Bank Policy, Electronic Resource Access Policy.
- To provide for proper documentation services and updating the Library collection.
- To work towards modernization and improvement of Library and documentation Services
- To formulate policies and procedures for efficient use of Library resources.
- To seek feedback on Library functions from readers.
- To arrange photocopy facility to students & teachers.



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POLICY OF EVALUATION COMMITTEE

Evaluation Committee is a body which is authorized to conduct internal examinations and make policy decisions in improving system of examinations, moderations etc. and also preparing a schedule of internal examinations. The Evaluation Committee deals the matters in relation to examinations and hears the complaints received pertaining to any matter arising out of the conduct of examinations. The Evaluation Committee will follow the rules of the University regarding internal assessment and evaluation.

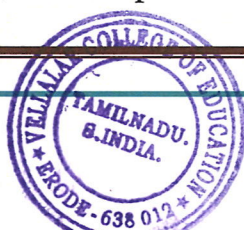
Objective

To conduct Internal Assessment Examination related work as per Tamil Nadu Teachers Education University notifications and ordinance.

Policies and Procedures

- Creating guidelines for examiners and students.
- Approval of examination and question paper pattern.
- Preparation of tentative exam schedule as per the academic calendar.
- Approving and finalizing the dates of internal examinations.
- Giving Guidelines to concern teachers to conduct retest.
- Planning the invigilation duties and question paper submission date.
- Maintenance of all records related to examination.
- Submission of internal marks to the university before final examination.
- Guiding the students for Revaluation and Reappearance.
- Solving grievances, if any, with respect to examination work.

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RESEARCH & DEVELOPMENT (R&D) POLICIES

To achieve the quality research ambience at our Vellalar College of Education the following policies have been undertaken. A Research & Development cell has been established that will prepare and implement the document for research and development activities within the Institute. The Research and Development cell implements wide range of activities to establish centers of excellence, honing and cultivating appropriate research skills within faculty by deputing for Ph.D. studies, Conferences, Workshops and Short Term Training Programs (STTPs), promoting faculty members to submit research proposals for different funding agencies, All India Council for Technical Education (AICTE), University Grants Commission (UGC), Department of Science & Technology (DST), Indian Space Research Organization (ISRO), Defense Research & Development Organization (DRDO) and Council for Scientific and Industrial Research (CSIR) etc.

Responsibilities of Research & Development (R&D) Cell

The Research and Development (R&D) Cell comprises of the following Responsibilities:

The R&D Cell is responsible for promoting the institute's Research and Development, and academic and research-oriented training activities. This includes the development, review and monitoring of achievements under the Research & Development.

- To conduct R&D Meeting on regular basis with all the Members.
- To Support the faculty members to participate and present papers in National and International conferences and seminars.
- To guide faculty to apply for sponsored projects/programs.





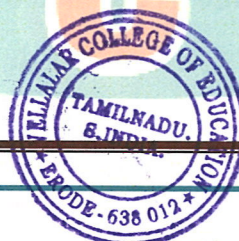
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- To identify new innovative project ideas.
- To motivate R&D related Guest Lecture / Workshop / Seminar/FDP.
- To organize at least one National / International Seminar or Conference in a year.
- To create awareness among faculty and students about technical writing and importance of publishing paper in reputed journals.
- To motivate students to carry out innovative and creative projects.
- To create awareness among faculty members about Intellectual Property Rights (IPR).
- To motivate our faculty members and students to apply for patents.
- To protect and commercialize the Institute's intellectual property.
- To promote Consultancy activities related to R&D.
- To develop infrastructure conducive to promoting the quality and quantity of research and development.
- To monitor the research and development performance of individuals, groups, Centers, department and Faculties to encourage excellence and productivity through maintaining a database of research and development activities.
- To oversee the application of the Code of Research Ethics for the responsible practice of research.



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Research Promotion Policy

- Fulltime Faculty members (permanent and management) of Vellalar College of Education who are on probation/permanent payrolls and faculty shall publish a paper once in every academic year.
- Publications should be published in indexed journals (such as SCOPUS / UGC recognized journals) will only be considered for incentives.
- The faculty will be paid following incentives based upon the impact factor of the Journals in which the research paper has been published.

| S.No. | Impact Factor /Cite Score | Incentive (In Rs.) |
|-------|---------------------------|--------------------|
| 1 | 1 & above | 8,000/- |
| 2 | 0.500 to 1 | 5,000/- |
| 3 | < 0.5 | 2,000/- |

However, for sanction of grant, maximum of two research papers in an academic year shall be considered per faculty.

- The faculty asking for incentive must be first/second author in the research paper.
- In case of multi authored publication, incentive will be equally shared by authors.
- Published paper must have 'Vellalar College of Education' as the affiliation.
- On-line date is to be considered as the date of publication.
- Authors outside the Vellalar College of Education fraternity are not entitled for this scheme.





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- Authors must also be aware of Institute policy on academic dishonesty and plagiarism
- Eligible candidate to inform the Dean of Academics and Research through Principal of the Institution with a reprint of publication.
- Proof of journal paper and its indexing must be submitted while making claim.

Publication of books

- Faculty members who have taken efforts to write and publish books or monographs are encouraged and incentive will be given to the faculty member.



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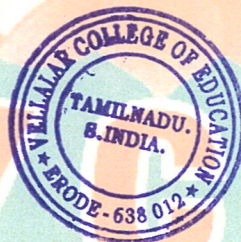
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RESEARCH ETHICAL POLICY

The Research Ethics Policy sets out the principles underpinning the ethical conduct of research and defines the process and principles for the objective and rigorous ethical review of research which falls in line with the research mission of the Vellalar College of Education (VCE).

To promote quality and standards in academic research, and to create a culture of integrity in the same, the following code of ethics has been formulated.

- **Ethics in Data Accountability:** The research observations should be based on accurate data recording and reports. Accountability in data collection and interpretation is the responsibility of the researcher. Manipulation of data is considered as misconduct in research.
- **Publications:** The author of the publication should be the person / those persons who have made significant contribution to the research work through design, planning, execution and compilation of the work.
- **Standards of Academic Integrity:** The College is primarily a teaching institution and is dedicated to teaching and research. The faculty is expected to conform to the highest standards of professionalism in carrying out their duties in furtherance of the College vision and mission.



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Maruthi Nagar, Thindal, Erode - 638 012. Tamil Nadu, India

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Aims & goals of the committee

A Research Ethical Committee is a group of people appointed to review research proposals to assess formally if the research is ethical. This means the research must conform to recognised ethical standards, which includes respecting the dignity, rights, safety and wellbeing of the people who take part.

- ✚ The Ethical Committee is responsible for the ethical evaluation of research projects
- ✚ All researchers must respect and welcome the contribution of the Ethical committee.
- ✚ The Ethical committee is responsible to raise awareness with regards to malpractices in research promoting and recommending Research Integrity in all endeavours.
- ✚ Find strategic and effective ways to curb plagiarism.
- ✚ Educate and inform researchers on the importance of Intellectual Property Rights.



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INCUBATION CENTRE - Innovation & Stratum policy

1. B.Ed., teaching aids - (2 years)

The first year B.Ed., student teachers facing difficulties in how to prepare for teaching lesson plan, working models, and teaching aids in our pedagogy subjects. And when will use for the above teaching aids properly and how to make teaching models in our pedagogy subjects. These are the major confusion in everyone. so that gap its solved for the second year student teachers well prepared and displayed in the show of incubation centre. It's very useful and avoids the doubts and confusions. Then we are clearly too good idea for our preparation of models and so on pedagogy subjects.

2. Orientation by pedagogy teachers

Our Vellalar College of Education pedagogy teachers very smart and well trained. Our pedagogy teachers have conducted every day orientation for pedagogy subjects. Incubation centre utilized student teachers for every day in pedagogy classes.

3. M.Ed., project proposal

First and second year M.Ed., students identify the research problem and how to prepare research proposal for our study. Incubation centre helpful to conduct projects in various government schools and colleges to complete internship program.

4. MOU with research collaboration

The young and energetic educational researchers go for the investigation on topic related studies and confidents to proper completion of research work. The MOU helpful to completion of research work and to gather new knowledge, foster and updating the research.



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INTELLECTUAL PROPERTY RIGHTS (IPR) / PATENT REGISTRATION POLICY

Vellalar College of Education expects a greater number of faculty members and students to make more and more inventions. In this regard, any innovative work done in Vellalar College of Education becomes a property of Vellalar College of Education, the owner of the invention being the “Vellalar College of Education”. Any IPR filing hereafter should be in the name of “Vellalar College of Education” as a Legal entity with the concerned faculty members / students as inventors. The charges for filing patents or any other IPR will be met by the Vellalar College of Education for those inventors who don't have any project funding to support it.



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SOCIAL WELFARE CELL POLICY

Objectives:

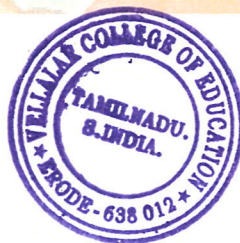
To circulate SC/ST commission's/ Corporation's decisions and to collect information regarding course wise admissions regularly, on an annual basis pertaining to candidates belonging to the OBC, scheduled castes, scheduled tribes, Minority and economically weaker sections.

Selection procedure:

The faculty and students from SC/ST/OBC/Minority community gives their choice for acting as coordinators in the committee. Based on the choices given, the Institute's Executive Council will select the coordinators from each department and constitute the committee.

Roles and Responsibilities Policies:

- ❖ The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for the meeting.
- ❖ It shall be circulated to all Members of the Committee two days before the meeting.
- ❖ All the decisions should be taken on the basis of the majority.
- ❖ After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions.



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Functions

- Collect information and maintain records regarding the number of staff and students belonging to SC/ST categories in the college.
- To maintain data base of Staff and Students belonging to SC /ST community. To maintain the records of the activities conducted and submit the same to the IQAC Committee.
- To supervise and see that the admissions to the colleges are made in accordance with the reservation policy declared by the State Government from time to time.
- To maintain a roster of teaching and non-teaching staff of the college.
- To scrutinize and approve the advertisements that may be issued by the Management for recruitment to both teaching and non-teaching posts.
- To supervise the allotment and distribution of scholarships for various reserved candidates.
- To deal with representations received from the SC/ST candidates regarding their admissions and recruitment, promotion and other similar matters in the colleges.
- To circulate information regarding matter related to SC/ST persons to the teaching and non- teaching staff and the students of the college. To conduct activities for the betterment of students from SC /ST community.
- To create awareness of the schemes for the welfare of SC /ST community.
- To maintain data base of Staff and Students belonging to SC /ST community. To maintain the records of the activities conducted and submit the same to the IQAC Committee.
- To collect information regarding course-wise admissions to candidates belonging to the SC/ST in the College on an annual basis.

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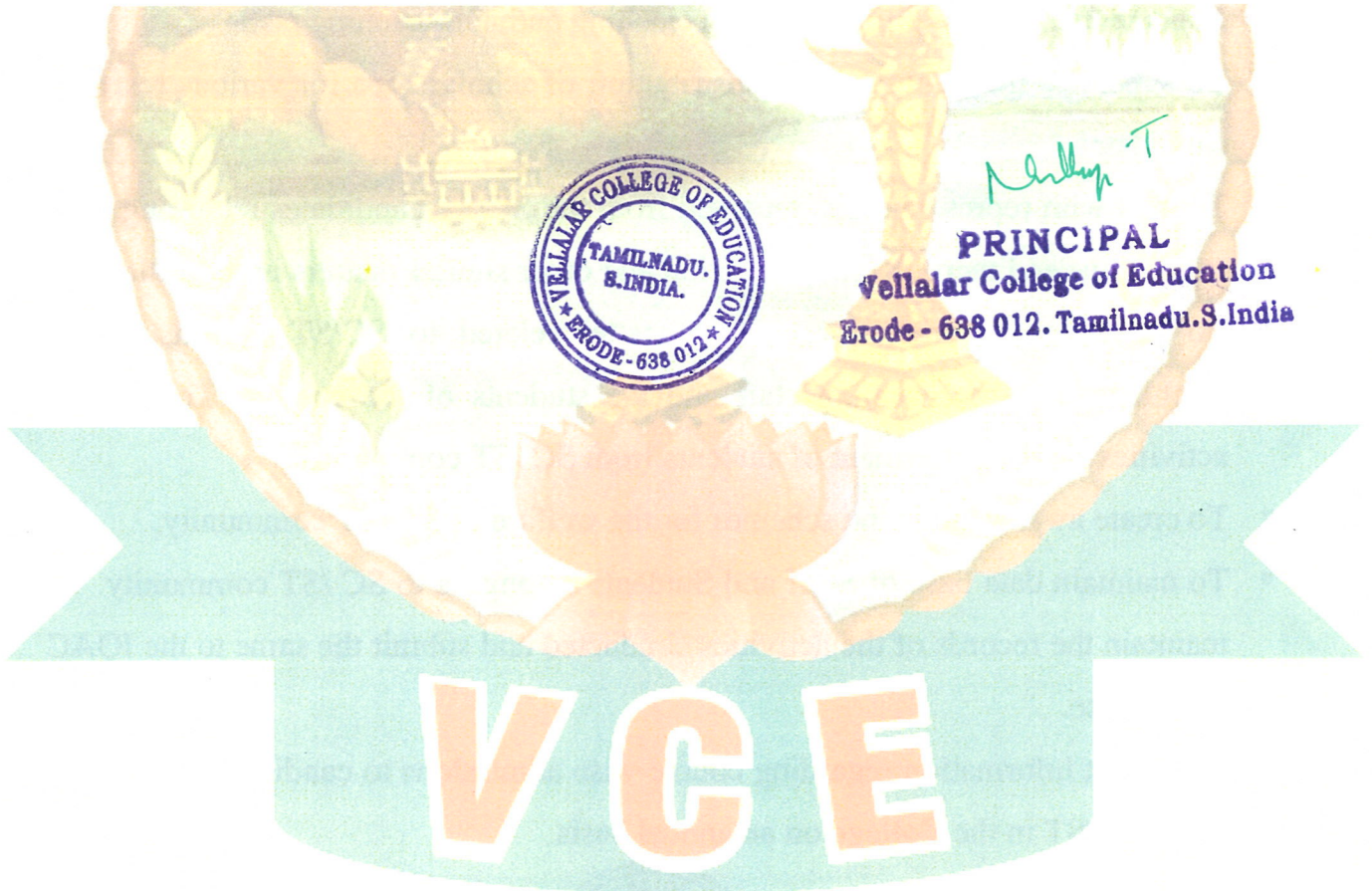
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- To analyze information on admissions, education, training and employment of SCs and STs. Prepare reports for transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required.
- To attend to the grievances of SC/ST students and employees are monitored and rendered the necessary help in solving their academic as well as administrative problems.
- To conduct social welfare programmes.
- To promote higher education among these two communities suffering economic, social and educational deprivations.





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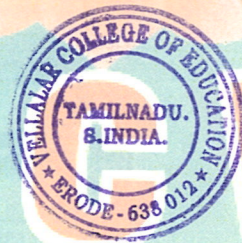
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INSTITUTIONAL SCHOLARSHIP

The institute considers award of scholarship based on academic merit (UG cut-off marks) and economically weak from rural backward and agricultural community of the enrolled students. The policy considers award of one scholarship and/or adjustment toward tuition fee and/or tuition fee waiver to a meritorious and economically poor student. However, other financial support is also considered depending on the availability of funds by management. The selection procedure involves requisition by the meritorious and economically poor enrolled students and consideration of partial tuition waiver to deserving students with special skill sets (Eg.- Sports, Defense, Differently abled category, any other special skills etc.). The scholarship committee constituted by the Secretary, Vellalar Educational Trust, Erode-12 shall be the authority to scrutinize the academic level and recommend eligible candidate names for the award of scholarship and/or tuition waiver as applicable. The Secretary, Vellalar Educational Trust, Erode-12, shall be the final authority to approve the award of the scholarship.



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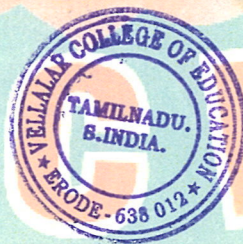
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PLACEMENT POLICY

Role:

- Assisting students to develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
- Maintaining and regularly updating the database of students.
- Maintaining database of schools and establishing strategic links for campus recruitments. Gathering information about job fairs and all relevant recruitment advertisements. Coordinating with schools to learn about their requirements and recruitment procedures Identifying the needs and expectations of the schools to assist them in recruiting most suitable candidates.
- Organizing pre-placement training/workshops/seminars for students.
- Assisting students for school internship training at the beginning of the second year. Providing resources and activities to facilitate the career planning process.
- Acting as a link between students, alumni, and the employment community. Assisting students in obtaining placement in reputed schools.



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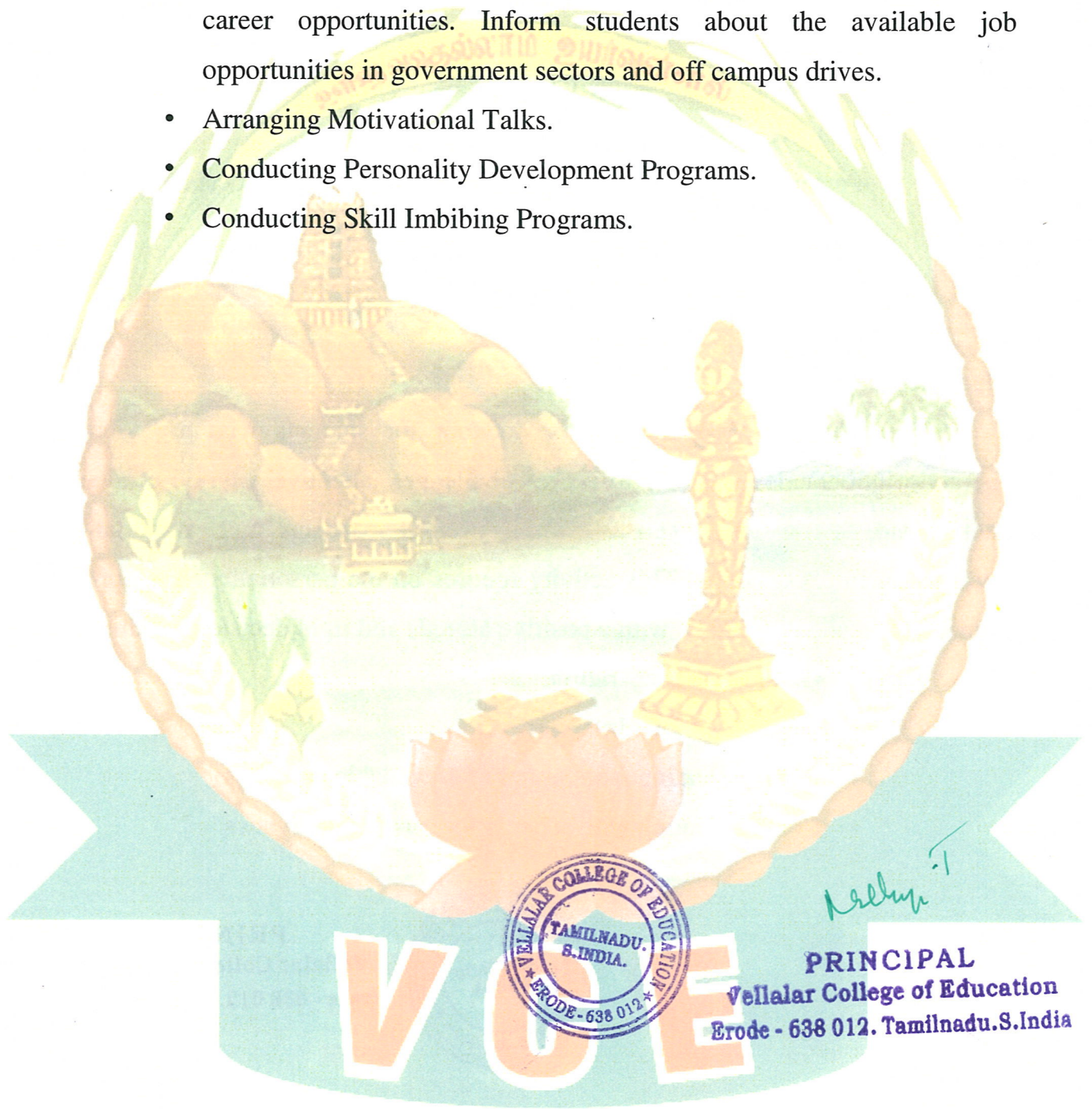
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Career Guidance:

- Highlighting articles on notice boards regarding competitive and career opportunities. Inform students about the available job opportunities in government sectors and off campus drives.
- Arranging Motivational Talks.
- Conducting Personality Development Programs.
- Conducting Skill Imbibing Programs.



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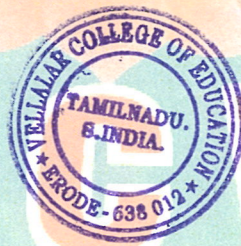
Training & Development:

- Keeping in view the school requirements, the training curriculum is designed for preparing the students for entry-level Student Teacher Trainees.
- Personality development Communication Skills & Vocabulary Resume Preparation & Email Writing Interview Skills
- Teaching Competency Practice

Placement:

The schools are always on the lookout for students who are vibrant, energetic individuals and ready to accept challenges, attentive, a good academic background, fast learners, open to learning even at work and more importantly, good communication skills. This activity focuses on the personality development to make the students reliable, with a positive attitude and right decision making.

- Guiding for preparation.
- Arranging mock Interviews.
- Communicating with Alumni for available openings.
- Communicating with schools for campus interviews.



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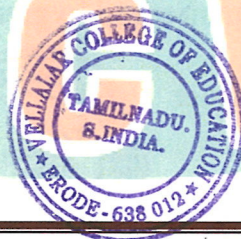
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Placement Policies:

- The role of Placement Cell is a facilitator and counselor for placement related activities. Training and Placement cell guarantee a job. The placement facility is available to all the students through ONE JOB TO ONE STUDENT
- Dress code is mandatory for students to be present in the Campus Recruitment Programme, Failing which students will not be allowed to appear for campus interview.
- Students must keep their Identity Card with them at the time of Interviews, and produce the same when demanded by the visiting team or their representatives.
- Students shall be punctual & once the School representative entered the venue all doors will be closed and NO ENTRY to the students thereafter.
- Canvassing with the School Personnel will disqualify the candidature of the student. If students face any difficulty or have any queries, they shall contact the member of Placement cell only.
- Students shall not contact the recruiter directly. This shall be strictly followed.
- Any student, who has received offer letter, must inform to the Dean of Placement Officer and Training and submit the photocopy of the same as soon as possible.
- A nice ambience shall be maintained by the students during the Placements/Recruitment programme.
- Any behaviour bringing disgrace to the Institute will not be tolerated and strict action will be taken against such students.



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STUDENT WELFARE POLICY

The Student Welfare Committee was formed in the year 2015 -16, at Vellalar College of Education envisions a conducive student centric teaching learning environment and compassionate interpersonal relationship between teachers and students. The Committee focuses on all round development of the students by addressing their needs, providing counseling to slow learners and fostering positive psycho-personal motivation and guidance to them.

Objectives

- Act as an interface between students and administration, taking suggestions of students through drop box in college and on college website (regarding student's welfare)
- Develop strong student-teacher relationship bond by implementation of mentor- mentee programme and help the students with psychological issues to achieve reconciliation with the self and others (consulting college counselors)

Hygiene:

- General hygiene in the campus
- Canteen and food hygiene
- Building maintenance and hygiene
- Clean drinking water



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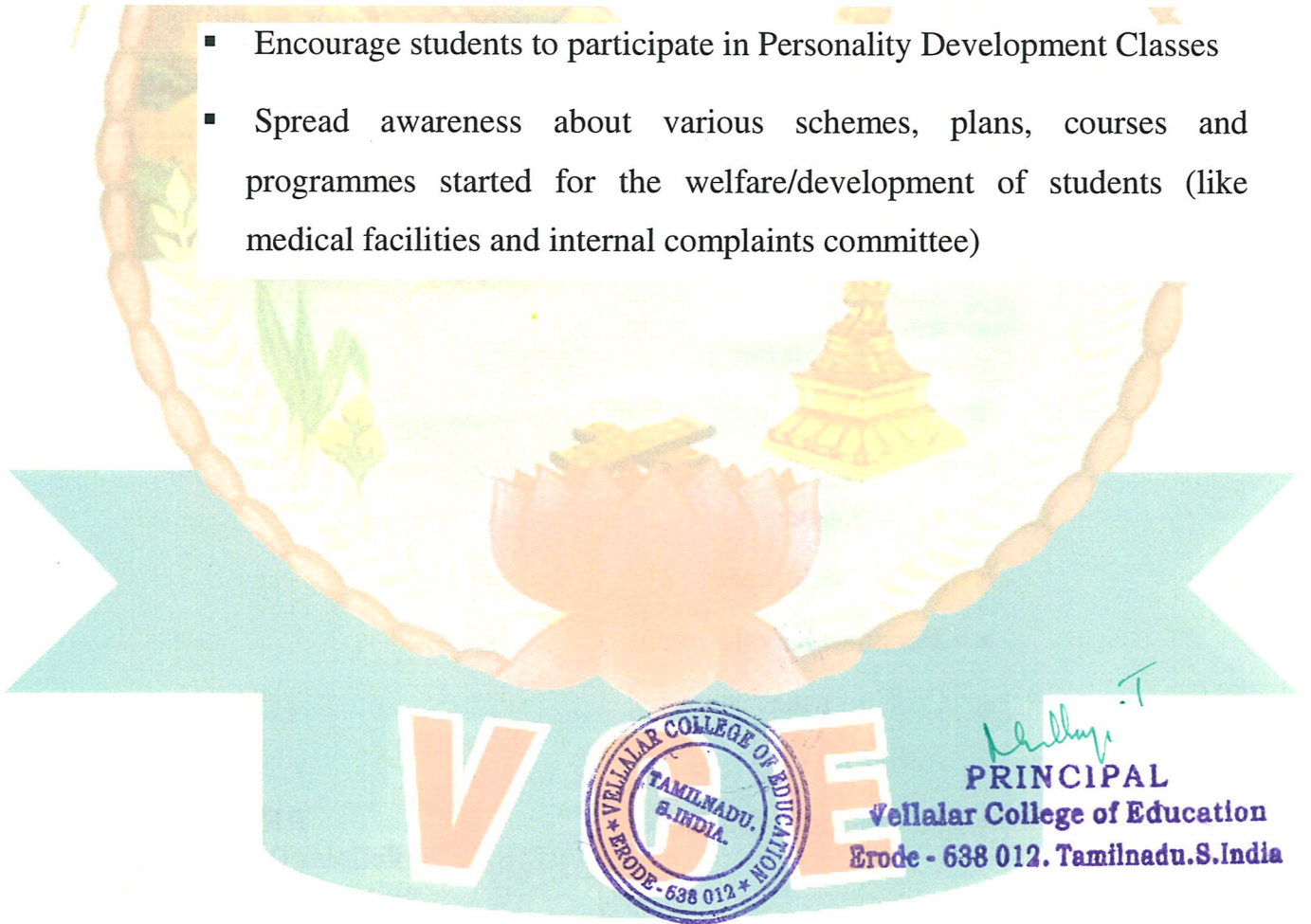
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At college level:

- To organize programmes to make students to get ready for the job, strengthen the placement cell and make them aware of existing placement cells activities, motivate students to register and participate in large numbers.
- To organize special meetings with the parents of those students whose fail to attend classes and show low performance in the class.

At student level:

- Encourage students to participate in Personality Development Classes
- Spread awareness about various schemes, plans, courses and programmes started for the welfare/development of students (like medical facilities and internal complaints committee)





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POLICY OF STUDENT MENTORING SYSTEM

VCE has a good student mentoring system where each student is allotted to a faculty mentor. A faculty mentor will be assigned with approximately 13 to 15 students.

The mentor system focuses on

- Building cordial relationship between mentor and students
- Creation of a better environment in college, where students can approach mentors for both educational and personal guidance
- Creating awareness and support to students for career planning by motivating the students towards campus placement, higher studies, and entrepreneurship. Advising and supporting for improvement in academic performance.

The main focus areas of the mentor and functions are as follows.

- Academic
- Guidance
- Career
- Advancement
- 360° Development
- Personal Development
- Co-Curricular Activities
- Professional Guidance

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POLICY OF GUIDANCE AND COUNSELLING CELL

Guidance and Counselling in harmony with the goals of education, aims to facilitate maximum personal development of students in all spheres of life. In its attempt to meet the needs of all students, guidance and counselling makes education a meaningful and satisfying experience.

Motto:

The motto of Guidance and Counselling Cell is 'Student Support Service' (SSS).

Policy:

The Guidance and Counselling Cell has to perform the following activities:

- Nurturing students through remedial programme.
- Mentoring through individual counselling
- Providing various psychological services to students and resolve their emotional, behavioural, academic and social issues.
- Planning and implementation of career counselling programmes
- Counselling cell functions in coordination with the placement cell in order to solve the career guidance related problems.



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POLICY OF STUDENTS' GRIEVANCE AND REDRESSAL CELL

The function of the cell is to look into the complaints lodged by any student. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the members in person, or in consultation with the officer in-charge Students' Grievance Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the suggestion box of the Grievance Cell.

Procedure for Lodging Complaint:

The students may feel free to put up a grievance in Grievance Redressal Cell form which is available in the website or drop in suggestion box.

The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.

The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

Policy:

A Grievance Cell is constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Grievance Redressal form is available in website and Suggestion / Complaint Box is installed near the reception area in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.

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- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

Functions:

- To make all necessary arrangements for receiving representations/ complaints/ grievances from students relating to general administration, examination and evaluation and any other problems relating to the functioning of a student in the college.
- To examine the grievances.
- To make necessary recommendations to the Principal.
- To do all such things as may be assigned by the principal.



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POLICY OF ANTI-RAGGING CELL

Ragging is totally prohibited in Vellalar College of Education campus. The function of the committee is to prohibit, prevent and eliminate the scourge of ragging which includes words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness to a student or indulging in any undisciplined activities which causes annoyance to the students. The committee has the powers to take action on students involving in such activities after proper enquiry.




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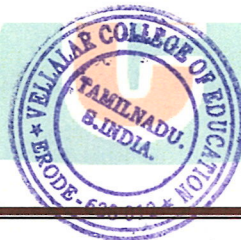
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POLICY OF HOSTEL ADVISORY COMMITTEE

Hostel Policies and Regulations:

Students should read the rules and regulations before signing the application form (A copy of rules is attached with the application form)

- Strict adherence to the prescribed dress code is required. Decency in dressing & demeanor is a must.
- The Management & Staff will not be responsible for personal belongings.
- Late comers will be penalized.
- Students must keep the Campus & Rooms clean. Defacing walls, equipment, furniture etc., is strictly prohibited.
- Birthday/Other Celebrations are strictly prohibited in Hostel.
- Students must turn off all the electrical equipments & lights before leaving their rooms.
- Students are not allowed to use electric stoves, heaters, etc in rooms except in designated places.
- Students are not allowed to organize any group activities in their room.



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- Food will be served only in the designated Dining Hall(s) and only during the specified timings. Wasting food & water will not be encouraged.
- All lights must be switched off before 11 pm in the rooms. Only study lamps are permitted.
- Students are not allowed to use Mobile phones after 10 pm. Cell phones of those at fault will be confiscated.
- Tipping of Wardens, Security Guards, Cleaning staff etc., is not permitted.
- Visitors are allowed only in AV Room between: 4:30 p.m. and 6:30 p.m. Visitors are not allowed beyond the visiting area. No outside Guest\Students will be allowed inside the hostel.
- Any complaints regarding electric equipment, plumbing etc., is required to be entered in the 'Complaints Book'.
- Students should not enter rooms of other students without permission.
- Silence: Strict silence shall be observed in hostel from 11.00 pm to 5.30 am. Care should be taken at all times to ensure that music\loud talking is NOT audible outside the room.
- Any manner of festivities and noise making\celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises.
- Students during their stay in the hostel will be governed by the management rules.



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POLICY OF PARENT TEACHERS ASSOCIATION

Parent-Teacher Association (PTA) is a formal organization that consists of parents, teachers and staff that is intended to facilitate parental participation in a College. The goal of Parent- Teachers Association is to support their college, encourage parent involvement, support teachers and organize events.

Policy:

Foster and promote cordial relationship among the parents, teachers and students of the college.

- Help, guide and participate in various developmental activities of the college.
- Exchange ideas between the parents and the college.
- To provide a platform for parents, guardians, and teachers of students of Vellalar College of Education to meet, exchange, deeply analyze issues, make recommendations and effectively pursue the implementation of decisions on matters affecting education/learning.
- To foster mutual understanding, harmonious relationship and cooperation among parents, guardians and teachers in the fulfillment of their common aim, the welfare of the College and the students therein.
- To make for a healthy understanding of the education policies and programs of the College and thus influence the same to create a suitable climate for reception of the same.



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INTERNAL COMPLAINTS COMMITTEE

The College has constituted Internal Complaint Committee according to the Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act 2012. ICC is the college's instrument for addressing issues/grievances/cases of sexual harassment and recommending their redressal.

This is in keeping with Article 21 of the Constitution of India, which assures every individual the right to live with human dignity, free from exploitation. In this spirit, the college's policy is formulated to prevent sexual harassment of women on the campus. The policy extends to all students, faculty, staff, officers, residents and visitors.

The Committee will take cognizance of all forms of sexual harassment and promote gender sensitisation. This is also in tune with the concern expressed by the University Grants Commission about ensuring a safe environment for women students and employees in educational institutions.

Functions:

1. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
2. To create a cordial environment in the campus where every woman feels safe and self-confident without any problems relating to gender discrimination and sexual harassment.
3. To ensure the fair and timely resolution of the complaints and provide a safe working environment.
4. To provide counselling and support services on our campus.
5. To promote awareness against sexual harassment through educational initiatives that encourages and promotes respectful work environment.

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POLICY OF EXTENSION ACTIVITY COMMITTEE

The young students who enter colleges are energetic, curious and interested in contributing something to the society. Proper guidance and support by the institutions at this juncture can reinforce their ethical and social responsibilities. Vellalar College of Education, recognizing the importance of social responsibility of a higher education institution, constituted an apex body named 'Extension Activity Committee' to visualize and coordinate the various extension and social responsibility activities of the college.

Through extension and outreach programs, the Institution sensitizes the students to develop social values, widespread their responsibilities and knowledge in societal issues and problems by making their real involvement with the community. The committee established a good relationship with NGOs and local community organizations to serve society.

Programmes

- The programs are to be developed considering the needs of the community.
- Surveys and discussions with experts, NGOs, Political leaders, Government officials need to be conducted prior to finalize the strategies and programs of the College.
- The decision taken by the Committee shall be communicated to the Principal and Manager and approval from them shall be sought prior for launching the programmes/activities.
- The guidelines regarding the selection and conduct of extension activities and Institutional Social Responsibility measures of individual Clubs/Cells are given below



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Selection of the Program

- Extension activities of each Club/Cell must be planned sufficiently early and must be included in the annual plan of the Club/Cell.
- The Extension Activity Committee would assist in identifying various possibilities for extension activities of each individual Club/Cell.
- All the extension activities organized by each individual Club/Cell shall be channelized through the Extension Activity Committee.
- All extension activities of clubs and cells shall be organized under the aegis of the Extension Activity Committee.

The volunteers engage themselves in a variety of activities such as rallies, awareness programs, seminars, cleanliness drives, tree plantation, blood donation camps, surveys, visits to-villages, blind schools, orphanages, old age homes, slum areas, etc.

Under the guidance of Principal, Co-ordinator of Extension Activities Committee along with team members and the student volunteers of the committee are tirelessly striving towards bringing a positive change in the society.



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FINE ARTS COMMITTEE POLICY

The Fine Arts Committee of our college was established in the year 2005, which interconnects to artistically coherent activities that gather amateur art enthusiasts and explore their right stuff puzzling in young minds.

Fine Arts Committee conducts various events and Competitions, each event comprises of event in-charges and students as students secretaries and performers.

Objectives

- To encourage imagination, creative ability and artistic discrimination
- To develop the skills essential for professional competence
- To enhance the personal skills and experiences like self-presentation, teamwork, collaboration, time management and organizational skills, self-awareness, self-discipline, open-mindedness to move beyond boundaries and experiment with different ideas and communication skills.
- Emend the ability to cope with criticism and learn from it, resulting in a whole new developed, changed and improved person.

Composition of Fine Arts Club

Coordinator : Staff in charge (Appointed by the Principal)

Executive Members: 2 Representatives from staff

Secretary : Fine Arts Secretary

Members : Students' Representatives from Departments/ Union.



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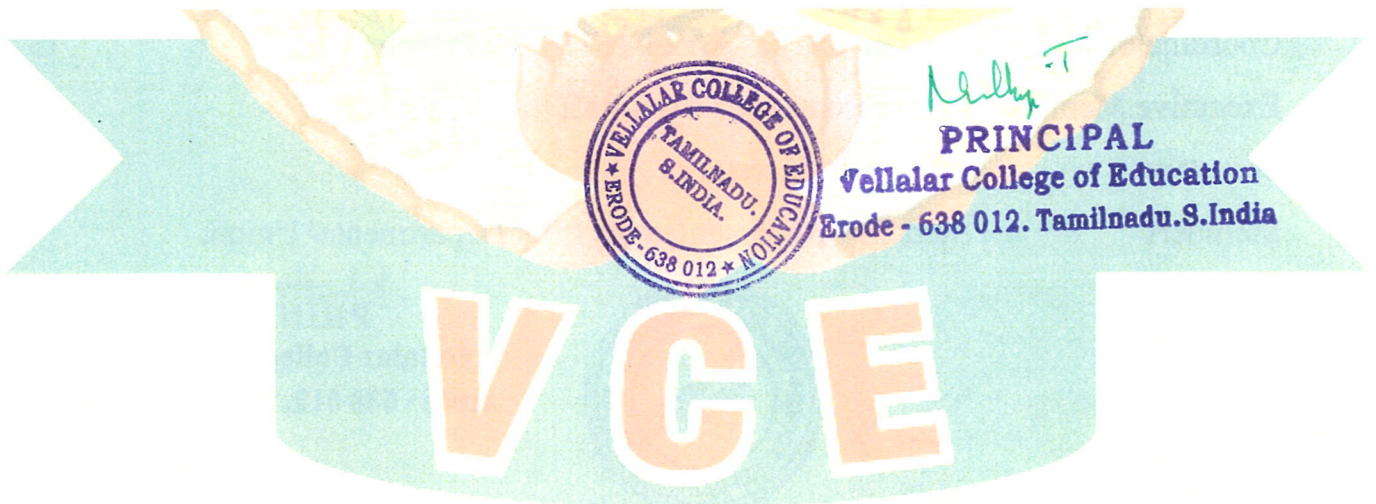
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Students Activity

- The college's Fine Arts Committee is the incharge of overseeing the training and administration of the art competition.
- The Fine Arts Committee will choose competent individual to participate in the art event organised at other colleges.
- They shall also conduct arts competitions at the college in the academic year.
- To enable for preparation, the competition items must be declared ahead of time. Aside from competitions, the committee should make it important for all of the college's programmes to be conducted.

Documentation

- The minute's book should be regularly updated at all times by Club members. On each programme, there should be a proof with adequate photos and other evidence.
- By the end of the academic year, preferably around March/April, a Student Council report should be completed.
- All reports must be presented to the Principal for approval and verification.





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ALUMNI ASSOCIATION POLICY

For the benefit of the students and the college, an alumni association has been created under the name V.M. Kailasam Munnal Manavigal Sangam, Regd.No. 31/2018, dated on 26.03.2018. The Association was founded with the help of 7 college graduates who held various positions, including 3 Heads and 4 Executive members.

Objectives of Alumni Association

- To disseminate knowledge of the Alumni to students.
- To advance the college's standing and wellbeing.
- To collect funds for the betterment of the student community.
- To promote information sharing and keep up a professional network.
- To increase the pupils' career opportunities.

Policy of the Alumni Association

- Incorporate academic activities by offering Seminars, Workshops, and Orientation Programs.
- Informing former students on the current scenario.
- Planning cultural and educational programmes as well as alumni events.
- Offering former students career counseling and job placement options.
- Alumni are participating in and lending their expertise to college-related activities.
- Acting as committee representatives for the college.
- Obtaining donations to promote some of the aforementioned goals.



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GENDER POLICY

A major concern to have a harmonious living in any organisation is to treat its inmates with care and due respect. Vellalar College of Education back gender equality and provide equal opportunities to all genders.

Every individual is treated with respect and concern regardless of the gender. The College provides ample opportunities for every individual to grow in their field without gender discrimination. Gender sensitivity is our prime concern with respect to both students and staff.

Provisions to make the campus gender sensitive:

The College designs its policies and programmes keeping in mind the gender equality and equilibrium. The college makes a conscious effort to have sufficient representation of women on various academic panels. As a result, women faculty in the college is consistently seen reaching greater heights in their career. Besides, there is enough representation of women staff and students in notable academic bodies. The ratio of women and men staff is approximately 70:30 and women are appointed to many responsible positions in the college.

It is also a regular practice that the policy makers of the college discuss gender issues with the newly joined staff in order to sensitize them to the gender specific needs of colleagues and students. We believe this can promote healthy work and learning environment for the women staff and women students of the college, thus providing conducive environment.


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Women students are encouraged to participate in all extra-curricular and co-curricular activities with fervor as it boosts their confidence as they progress. The campus has round-the-clock security that ensures safety of women. Further, the ladies hostel is well guarded with high class security services. In addition, the redressal cell looks into the problems of women and encourages them to be vocal about their problems.

When it comes to women staff, it is normally difficult for them to have a work-life balance. Therefore, the college makes every effort to support women staff with all necessary relaxations.

Hygiene plays a vital role in making an organization healthy and the college provides clean and hygienic facilities to staff and students. There are adequate restrooms that are properly maintained.

We treat the family of every staff member special. Since childcare is a great responsibility, we support our staff by providing maternity leave. The women staff is given maternity leave up to 1 year. We provide equal pay and incentives for both men and women staff of the college. This pay is decided purely on merit and experience.

The College organises events exclusively for women staff on the occasion of Women's day every year and expresses gratitude and respect for their immense contribution.



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E-GOVERNANCE POLICY

Scope:

The scope of this policy extends to the following areas:

- ❖ General Administration.
- ❖ Student Admission
- ❖ Examination
- ❖ Library
- ❖ Accounts and Finance
- ❖ ICT Infrastructure

Objectives:

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled classrooms, Smart boards, Projectors, etc.



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Policy:

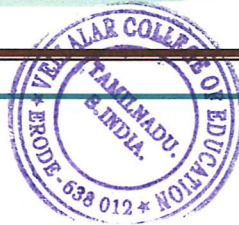
The college implements e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and every function transparent and accountable. The College decides to make the following policies and procedure:

Website:

The website acts as an information centre which will reflect about the college, all its activities, important notices, courses offered, etc. Training is given to the administrative and teaching staff to make important updates on the website. The Committee looks after the process of updating, maintaining and working of the website on a regular basis. The committee will also look for other change required on the website. All the important notifications have to go live on the website as and when they are released.

Student Admission:

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as by the Tamil Nadu Teachers Education University. The College brings out its brochure which is displayed on the website that has guidelines for the admission process. Admission portal is used to manage the admissions in the college. The number of students applying to each course, withdrawals, fee submission, all is managed through this portal only. Students are required to submit a separate application form for taking admission to the college through the link given in the college website.





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Accounts:

The office continues to maintain its account on Tally. The latest version of the software is purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet is generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures are taken for maintaining confidentiality of the transactions.

Library:

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the faculty and the students. The College continues to subscribe new e-journals/printed version of journals and books regularly. Recommendations are taken from the faculty and students while subscribing to the e-resources. Faculty can apply to get books of different authors for the courses that they are teaching to increase the knowledge database.

Administration:

The regular attendance of all the staff members is monitored through the Bio-metric system. Administrative Office uses advanced Excel and File Management System Tools to maintain effective database.

- To provide a hassle free, convenient and smooth process, administration of the college is made paperless.
- Students are able to obtain maximum services in online mode.
- The college looks into opportunities to automate some of its functions related to administration. Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.
- The activities of students inside the campus and bus are monitored through CCTV.





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IT POLICY

To integrate the changing technology and its requirements, redrafting of the policy on a regular basis becomes essential. As effective policies are a sign of due diligence. VCE has embarked upon the establishment of the high-end network infrastructure. VCE has always given priority for up-gradation of IT facilities. Regular updating is done in facilities at institute level.

IT Management

- To maintain secure and appropriate use of IT infrastructure
- To establish the responsibilities of all IT users for protecting integrity and confidentiality of the controlled information assets
- To monitor infrastructural assets and information assets like data, network devices and documents

IT Usage Policy

- To ensure that VCE proprietary information stored on electronic and computing devices remains its sole property
- Members of VCE may access proprietary information only to the extent it is authorized and necessary to fulfill assigned job duties
- Authorized individuals may monitor systems and network traffic

IT Security Policy

- All the members of faculty, students, technical staff and other workers of VCE are responsible for exercising appropriate use of information and network resources in accordance with the policies and standards.





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WATER CONSERVATION POLICY

Purpose:

To ensure the effective usage of water and conservation of water

Policy Details:

The objectives of the policy are:

- 1. Adequate Water Supply:** Since there are three bore wells and two open wells as sources of water within the campus, adequacy of water is found. Due to this self-sufficiency to meet the water demands is achieved. Adding, supply of water without break is monitored continuously. Rain water harvesting system is established to recharge the ground water level.
- 2. Minimizing Water Wastage:** Any issues arising in the supply of water is addressed immediately. Monitoring the plumbing system and ceilings for leaks is done in frequent intervals. In order to reduce the water usage for gardening purpose, drip irrigation is followed. Apart from this root zone treatment for plants is adapted to minimize the loss of water due to evaporation. Proper register is maintained to record the resolved and unresolved issues related to water. Beyond all these initiatives, pressure reducing valves, flow restrictors and aerator taps are placed wherever feasible to reduce the water wastage.
- 3. Waste Water Recycle:** The College has an effective policy to reuse the water as an alternative to the existing water resources. Recycling of water enables to boost water availability and reduce scarcity. The recycled water is utilized for gardening and environmental restoration.



Principals
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- Rain Water Harvesting:** The College had constructed an efficient system for rain water harvesting. For this, the collection of water from the roof area of the college building is done via pipeline and is channelized to the ground level. The water collected from the roof is segregated in a tank which is percolated to the ground water table. .
- Sewage Treatment Plant:** The College has an efficient Sewage Treatment Plant (STP) to recycle the developed waste water and untreated domestic sewage within the campus. The water obtained after recycling is reused for gardening purposes inside the campus. Apart from the plants, this enables to prevent the soil and environment from sewage discharge.
- Awareness on Water Conservation:** The awareness program on water conservation and coping strategies to manage water scarcity was conducted in the college. In order to create awareness and make students conscious of saving water, sign boards and direction boards are placed in appropriate places like water taps, toilets, etc. Wall posters stating use water thriftily, turn off taps while not in use and check for leaks are placed wherever possible to create responsiveness among the student teachers. The students are advised to use water wisely and responsibly.



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ENVIRONMENTAL AND ENERGY USAGE POLICY

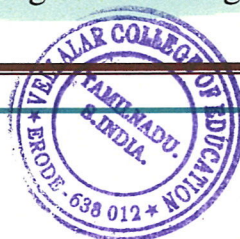
The College is well-known for the Green and Clean Campus. With the aim of developing the sense of responsibility towards nature conservation among students, the college had made several measures and had been consistently performing them. Rain water harvesting, waste management, water recycling system, sewage treatment, reuse of e-waste, measure to save electricity, recycling of paper waste, ban of plastics, etc. are the initiatives that the college had taken. These enable in conserving nature and wellbeing of the community. The college follows the below practices to maintain a green environment.

- **Preservation of Natural Landscaping:** The natural landscapes within the campus are preserved and its originality is well-maintained. The green cover in and around the campus is increased by planting ample number of trees and plants and CO² emission is regulated.
- **Save water:** Rain water harvesting system is established to recharge the ground water level. The leaks and issues are addressed immediately and the water management system is well maintained. Drip irrigation is used for gardening. To minimize the water wastage, recycling, sewage treatment and other measures are taken. Sign boards and direction boards are placed in appropriate places to avoid water wastage.
- **Use of Bicycle:** The College ensures to reduce the use of non-renewable energy. The staff members are encouraged to use bicycles to commute within the campus and also nearby sister-concerns. The students are encouraged to use bicycles instead of motor vehicles for commutation. Use of public transports and carpooling are encouraged.

M. S. Srinivasan
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- **Pollution Free Campus:** With the intention of maintaining the pollution free environment, vehicles which were certified by the Vehicle Control Board were alone allowed inside the campus.
- **Waste management:** Separate waste bins are used to collect bio-degradable and non bio- degradable wastes. Portable biogas plant is used to convert the food and other bio-degradable waste into biogas. The napkins are segregated in separate bins and are burnt completely using napkin dispenser. Vermi composting is carried out to convert the bio-degradable waste like leaves shredded from the tress and the obtained manure is used for gardening. The external agents are approached to dispose/ recycle non bio-degradable waste materials. Apart from this, slogans and sign boards on waste management are placed appropriately.
- **Pedestrian-friendly pathways:** Pedestrian-friendly pathways are sufficiently constructed with noticeable logos / sign boards in appropriate places.
- **Ban on use of Plastic:** The use of polyethylene bags and plastic bottles are prohibited within the campus. Sign boards and warning boards are placed in appropriate places within the campus.
- **Save Energy:** Conventional fluorescent tube lights in the college were replaced progressively by LED lamps to save 80% of the energy consumption. Electrical equipments were replaced by low power consuming and high efficient devices. Natural ventilation is preferred over Air conditioning system. Only, energy star certified products are installed in air conditioners, refrigerators and ceiling fans.





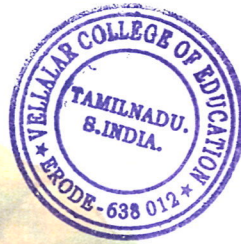
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- **Solar Energy:** Installation of solar photovoltaic panels as an alternative source of energy and reduce the use of electricity is done. Solar Water Heater is installed in the hostel for female students and is been utilized in hostel. Solar street lamps are being progressively installed in the college premises.



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POLICY DOCUMENT ON THE GREEN CAMPUS

Scope:

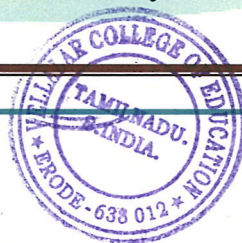
In order to develop an eco-friendly ambience, the college had adopted many green cover initiatives. Staff members and students are encouraged and guided to adopt sustainable practices towards conserving energy and maintaining a pollution free campus for the welfare of mankind and the ecosystem.

Objectives:

Green initiatives implemented within the campus are:

- Increasing the green cover within the campus by planting saplings and regulating the CO² level.
- Establishment of Miyavaki forest to increase the green cover.
- Keeping the environment clean and hygienic by implementing and following the 3R's approach of waste management namely Reduce, Reuse and Recycle.
- Promotion of students' attitude towards reusing and to enhance their creativity via socially useful productive work (SUPW). Through SUPW, they use all the waste and discarded material like compact disc, papers, cardboards, cloth, etc. to make teaching aids and other useful materials.
- Giving ample exposure to the students and creating awareness towards nature conservation by conducting programs related environment like Swachh Bharat Abhiyan.

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- Create opportunity for the students to volunteer and take part in cleanliness activities inside the campus and serve community through NSS.
- Production of biogas from food waste to replace LPG fuel consumption by biogas as an alternative energy.
Recharging the ground water by constructing efficient rainwater harvesting system. Ban of usage of plastics straws and papers, and plastic coated cups.
- Promotion of usage of eco-friendly materials like cloth or jute bags and paper plates. Measure to reuse and recycle the e-wastes and polyethylene materials through proper channel.
- Installation of solar panels as an alternative source of energy and reduce the use of electricity.
- Replacement of older electrical equipments with low power consuming and high efficient devices.
- Utilization of natural ventilation and light in the classrooms and staff rooms instead of electrical lights and Air Conditioners.
- Encourage paperless communication and promote e-communication for circulating notices, timetables, academic schedules, course materials, posters, etc. via digital means like email, mobile messenger apps, social media platforms.
- Reduce CO₂ emission, the staff members and students are encouraged to use bicycles to commute within the campus and also nearby sister-concerns. Use of public transports and carpooling are encouraged.



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POLICY DOCUMENT ON ALTERNATE SOURCES OF ENERGY AND ENERGY CONSERVATION

To utilize the renewable energy sources efficiently, the college had formulated Alternative Energy Sources Policy and implemented the same. Utilization of the alternative energy enables the stakeholders to initiate, volunteer and be a part of environmental protection. This also allows availing these energy resources for a variety of purpose within the campus.

Objectives

- To enrich the green over
- Decrease CO₂ emission
- Minimize the use of non-renewable energy
- Reduce the Air Pollution
- Access to clean and hygienic environment

Policies

1. The faculty members and students are made aware of the policies and practices on energy conservation.
2. Turning off lighting and appliances in unoccupied rooms is strictly followed.
3. Installation of solar photovoltaic panels as an alternative source of energy and reduce the use of electricity.
4. Creating awareness among the students on pollution and its hazards, impact of depletion of natural resources and need for energy conservation.
5. Conventional fluorescent tube lights in the college were replaced progressively by LED lamps to save 80% of the energy consumption. Electrical equipments were replaced by low power consuming and high efficient devices. Natural ventilation is preferred over Air conditioning system.





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6. In order to manage the solid waste and to convert it to an efficient energy resource, the institution has installed portable biogas plant within the campus. The food waste from the hostel within the college campus is collected in a pit and utilized to produce biogas in the plant installed.
7. Converting the existing LED street lights into solar operated street lights.
8. Carrying out an external audit through the authorized renewable energy bodies.

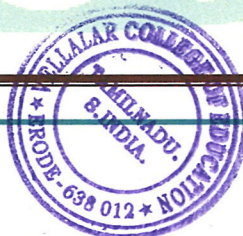
Features:

The college has consistently taken measures to conserve energy.

Solar Energy: Installation of solar photovoltaic panels as an alternative source of energy and reduce the use of electricity is done. Solar Water Heater is installed in the hostel for female students and is been utilized in hostel. Solar street lamps are being progressively installed in the college premises.

Biogas Plant: The institution has installed portable biogas plant within the campus. The food waste from the hostel within the college campus is collected in a pit and utilized to produce biogas in the plant installed. The obtained biogas is used for cooking purpose in hostel.

Save Energy: Conventional fluorescent tube lights in the college were replaced progressively by LED lamps to save 80% of the energy consumption. Electrical equipments were replaced by low power consuming and high efficient devices. Natural ventilation is preferred over Air conditioning system. Energy star certified products are installed in air conditioners, refrigerators, ceiling fans and others in the campus.





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Maintenance Procedure

Monitoring all the above mentioned energy conservation systems is done periodically and issues arising are addressed immediately. Proper register is maintained to record the resolved and unresolved issues.



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WASTE MANAGEMENT POLICY

Scope

The college had adopted various waste management strategies that are effective and sustaining to maintain the campus clean and hygienic. Staff members and students are encouraged and channelized to adopt healthier practices towards managing waste materials and maintain a pollution free campus.

Segregation of Solid Waste: The campus is cleaned regularly and the tree litter along with the vegetable wastes and other left over from the hostel are collected and sorted into bio-degradable and non bio-degradable waste. For this purpose, separate waste bins are placed everywhere possible and necessary.

Napkin Dispenser: Since majority of the students are women, the college focuses on their hygiene and sanitation. Napkin dispenser is available in the college. The napkins are segregated in separate bins and are burnt completely.

Vermicomposting: Vermicompost pit is created and the bio-degradable waste like leaves shredded from the tress and food waste are segregated for fermentation. The compost is collected in every 40-45 days and used as bio-manure in the garden and land belonging to college.

Non Bio-Degradable Waste: Besides, glass, metals and other non bio-degradable waste materials are collected and disposed/ recycled periodically. For this, the external agents who recycle are approached. Apart from this, slogans and sign boards are placed appropriately.

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Sewage Treatment Plant: The College has an efficient Sewage Treatment Plant (STP) to recycle the developed waste water and untreated domestic sewage within the campus. The water obtained after recycling is reused for gardening and irrigation purpose inside the campus.

E-waste Management: All the electronic resources are used efficiently and well maintained. Also, the issues arise are attended immediately and rectified for which a register is maintained. The student teachers are encouraged to use all the e-waste like compact discs, mouse, cables, etc. to create innovative teaching aids and decorative items via SUPW. To dispose/ recycle the e-waste materials MOU is signed with the vendors or agents and the same is followed.

Biogas Plant: In order to manage the solid waste and to convert it to an efficient energy resource, the institution has installed portable biogas plant within the campus. The food waste from the hostel within the college campus is collected in a pit and utilized to produce biogas in the plant installed.

Paper Waste: Regarding the disposal/ recycling of the paper waste MoU is signed with the vendors or agents. The discarded paper was from the documentation process is collected and given to the vendors/ agents.

Besides, Standard Operating Procedures are followed for waste management. The faculty members and students are made aware of the policies and practices regarding waste management.



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DIVYANGJAN POLICY

(FOR PERSONS WITH DISABILITIES)

1. POLICY FOR PERSONS WITH DISABILITIES

The Government of India had taken consistent efforts to provide appropriate environment for the person with disabilities (PWD) and to utilize their capacities efficiently. The parliament of India had passed a legislation regarding disability to give effect to the United Nations Convention on the Rights of Persons with Disabilities. The **Rights of Persons with Disabilities Act, 2016** which is shortly referred as RPWD Act, 2016 was passed on 27th December 2016 and became operational on 19 April 2017. While replacing the previous act it provides that “the appropriate Government shall ensure that the PWD enjoy the right to equality, life with dignity, and respect for his or her own integrity equally with others.” RPWD Act, 2016 enables to proscribe the discrimination against individuals with physical and mental disabilities. Since Vellalar College of Education strongly believes in inclusive practice, it ensures that there is no discrimination in any kind including disability. The college had ensured a comprehensive and inclusive teaching-learning climate whereby the disabled students are not treated unfavourably.

2. OBJECTIVES OF THE POLICY

- To ensure the optimal participation of PWD students in inclusive set up.
- To cease discrimination, exploitation and exclusion of PWD students and Staff from all spheres of educational activities.
- To develop inclusive regulatory mechanism for effective delivery of services to Disable Students and Staff of the institute.



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- To design programs and curriculum that give equal importance to the PWD students.
- To ensure implementation of all the legislations mentioned in the RPWD Act, 2016 with respect to PWD students.
- To provide them the equal opportunities for enrichment and development PWD Students.
- To empower the PWD students to actively participate in political, social, economical aspects of life.
- To allocate necessary funds for the accomplishment of the objectives framed.

3. FACILITIES AVAILABLE FOR PWD IN CAMPUS

- Lift
- Toilets (specially designed for PWD)
- Ramp
- Tactile Path
- Wheel chairs
- Braille software
- PWD Equipments

4. PROVISION FOR PWD STUDENTS

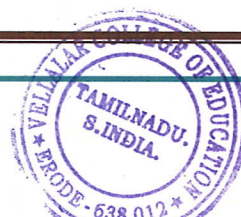
In Vellalar College of Education, the following provisions are offered to the PWD students;

- Concession in tuition fees if provided to the PWD Students.
- Scribe is permitted to the PWD students for writing the examinations.
- Exemption in examination fees is given to the PWD students.

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- Additional time during examination is given to the PWD students.
- Guideline on the provisions for the Divyangjan students is obtained from Tamil Nadu Teacher Education University by the college.
- Concession in regular working hours is facilitated to PWD students (if needed).
- Website is designed in user-friendly manner for the visually impaired students.
- Induction Programmes are given to both staffs and students on Disability sensitization.
- Training on assisting the PWD students (inclusive of learning disabilities) is given to teaching staffs.
- Accessibility to audio books is provided.
- The institution has disabled friendly, barrier free environment.

5. IMPLEMENTATION

The college offers an amicable, secured and inclusive environment for the PWD students. Apart from this, it is to be noted that there is a friendly approach towards the PWD students.

6. APPROVAL

The framed and implemented policies with regard to Divyangjan students is reviewed and revised as and when needed.



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INSTITUTIONS INNOVATION COUNCIL

The Institution Innovation Council of Vellalar College of Education established under the guidelines of MOE dedicated to promote innovation and entrepreneurship among its faculty members and students.

Major focus of IIC

IIC focuses on creating a vibrant local innovation ecosystem, Start-up supporting Mechanism in HEIs, preparing institute for Atal Ranking of Institutions on Innovation Achievements Frameworks established. It function Ecosystem for Scouting Ideas and Pre-incubation of Ideas. Develop better Cognitive Ability for Technology Students.

Functions of IICs:

- To conduct various innovation and entrepreneurship-related activities prescribed by Central MIC in time bound fashion.
- Identify and reward innovations and share success stories.
- Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
- Network with peers and national entrepreneurship development organizations.
- Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students.





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SKILL DEVELOPMENT CENTER POLICY

Motto

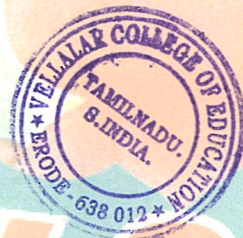
All-round development of students for successful and responsible citizen of the country

Objectives

- To acknowledge the ability of the youth and extend their support by serving them with the proper guidance, infrastructure, opportunities, and encouragement that help them achieve their ambitions.
- To create opportunities for the development of talent.
- To provide employment opportunities in various domains.

Policies and Procedures

- Selects a coordinator and a student teacher to organize the Skill Development Centre activities.
- Conducts various skill development programmes for the intellectual growth and provides employment opportunities in various domains.
- Promotes the entrepreneurship of the students.
- Encourages the students to think smart, logically and find new ways to strengthen the concepts they've learnt through knowledge-based learning.
- Builds self esteem, confidence and problem solving skill of the students.
- Prepares students for economic independence.
- Helps students to discover their interests, aptitudes and potentialities.



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COVID-19 CELL POLICY

The campus' neatness and Covid-19 provisions are guaranteed inside the campus through appropriate disinfection of every now and again contacted surfaces in all learning destinations, customary warm examining for people, keeping social separation, underlining and empowering utilization of facial coverings, hand sanitizer, continuous washing of hands with cleanser oil gave nearby washing focuses, legitimate removal of involved covers and gloves in the shut dustbins by following security standards, organizing inoculation and keeping up with the total subtleties of the guests of the grounds. Consciousness on Corona virus is created by scattering region of the College and hostel, college website and successive updates through a typical declaration framework to keep a solid climate inside the organization and accordingly, the country.



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POLICY OF ACADEMIC AND ADMINISTRATIVE AUDIT

Academic and Administrative Audit are essential for the excellence in higher education. Academic Audit is a scientific and systematic method of reviewing the quality of academic process in the institution. Administrative Audit is a process of evaluating the efficiency and effectiveness of the administrative procedure. Both are interrelated concepts. In order to have a quality oriented academic, there should be a strong academic background.

Policy:

The Academic and Administrative Auditors can plan their activities by considering their policy criteria.

- It assesses strength and weakness of the existing system of academic and administrative units.
- It suggests the methods of improvement and the means of overcoming the weaknesses.
- It identifies the bottlenecks in the existing administrative mechanisms.
- It recognizes the opportunities for academic and administrative reforms.
- It evaluates the optimum utilization of financial and other resources.
- It suggests the methods of continuous improvement of quality.



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POLICY OF RED RIBBON CLUB

Vellalar College of Education is envisaged to instil among all the students in the educational institution values of service, develop healthy life styles and increase availability of safe and adequate quantities of blood to all the needy.

Since its inception in the college, the **RED RIBBON CLUB** Unit has carried out wide range of activities and training programmes like Blood Donation camps, awareness sessions on AIDS and Healthy living.

Objectives of Red Ribbon Club

- Educate youth with correct, concise and adequate information and heighten their level of awareness about HIV/AIDS/STI/sexuality and other related issues (thus eliminate myths and misconceptions).
- Enable youth, especially the female students, to identify and understand situations of exploitation and abuse.
- Sensitize the youth regarding care and support needs of PLWHA and instill in them the spirit of helping and supporting the people living with HIV & AIDS (PLWHA) and reduce the stigma and discrimination against them.
- Increase youths' access to health care services related to STI / HIV/AIDS/drug use.
- Create linkages between youth and governmental, non - governmental agencies to access safer and responsible healthy behaviour.
- Organize and facilitate voluntary blood donation camps and mobilize the youth for voluntary blood donation.
- Create among the youth a cadre of peer educators for seeking and encouraging positive health behavior as well as ensuring sustainability of the club.



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Policy of Red Ribbon Club

- Raise youth understanding on prevention of HIV/AIDS.
- Enhance the youth's leadership, communication and team-building skills in order to equip them as peer educators and change agents.
- Encourage teenagers to donate blood voluntarily.
- Teach youth self-defense, negotiating and effective group interaction skills.



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POLICY OF YOUTH RED CROSS

The Red Cross is non-political International humanitarian organization devoted to the service of mankind. In India, the Red Cross society was established by an act of the Indian legislature in 1920 with the three objectives of the improvement of health, prevention of disease and mitigation of suffering.

The Youth Red Cross is one of the most active section of Indian Red Cross society. It gives opportunity to lakhs of students all over India to be associated with the activities like building up the international fraternity of the youth, thus promoting the international friendliness, understanding and the cooperation.

At Vellalar College of Education, the Youth Red Cross (YRC) serves as a platform for students to develop their personalities and values.

Motto

The motto of Youth Red Cross (YRC) is "to serve".

Fundamental Principles of YRC:

- Voluntary service
- Unity
- Humanity
- Impartiality
- Protection of health and life
- Service to sick and suffering



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Policy of YRC:

- Conducting rallies, camps, orientation programmes to students about YRC, social and health awareness programmes.
- Encourage the students to extend their humanitarian services to the society.
- Develop leadership quality among the students.
- Inculcate in the youth of our country.
- Offer first aid training to all the YRC volunteers.
- Promote voluntary blood donation among the youth.
- Counsel the students regarding the various preventives for their proper health and importance of blood donation.
- Foster better friendly relationship without any discrimination.
- Persuade the cluster of people to service through nurturing and edification.





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POLICY OF CITIZEN CONSUMER CLUB

Citizen consumer club facilitates the need for creating consumer awareness. Club activities are guided by Consumer Protection Centre (CPC), Erode for conducting workshops and awareness programmes about consumer responsibilities and rights.

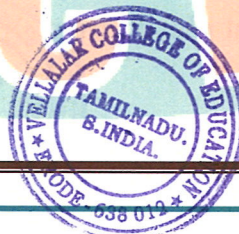
Motto:

The motto of citizen consumer club is 'AWARE, ALERT, ACT' (AAA).

Policy:

Citizen consumer club has to follow the below policy for smooth conduction of club activities:

- Empowers students with knowledge and awareness in consumer related issues.
- Prepares the student to face the problems with confidence backed by legal knowledge.
- Creates awareness about consumer laws.
- Conducts seminars and workshops related to consumer protection acts.
- Celebrating national days related to consumerism.
- Accomplishing awareness programme on food safety.
- Preventing consumers from exploitation and adulteration.
- Taking active part in the competitions related to consumer awareness.
- Serving community through issuing handouts, educating public about consumerism.
- Assisting government departments in conducting survey related to consumerism.
- Performing project work regarding consumerism and submitting reports.
- Enrolled students as members in District Level Consumer Protection Centre.



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ENVIRO CLUB POLICY

The Enviro club aims in protecting the environment by involving students in it. It's being set up to inspire humanity to save our earth. An Enviro-Club is a means by which students and youth can organize themselves to learn more and also take action to improve immediate environment conservation and sustainability of their environment. Students are the best weapons to bring a change in the attitudes of the society.

The objectives of the club are

- To create awareness among the students regarding environmental pollution.
- To enlighten them about the importance of protection and conservation of our environment.
- To learn and teach simple remedial measures that will reduce the environmental pollution.
- To inculcate an eco-friendly attitude.

Policy of Enviro Club

- Say No to plastic
- Use different media such as guest lecturer and competitions for spreading messages concerning environment.
- Create a 'Clean and Green Consciousness.' among students through various activity.
- Involve Enviro-Club members in open-orientation programs in college and society.
- Carry your cloth or paper bags
- Create Eco friendly environment and create awareness of biodiversity conservation and local environmental issues.
- Keep our environment plastic free



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HEALTH CLUB POLICY

Our Institution has given fitness and good health as priority for the benefits of students, faculties and staff members of our college. In order to address the Health issues and create awareness towards students, faculties and staff members, the Health Club was initiated with unique objectives.

Every year a coordinator will be assigned in order to give Good health, Protection and Precautions.

The value of our mission is underpinned by its integrity and ensuring that we pursue this with health and safety law requires the college to assess risks and put in place the proportionate control measures.

We will ensure the health and safety engaging with our Teaching and Non-Teaching staff and students.

Policy of the Health Club

- Promote and provide awareness about food safety
- Create awareness about the Health status and Health related issues to the students, faculties members.
- Accord high priority to physical and mental fitness.
- Provide counseling for the different Health issues of the students and faculties by the team of Doctors, Yoga Teachers.
- Encourage and adopt policies and practices towards fitness and well-being. Community health clubs aim to address sanitation and hygiene behavior change, while strengthening social cohesion and commitment to common goals.
- Promote healthy behaviors among the children that they will inculcate for life.

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NATIONAL SERVICE SCHEME POLICY

As per the notification no.F.No.2-111/SFU/2020/21/NSS dated 26th Oct 2020 of Vellalar College of Education, NSS (National Service Scheme) Cell, Vellalar College of Education has been functioning since 16th July 2018.

The National Service Scheme is an Indian government-sponsored public service program conducted by the Ministry of Youth Affairs and Sports of the Government of India. It aimed to develop student's personality through community service.

Motto:

The Motto of NSS is "**Not Me but You**", reflects the essence of democratic living and upholds the need for selfless service.

Objectives:

The objective of the National Service Scheme is to awaken the social consciousness of the students and provide opportunities to them as follows.

- Understand the community in which they work
- Understand themselves in relation to their community
- Identify the needs and problems of the community and involve them in problem solving process
- Develop among themselves a sense of social and civic responsibility
- Utilize their knowledge in finding practical solution to individual and community problems
- Develop competence required for group living and sharing of responsibilities
- Gain skills in mobilizing community participation
- Acquire leadership qualities and democratic attitude
- Develop capacity to meet emergencies and natural disasters and
- Practice national integration and social harmony



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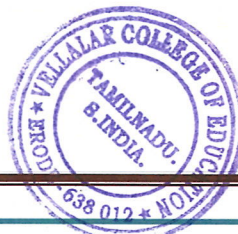
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Policy of NSS

- As per the fundamental principles of National Service Scheme, a volunteer is expected to remain in constant touch with the community.
- Regular activities, which are undertaken during the working days of the college
- Special Camping activities conducted for 10 days duration
- Each NSS unit in the college is expected to adopt a nearby village/slum and work for its all round development.
- NSS volunteers generally work in villages, slums and voluntary agencies to complete 120 hours of regular activities during the academic year.
- NSS Unit should have strength of 50 volunteers at College campus.
- NSS Programme Officer should create the environment of NSS in the colleges and encourage the students to participate in NSS activities.
- One NSS Programme Officer will be incharge for one unit and he/she should be from teaching faculty.
- Programme Officer is responsible for planning and implementing the NSS activities under the supervision and direction of the Principal of the college.
- He/she will carry out the instructions issued by Programme Co-ordinator, SLO and NSS Regional Centre as per the NSS Manual.
- The approach of the NSS Programme is to prepare the NSS volunteers for democratic, self discipline and self reliant way of life.



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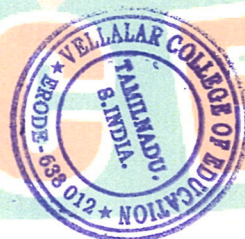
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APPENDIX

SELF PERFORMANCE APPRAISAL - TEACHING

1. Academic Year :
2. Name :
3. Gender :
4. Qualification :
5. Designation :
6. Date of Joining in VCE :
7. Contact No :
8. Experience :

| S. No | Experience | Institution/University | Date of joining | Date of leaving | Years/ months |
|------------------------------------|------------|------------------------|-----------------|-----------------|---------------|
| 1 | Academic | VCE | | | |
| | | Other B.Ed., Colleges | | | |
| | | Arts | | | |
| | | School | | | |
| Total Years of Experience : | | | | | |



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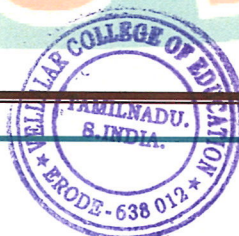
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9. Academic Performance (in VCE)

| S.No. | Academic Year | Semester | Subjects/ Practical's Handled (If any) | Results % |
|-------|---------------|----------|--|-----------|
| 1. | | ODD | | |
| | | | | |
| | | | | |
| 2. | | EVEN | | |
| | | | | |
| | | | | |

10. Additional responsibilities taken

| S.No | Responsibility | Description of Job | Achievements | Remarks |
|------|----------------|--------------------|--------------|---------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |





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11. Book Publication details

| S.No. | Book | Year | Title | Publication | ISSN / ISBN No. |
|-------|---------------|------|-------|-------------|-----------------|
| 1. | National | | | | |
| 2. | International | | | | |

12. Paper presented /Participated / Organized in conference/ seminar/ symposium

| S.No. | Academic Year | Particulars | No. of programme Participated/ Presented | Organizer of the program | Sponsoring Authority |
|-------|---------------|----------------|--|--------------------------|----------------------|
| 1. | | Conference | | | |
| 2. | | Seminar | | | |
| 3. | | Webinar | | | |
| 4. | | Workshop | | | |
| 5. | | Guest lectures | | | |
| 6. | | FDP | | | |
| | | Total | | | |





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13. Sponsored /Funded Projects/Consultancy Projects/ Any other Contributions

| S.No. | Title | Sponsored Agency | Amount | Year | Current Status |
|-------|-------|------------------|--------|------|----------------|
| | | | | | |
| | | | | | |
| | | | | | |

14. Any other points:

Signature of the Faculty

Signature of the Principal



Principal
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SELF PERFORMANCE APPRAISAL – NON-TEACHING

1. Academic Year :
2. Name :
3. Gender :
4. Qualification :
5. Designation :
6. Date of Joining in VCE :
7. Contact No :
8. Experience

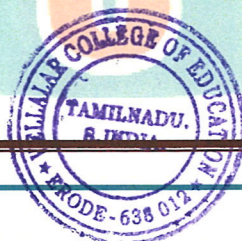
| S.No. | Experience | Institution/University | | Date of joining | Date of leaving | Years/ months | |
|-----------------------------|------------|------------------------|--|-----------------|-----------------|---------------|--|
| 1. | Academic | VCE | | | | | |
| | | Others | | | | | |
| Total Years of Experience : | | | | | | | |

8. Doing Higher Studies : Yes / No

Signature of the Faculty

Signature of the Principal

VCE



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