



INDHIRA COLLEGE OF EDUCATION

Pandur, Thiruvallur - 602003

REPORT ON WORKSHOP ON APPLIED STATISTICAL METHODS USING SPSS IN EDUCATIONAL RESEARCH

Date: 29-01-2020

On January 29th 2020, a one-day workshop on "Applied Statistical Methods Using SPSS in Educational Research" was conducted at Indhira College of Education. The workshop aimed to equip M.Ed students with essential statistical techniques for their thesis writing endeavors. Mr. N. Mohana Kannan, Assistant Professor, facilitated the session, covering descriptive, differential, and correlation methods, crucial for educational research.

Session Overview:

Mr. Mohana Kannan led an engaging and informative session, focusing on the practical application of statistical methods using SPSS (Statistical Package for the Social Sciences). He provided comprehensive guidance on data analysis techniques, including descriptive statistics to summarize data, differential analysis to compare groups, and correlation analysis to examine relationships between variables. Through interactive discussions and hands-on exercises, students and staff gained proficiency in using SPSS for data analysis in educational research.

Mr.Mohana Kannan giving Introduction on SPSS



Doubt Clarification and Graph Drawing:

Throughout the workshop, participants had the opportunity to seek clarification on statistical concepts and SPSS functionalities. Mr. Mohana Kannan addressed their doubts with clarity and patience, ensuring that everyone had a thorough understanding of the topics covered. Additionally, participants learned how to create graphs for Chapter Four of their theses, enhancing their ability to visually represent research findings effectively.



Practical Session

Appreciation for the Programme Organiser:

Mrs. M.P. Rama Priya, the programme organiser, was appreciated and thanked for her efforts in coordinating the workshop. Her meticulous planning and organizational skills were instrumental in ensuring the success of the session. Participants expressed gratitude for the opportunity to enhance their research skills and acknowledged Mrs. Rama Priya's role in facilitating such a valuable learning experience.

The one-day workshop on applied statistical methods using SPSS in educational research proved to be immensely beneficial for M.Ed students and staff alike. Under the guidance of Mr. Mohana Kannan, participants gained practical insights into statistical analysis techniques essential for their thesis writing endeavors. Mrs. M.P. Rama Priya's commendable efforts as the programme organiser were pivotal in orchestrating a seamless and productive learning experience for all involved.

Programme Coordinator

**Mrs.M.P.Rama Priya
Assistant Professor.**

Principal

REPORT ON ONE-DAY TRAINING PROGRAMME ON CONNECT WITH CARE

Date: 02-04-2019

On 2nd April 2019, a one-day training programme titled "**Connect with Care**" was organized by Mrs. U. Visalatchi, Assistant Professor, at Indhira College of Education. The programme, facilitated by Mr. Jayapaul.A, aimed to raise awareness about mobile addiction and its associated hazards, as well as strategies for emotional balance in the digital age.

RANGOLI



BOARD DECORATION



Mr. Jayapaul . A conducted the training programme using an activity-based approach, engaging participants in interactive discussions and practical exercises. The session began with an exploration of mobile addiction, highlighting its prevalence and the detrimental effects it can have on individuals' physical and mental well-being. Through real-life examples and case studies, participants gained insights into the various hazards associated with excessive mobile phone usage.

ACTIVITY – “CONNECT WITH CARE”



The training programme employed activity-based learning methods to enhance understanding and retention. Participants actively participated in activities designed to simulate the challenges of mobile addiction and its impact on daily life. These activities facilitated introspection and reflection, allowing participants to recognize their own patterns of mobile usage and identify strategies for healthier habits.

ACTIVITY



Both staff and students actively participated in the training programme, demonstrating keen interest and enthusiasm throughout the session. The interactive nature of the activities fostered a sense of involvement and collaboration among the participants. They not only learned about the dangers of mobile addiction but also explored practical solutions for achieving emotional balance in the digital age.

The training programme was not only informative but also enjoyable, with participants expressing appreciation for the engaging delivery style of Mr. Jayapaul.A. The session provided valuable insights and practical strategies for managing mobile addiction and promoting emotional well-being, leaving a lasting impact on all attendees.

ACTIVITY



The one-day training programme on "Connect with Care" provided a valuable opportunity for staff and students to explore the challenges of mobile addiction and develop strategies for maintaining a healthy balance in the digital age. Mrs. U. Visalatchi's initiative in organizing the programme and Mr. Jayapaul.A's expertise in facilitating engaging activities contributed to its success, ensuring a meaningful learning experience for all participants.

Programme co coordinator

Mrs.U.Visalatchi
Assistant Professor

Principal



**INDHIRA COLLEGE OF EDUCATION,
PANDUR, THIRUVALLUR-631203**

REPORT ON DISTRICT-LEVEL WEBINAR ON PREADOLESCENT HEALTH

Date : 18.06.2020

Indhira College of Education hosted a district-level webinar on preadolescent health through an online platform. The webinar, held on 18.06.2020, aimed to educate staff and students on various medical issues and precautions relevant to preadolescent health.

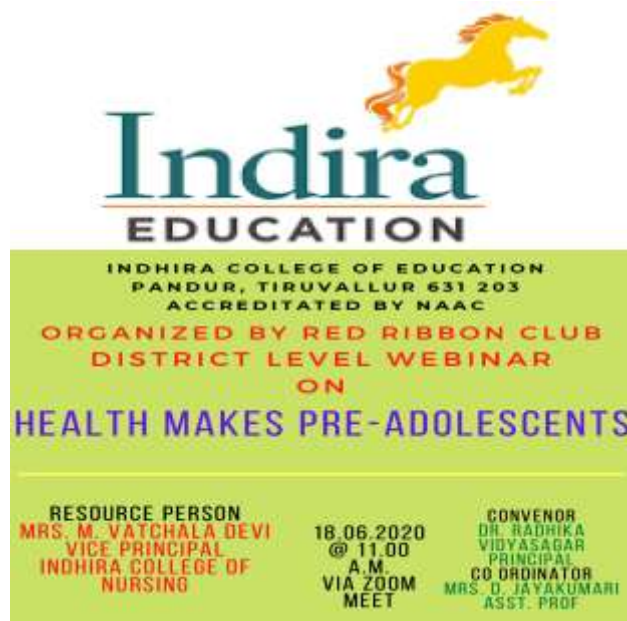
Dr. Vatchala, the esteemed Principal of Indira College of Nursing, graciously served as the resource person, sharing her expertise and insights on the subject matter.



WEBINAR CLICK

The webinar commenced with a warm welcome address by Dr. Radhika Vidyasagar, acknowledging the significance of the topic and expressing gratitude to Dr. Vatchala for her participation. Dr. Vatchala then delved into the discussion, enlightening the audience with her profound knowledge and perspectives on preadolescent health.

WEBINAR E-INVITATION



Throughout the webinar, Dr. Vatchala addressed key medical issues affecting preadolescents, ranging from physical health concerns to psychological well-being. She emphasized the importance of preventive measures and early intervention strategies in promoting overall health and wellness among this demographic.

Dr. Vatchala also highlighted the role of educators and healthcare professionals in identifying signs of health issues and providing appropriate support to preadolescents. She underscored the significance of creating a supportive environment that fosters open communication and encourages healthy lifestyle choices.

The webinar provided a platform for attendees to engage in meaningful discussions and pose questions to Dr. Vatchala, facilitating a dynamic exchange of ideas and experiences. Participants gained valuable insights into the complexities of preadolescent health and acquired practical knowledge to better address the needs of this vulnerable population.



ONLINE MEET

As the webinar drew to a close, Mrs. Jayanthi, on behalf of Indhira College of Education, delivered a heartfelt vote of thanks to Dr. Vatchala for her invaluable contribution to the webinar. She expressed appreciation for Dr. Vatchala's enlightening session and commended her dedication to promoting health and well-being in the community.

In conclusion, the district-level webinar on preadolescent health organized by Indhira College of Education proved to be an enriching and insightful experience for all participants. It underscored the importance of collaboration and knowledge-sharing in addressing the health needs of preadolescents and underscored the commitment of the institution to promoting holistic well-being among its students and staff.



ATTENDANCE CLICKS

District Level Webinar was conducted by ICOE ON 18-06-2020

Programme Organiser

Mrs.J.Jayanthi
Assistant Proferssot

Principal



**INDHIRA COLLEGE OF EDUCATION,
PANDUR, THIRUVALLUR-631203**

**TITLE: REPORT ON FACULTY DEVELOPMENT PROGRAM (FDP) ON
EXPERTISE IN TEACHING**

Date: 15.03.2021

On 15.03.2021, an online Faculty Development Program (FDP) on "Expertise in Teaching" was conducted, aimed at enhancing the teaching skills and expertise of faculty members. The session was led by Dr. Radhika Vidya Sagar, who conducted the entire program with proficiency and effectiveness. The feedback received from the participants was overwhelmingly positive, reflecting the success of the session in achieving its objectives.

Session Overview:

Dr. Radhika Vidya Sagar's session was structured to cover various aspects of teaching expertise, including pedagogical techniques, effective communication strategies, and innovative teaching methodologies. Throughout the session, Dr. Radhika engaged participants through interactive discussions, case studies, and practical exercises, ensuring active participation and knowledge retention.

Participant Feedback:

The feedback from participants was highly positive, with many expressing appreciation for Dr. Radhika's expertise and the value they derived from the session. Participants highlighted the relevance of the content delivered and praised Dr. Radhika's engaging delivery style. Many noted that they gained practical insights and actionable strategies that they could apply in their teaching practices immediately.

Mr. Arunachala Perumal's Reflection:

As the program coordinator, Mr. Arunachala Perumal, Assistant Professor, reflected on the session's success and expressed his appreciation for Dr. Radhika's exemplary facilitation. He commended Dr. Radhika for her thorough preparation, engaging presentation style, and ability to cater to the diverse needs of the participants. Mr. Arunachala also thanked the participants for their active participation and valuable contributions, which contributed to the overall success of the program.

INTERACTIVE SESSION



The online FDP on expertise in teaching, led by Dr. Radhika Vidya Sagar, was a resounding success, as evidenced by the positive feedback received from participants and the reflections of the program coordinator, Mr. Arunachala Perumal. The session provided valuable insights and practical strategies to enhance teaching proficiency and fostered a sense of collaboration and learning among faculty members. Such initiatives play a crucial role in promoting excellence in teaching and learning within academic institutions, ultimately benefiting both educators and students alike.

Programme Coordinator
Mr. Arunachala Perumal
Assistant Professor

Principal

REPORT ON FACULTY DEVELOPMENT PROGRAM (FDP)

Principal Dr. Regina Joel

Date : 31.01.2023

A Faculty Development Program (FDP) was conducted on January 31, 2023, at Indhira college of Education under the guidance of Principal Dr. Regina Joel. The FDP aimed to enhance the professional development of faculty members by providing them with valuable insights and training in various aspects of teaching, research, and academic leadership.

FDP IN BOARDROOM



Dr. Regina Joel commenced the program by emphasizing the importance of continuous learning and professional growth in the field of education. She reiterated the institution's commitment to fostering a culture of excellence in teaching and research through initiatives like FDPs.

The FDP encompassed a wide range of topics relevant to faculty members, including innovative teaching methodologies, research methodologies, academic ethics, and effective classroom management techniques.

Interactive workshops and panel discussions were organized, allowing participants to engage in meaningful dialogue, share best practices, and brainstorm solutions to common challenges faced in academic setting. Dr. Regina Joel encouraged active participation from faculty members, fostering a collaborative learning environment where ideas and experiences were exchanged freely.

PRINCIPAL ADDRESSING STAFF



Moreover, the FDP provided a platform for networking and building professional relationships among faculty members from different departments and disciplines. This facilitated interdisciplinary collaboration and knowledge sharing, enriching the academic community of the institution.

Participants also received guidance on career advancement and professional growth opportunities within the institution and beyond. Dr. Regina Joel emphasized the importance of setting personal and professional goals and provided mentorship to help faculty members navigate their career paths effectively.

In conclusion, the Faculty Development Program led by Principal Dr. Regina Joel was a resounding success, equipping faculty members with the knowledge, skills, and resources necessary to excel in their roles as educators, researchers, and leaders in academia. The program not only contributed to the professional development of individual faculty members but also strengthened the overall academic quality and reputation of the institution.

Dr. Mohammed Rafi thanked Principal and expressed his feedback on the session and also for the knowledge shared on the topic.

Programme Cordinator

Dr.Mohammed Rafi
Associate Professor

Principal

**REPORT ON FACULTY DEVELOPMENT PROGRAM (FDP) ON INTERACTIVE
TEACHING**

Date: June 30, 2022

Introduction

On June 30, 2022, Indhira College of Education organized a Faculty Development Program (FDP) focusing on Interactive Teaching. The session aimed to explore various teaching techniques and strategies to enhance interactivity in classrooms. Mrs.U.Visalatchi, Assistant Professor of the college, chaired the session, ensuring its smooth conduct and active participation.

INTRACTIVE TEACHING



Session Overview:

The FDP emphasized the importance of interactive teaching methods in promoting effective learning experiences. Throughout the session, participants engaged in discussions, activities, and demonstrations to understand and implement interactive teaching techniques.

Various approaches, such as group discussions, role-plays, and multimedia presentations, were explored to make teaching more engaging and participatory.

Program Organizer:

Mrs. Nancy Rajathi, Assistant Professor, took charge of organizing the program. Her meticulous planning and coordination ensured the seamless execution of the FDP. From selecting relevant topics to arranging resources and managing logistics, Mrs. Nancy played a crucial role in the success of the event.

Feedback:

The FDP received excellent feedback from the participants, reflecting the effectiveness of the session in achieving its objectives. Attendees appreciated the interactive nature of the program, which allowed them to actively engage with the content and fellow educators. Many highlighted the practical relevance of the teaching techniques discussed and expressed confidence in implementing them in their classrooms.

Conclusion:

The FDP on Interactive Teaching at Indhira College of Education, chaired by Mrs.U.Visalatchi and organized by Mrs. Nancy Rajathi, was a resounding success. The session provided valuable insights and practical strategies to promote interactivity and student engagement in teaching. The positive feedback from participants underscores the importance of such initiatives in enhancing the quality of education delivery. Moving forward, it is imperative to continue fostering a culture of interactive teaching to create enriching learning environments for students.

Programme Organiser

Mrs.A.Nancy Rajathi
Assistant Professor

Principal

REPORT ON WORKSHOP ON LESSON PLANNING

Date : 16.02.2022

A one-day workshop on lesson planning was conducted at Indhira College of Education, with Ms. M.P. Rama Priya, Assistant Professor, as the resource person. The workshop aimed to enhance the teaching skills of educators by providing them with effective strategies for planning engaging and comprehensive lessons.

The workshop commenced with an introduction to the importance of lesson planning in effective teaching. Ms. Rama Priya emphasized that well-structured lesson plans not only help in delivering content effectively but also contribute to student engagement and learning outcomes. Throughout the session, various aspects of lesson planning were discussed, including the identification of learning objectives, selection of appropriate teaching methods, and incorporation of assessment strategies. Staff were encouraged to align their lesson objectives with the curriculum standards and the diverse needs of students.

RESOURCE PERSON ADDRESSING AUDIENCE



Interactive sessions were held where participants actively engaged in brainstorming and sharing their experiences related to lesson planning. Ms. Rama Priya facilitated discussions on effective instructional strategies, such as differentiated instruction and inclusive teaching practices, to cater to the diverse learning styles and abilities of students.

LESSON PLAN WRITING



Furthermore, the workshop highlighted the significance of incorporating technology and multimedia resources into lesson plans to create dynamic and interactive learning experiences. Practical demonstrations were provided to showcase how various technological tools could be integrated into different subject areas to enhance teaching and learning.

PRACTICE SESSION



In conclusion, the workshop on lesson planning conducted by Ms. M.P. Rama Priya proved to be highly informative and beneficial for staff. It equipped them with valuable insights and practical strategies to design and implement engaging lessons that cater to the diverse needs of students. The participants left the workshop with a deeper understanding of the importance of effective lesson planning in facilitating meaningful learning experiences.

Ms. D.Jothi proposed vote of thanks to Mrs.M.P.Rama Priya , Assistant Professor for the session and the workshop ended up.

Programme Coordinator

D.Jothi
Assistant Professor

Principal



**INDHIRA COLLEGE OF EDUCATION,
PANDUR, THIRUVALLUR-631203**

REPORT ON TWO-DAY MICROSOFT OFFICE TRAINING SESSION

Date: 05.01.2021

Introduction:

A two-day training session on Microsoft Office was conducted on 05.01.2021, for office assistants at Indhira College of Education. The training was led by Mr. Mohana Kannan, Assistant Professor of the college. The purpose of the training was to enhance Ms. Alamelu's proficiency in Microsoft Office applications, enabling her to perform her duties more efficiently.

Objectives:

- To familiarize office assistants with the features and functionalities of Microsoft Office applications.
- To improve her skills in using Microsoft Word, Excel, and PowerPoint for various office tasks.
- To empower office assistants to leverage Microsoft Office tools to streamline office operations and enhance productivity.

Session Details:

The training session took place on 05.01.2021. Mr. Mohana Kannan conducted the sessions in a structured manner, covering the following key topics:

Day 1:

Introduction to Microsoft Office Suite: An overview of the various applications included in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.

Microsoft Word Basics: Basic functions such as creating, editing, and formatting documents were covered. Topics included formatting text, inserting tables, and using templates.

Microsoft Excel Fundamentals: Introduction to spreadsheet basics, including entering data, performing calculations, and creating simple formulas and charts.

Day 2:

Advanced Microsoft Word Features: Advanced formatting techniques, mail merge, and document collaboration features were explored.

Advanced Microsoft Excel Functions: More complex formulas, data analysis tools, and pivot tables were demonstrated to enhance data management and analysis capabilities.

Microsoft PowerPoint Essentials: Basics of creating visually appealing presentations, including slide design, layout, and incorporating multimedia elements.

Hands-on Exercises:

Throughout the training sessions, Mr. Mohana Kannan provided hands-on exercises and practical demonstrations to reinforce learning. Office assistants was encouraged to practice using the software under guidance to gain proficiency and confidence in executing various tasks.

Interactive Sessions:

Interactive sessions were conducted to encourage questions, discussions, and feedback from office assistants. Mr. Mohana Kannan addressed her queries and tailored the training content to suit her learning pace and requirements.

The two-day Microsoft Office training session concluded successfully, equipping office assistants with enhanced skills and knowledge to effectively utilize Microsoft Office applications in her role as an office assistant at Indhira College of Education. Mr. Mohana Kannan thanked office assistants for her active participation and encouraged her to continue practicing and applying the newly acquired skills in her daily tasks.

Programme organiser
Mr.I Dinesh
Assistant Professor

Principal

Participants

T.Anantha Jothy
S.Dhanalakshmi



**INDHIRA COLLEGE OF EDUCATION,
PANDUR, THIRUVALLUR-631203**

REPORT ON OFFICE MANNERS TRAINING PROGRAM

Date: 3-11-2022

INTRODUCTION

A training program on office manners was conducted by Mrs. Jayavardhini to Ms. Jayalakshmi, an office assistant at Indhira College of Education. The objective of this program was to instill professional conduct and etiquette in Ms. Jayalakshmi's interactions within the office environment.

OBJECTIVES

- To educate Ms. Jayalakshmi on the importance of office manners in creating a positive work environment.
- To enhance Ms. Jayalakshmi's communication skills and professionalism.
- To ensure that Ms. Jayalakshmi adheres to appropriate behavior and etiquette standards while performing her duties.

SESSION DETAILS

The training session took place on 3-11-2022 and lasted for an hour.

Mrs. Jayavardhini conducted the session, covering the following key topics:

a. Importance of Office Manners: The significance of maintaining decorum, respect, and professionalism in the workplace was emphasized. Mrs. Jayavardhini highlighted how positive office manners contribute to a conducive work environment and foster healthy relationships among colleagues.

b. Communication Skills: Techniques for effective verbal and non-verbal communication were discussed. This included active listening, clear articulation, and maintaining eye contact during conversations. Mrs. Jayavardhini also addressed the importance of tone and body language in conveying messages appropriately.

c. Email Etiquette: Guidelines for composing professional emails, including proper salutations, clear and concise language, and timely responses, were provided.

Mrs. Jayavardhini demonstrated how to structure emails for clarity and professionalism.

d. Respect for Colleagues: The importance of respecting diversity, valuing opinions, and maintaining confidentiality in the workplace was emphasized. Mrs. Jayavardhini encouraged Ms. Jayalakshmi to cultivate empathy and understanding towards her colleagues' perspectives.

e. Time Management: Strategies for managing time effectively and prioritizing tasks were discussed. Mrs. Jayavardhini emphasized the importance of punctuality and meeting deadlines to maintain productivity and professionalism.

INTERACTIVE ACTIVITIES

To reinforce learning, Mrs. Jayavardhini conducted interactive activities such as role-playing scenarios and group discussions. These activities allowed Ms. Jayalakshmi to practice applying office manners in different situations and receive feedback from her trainer.

CONCLUSION

The office manners training program concluded with a recap of key points discussed, and Mrs. Jayavardhini provided constructive feedback to Ms. Jayalakshmi. Mrs. Jayavardhini expressed confidence in Ms. Jayalakshmi's ability to apply the principles of office manners effectively in her role as an office assistant at Indhira College of Education.

Programme Organiser

Mr.N. Mohana Kannan
Assistant Professor
Indhira College of Education

Principal

Participant

Mrs.Jayalakshmi
Office Assitant



**INDHIRA COLLEGE OF EDUCATION,
PANDUR, THIRUVALLUR-631203**

REPORT ON ORIENTATION ON EFFECTIVE MENTORING

Date: 18.11.2022

An orientation session on effective mentoring was conducted by Mrs. Ashwathi Sathish, Guest Lecturer from Madras University, aimed at acquainting staff members with the principles and practices of successful mentoring. The session provided valuable insights into the significance of mentorship in professional development and offered guidance on how to become effective mentors.

Mrs. Ashwathi Sathish commenced the session by introducing the concept of effective mentoring and its importance in fostering growth and development among colleagues. She emphasized the role of mentors in providing guidance, support, and encouragement to mentees, thereby facilitating their success in their professional endeavours.

Key Topics Covered:

Understanding the Role of a Mentor: The orientation focused on delineating the responsibilities and qualities of an effective mentor. Mrs. Ashwathi Sathish elucidated on the importance of building trust, establishing clear communication channels, and providing constructive feedback to mentees.

EFFECTIVE MENTORING by Mrs.ASWATHI



Communication and Relationship Building: Effective communication lies at the heart of successful mentoring relationships. Participants were guided on how to establish rapport with their mentees, actively listen to their concerns, and foster a supportive and nurturing environment conducive to growth and development.

PARTICIPATENCES



Goal Setting and Action Planning: The session emphasized the significance of setting clear goals and developing action plans to support the professional growth of mentees. Mrs. Ashwathi Sathish provided guidance on how to collaboratively establish SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals and monitor progress towards their attainment.

Support and Encouragement: Mentoring involves providing both emotional and professional support to mentees. Participants were encouraged to empathize with their mentees' challenges, celebrate their successes, and provide guidance and encouragement throughout their journey.

Vote of Thanks:

Mrs. D. Subhashini extended her sincere gratitude to Mrs. Ashwathi Sathish for her insightful orientation on effective mentoring. She expressed appreciation for Mrs. Ashwathi Sathish expertise and dedication in guiding staff members towards becoming effective mentors. Mrs. Subhashini acknowledged the importance of mentorship in fostering a supportive and collaborative work environment and reiterated the institution's commitment to nurturing the professional growth and development of its staff.

In conclusion, the orientation on effective mentoring conducted by Mrs. Ashwathi Sathish served as a valuable opportunity for staff members to gain insights into the principles and practices of successful mentorship. It equipped participants with the knowledge and skills necessary to support and empower their colleagues in their professional endeavours, thereby contributing to a culture of continuous learning and growth within the institution.

Programme Organiser

Mrs. D. Subhashini
Assistant Professor

Principal

REPORT ON ORIENTATION ON RESEARCH ARTICLE WRITING

Date: 24-09-2019

On September 24, 2019, an orientation session on research article writing was conducted by Mr.D.Rajesh, Assistant Professor in Nazereth Arts and Science College, Avadi. The session aimed to familiarize staff members with the process of writing research articles, including aspects such as procedure, referencing, plagiarism, and selecting reputable journals with high impact factors. Mrs. D. Poonguzhali proposed a vote of thanks at the end of the session.

Session Overview:

Mr.D.Rajesh led an enlightening session, providing staff members with valuable insights into the intricacies of research article writing. She discussed the step-by-step procedure involved in crafting a research article, from conceptualization to publication. Emphasis was placed on the importance of proper referencing to avoid plagiarism and maintain academic integrity. Additionally, Mr.D.Rajesh provided guidance on identifying and selecting suitable journals with high impact factors for publication.

RESOURCE PERSON ADDRESSING STAFF



Staff Motivation:

The orientation session served to motivate and empower staff members to embark on the journey of preparing research articles. Mrs. Lizzie's informative presentation and engaging delivery style inspired confidence among the attendees, encouraging them to actively pursue publication opportunities in reputable journals. Participants expressed enthusiasm and eagerness to apply the knowledge gained from the session in their research endeavors.

ATTENDEES



Expression of Appreciation:

At the conclusion of the session, Mrs. D. Poonguzhali extended her heartfelt appreciation to Mr.D.Rajesh on behalf of all the participants. She acknowledged Mrs. Lizzie's efforts in organizing and conducting the orientation session, emphasizing the invaluable guidance provided. Mrs. Poonguzhali expressed gratitude for the enlightening session, highlighting its significance in equipping staff members with essential skills for research publication.

The orientation session on research article writing conducted by Mr.D.Rajesh was a resounding success, providing staff members with comprehensive knowledge and practical guidance on the intricacies of academic publishing. Mrs. D. Poonguzhali's vote of thanks underscored the appreciation and gratitude of all attendees for the enriching and motivating session. Moving forward, staff members are poised to apply their newfound knowledge and embark on successful research publication journeys.

Programme Organiser
Mrs.D.Poonguzhali
Assistant Professor

Principal

REPORT ON ORIENTATION SESSION ON RESEARCH METHODOLOGY

Date: 20-10-2021

An orientation session on research methodology was conducted by Prof. George Fernandos, Advisor in Bharathiyar Higher Secondary Schools, on October 20, 2021. The session aimed to provide staff members with an overview of the basics of research methodology, equipping them with essential knowledge and skills for conducting research effectively.

Session Overview:

During the session, Prof. George Fernandos highlighted the fundamental concepts and principles of research methodology. Key topics such as research design, data collection methods, sampling techniques, and data analysis were covered to familiarize the staff with the research process. Through interactive discussions and illustrative examples, participants gained insights into various research methodologies and their applicability in different contexts.

20.10.2021 ORIENTATION SESSION



Program Coordinator's Reflection:

Mrs. Suganya, the program coordinator, reflected on the session with heartfelt appreciation. She commended Prof. George Fernandos for her informative and engaging presentation, which effectively elucidated the intricacies of research methodology. Mrs. Suganya expressed her satisfaction with the session, noting that it successfully achieved its objectives of acquainting the staff with the essentials of research.

LISTENERS



The orientation session on research methodology conducted by Prof. George Fernandos served as a valuable learning opportunity for the staff. Participants gained a foundational understanding of research principles and techniques, empowering them to embark on research endeavours with confidence. Mrs. Suganya's positive feedback further underscored the session's success in fulfilling its objectives and contributing to the professional development of the staff.

This session lays the groundwork for future research initiatives within the institution, fostering a culture of inquiry and scholarly engagement among the staff.

Programme Coordinator

Mrs.J.Suganya
Assistant Professor

Principal



**INDHIRA COLLEGE OF EDUCATION,
PANDUR, THIRUVALLUR-631203**

**REPORT ON PERSONAL HYGIENE TRAINING FOR
HOUSEKEEPING STAFF AT INDHIRA COLLEGE OF EDUCATION**

Date: 03 – 11 - 2022

Introduction

On 03 – 11 - 2022, a training session on personal hygiene was conducted for the housekeeping staff of Indhira College of Education. The session was organized and led by Dr. Regina Joel, the Principal of the college. The purpose of the training was to reinforce the importance of personal hygiene practices among the housekeeping staff to ensure a clean and hygienic environment within the college premises.

Objectives

- ✓ To educate housekeeping staff about the significance of personal hygiene.
- ✓ To familiarize them with proper techniques and practices for personal cleanliness.
- ✓ To emphasize the role of personal hygiene in maintaining a healthy environment within the college.

Session Details

The training session commenced at 12.00 pm and lasted for approximately 30 minutes. Dr. Regina Joel began by welcoming the housekeeping staff and expressing the importance of their role in upholding cleanliness standards within the college. The following topics were covered during the session:

- a. Importance of Personal Hygiene: Dr. Regina emphasized the significance of personal hygiene in preventing the spread of infections and diseases, especially in communal settings like educational institutions.

TEACHING PERSONAL HYGINE



PERSONAL CARE

- b. Hand Hygiene: Proper handwashing techniques were demonstrated, including the use of soap and water, scrubbing for at least 20 seconds, and drying with clean towels or air dryers.

FEEDBACK



c. Respiratory Hygiene: The importance of covering mouth and nose while coughing or sneezing to prevent the spread of respiratory droplets was highlighted. Techniques such as using tissues or elbow flexion were demonstrated.

d. Uniform and Personal Grooming: Guidelines for maintaining clean uniforms and personal grooming standards were provided. This included wearing clean attire daily, grooming hair neatly, and avoiding strong fragrances.

e. Environmental Hygiene: Dr. Regina emphasized the need for housekeeping staff to maintain cleanliness not only in personal spaces but also in the areas they are responsible for cleaning within the college premises.

f. Handling of Cleaning Equipment: Proper handling and maintenance of cleaning equipment to prevent contamination were discussed.

Interactive Session

Following the presentation, an interactive session was conducted where the housekeeping staff were encouraged to ask questions and share their experiences. Practical demonstrations were also provided to ensure that the staff understood and could implement the hygiene practices effectively.

The training session concluded with a recap of the key points discussed and a reminder of the housekeeping staff's responsibility in maintaining hygiene standards within Indhira College of Education. Dr. Regina Joel thanked the staff for their participation and emphasized the importance of implementing the knowledge gained during the session in their daily routines.

Acknowledgment

We extend our gratitude to Dr. Regina Joel for her valuable insights and leadership in organizing this training session.

Programme Co-Ordinator

Mrs.J. Jayanthi
Assistant Professor

Principal

Participants

Mrs.Devagi
Mrs.Pushpa
Mrs.Girija

**REPORT ON ONE-DAY TRAINING PROGRAMME ON
"SHARPEN YOUR SKILLS"**

Date: 29-09-2018

Introduction:

On September 29, 2018, a one-day training programme titled "**Sharpen Your Skills**" was organized at Indhira College of Education. The programme, led by Dr. Radhika Vidyasagar, Principal of the institution, aimed to enhance the skills of both staff and students. Mrs. Subhashini, Assistant Professor, played a pivotal role in organizing the event.

Session Overview:

Mrs.N.Jayavardhini conducted an interactive and activity-based session, focusing on skill development and enhancement. The training programme incorporated various engaging activities designed to stimulate learning and promote active participation among the attendees. Through practical exercises and discussions, participants were encouraged to hone their existing skills and acquire new ones.



TRAINING SESSION

Staff and Student Engagement:

The interactive nature of the session fostered a dynamic learning environment, with both staff and students actively engaging in the activities. Participants enthusiastically participated in the various skill-building exercises, enjoying the opportunity to enhance their capabilities in a collaborative setting. The session facilitated meaningful interactions and knowledge exchange among the attendees.

Expression of Gratitude:

At the conclusion of the training programme, Mrs. Subhashini extended her gratitude to Dr. Radhika Vidyasagar on behalf of all the participants. She expressed appreciation for the insightful and engaging session, highlighting its impact on the personal and professional development of both staff and students. Dr. Radhika Vidyasagar's leadership and expertise were instrumental in making the event a success.

Feedback was collected from the participants to assess the effectiveness of the training programme. The responses were overwhelmingly positive, with many attendees expressing satisfaction with the content, delivery, and interactive nature of the session. Participants noted the practical relevance of the activities and the valuable insights gained from the training programme.

The one-day training programme on "Sharpen Your Skills" facilitated by Dr. Radhika Vidyasagar and organized by Mrs. Subhashini was a resounding success. The interactive and activity-based approach adopted during the session ensured an enjoyable and effective learning experience for all participants. The event not only contributed to skill enhancement but also fostered a sense of collaboration and camaraderie among the staff and students.

Programme Organiser**Mrs.Subhashini
Assistant Professor****Principal**

Report on SUPW Training Program

A one-day training program on Socially Useful Productive Work (SUPW) was conducted at Indhira College of Education on April 27, 2023. The program, spearheaded by Mrs. Jayakumari, Assistant Professor, aimed to impart practical skills to both students and staff members. Activities such as pillow making, garland making, and pot painting were taught, contributing to the holistic development of participants.



RESOURCE PERSON DEMONSTRATING SUPW

The training program commenced with an introduction to the importance of SUPW in education, highlighting its role in fostering creativity, skill development, and community engagement. Mrs. Jayakumari emphasized the significance of hands-on learning experiences in enhancing students' practical skills and nurturing their artistic talents.

DECORATIVE PLATES



NEWSPAPER BAGS



Throughout the day, participants actively engaged in various workshops where they learned the techniques and intricacies of pillow making, garland making, and pot painting. Mrs. Jayakumari provided step-by-step guidance, demonstrating different methods and encouraging participants to explore their creativity.

The training program not only benefited students but also staff members who participated enthusiastically. It provided them with an opportunity to learn new skills, unwind from their routine tasks, and foster a sense of camaraderie among colleagues.

Professor J. Lizzie, the program coordinator, expressed her gratitude towards Mrs. Jayakumari for organizing such a meaningful and enriching training program. In her vote of thanks, Professor Lizzie highlighted the importance of practical skills development in education and applauded Mrs. Jayakumari's efforts in making the training program a success.

Overall, the SUPW training program at Indhira College of Education was well-received and highly beneficial for both students and staff members. It not only equipped participants with practical skills but also instilled in them a sense of creativity, teamwork, and appreciation for handmade crafts. Such initiatives play a crucial role in promoting holistic education and fostering the overall development of individuals within the academic community.

Programme Coordinator

Dr.J. Lizzie
Professor

Principal



**INDHIRA COLLEGE OF EDUCATION,
PANDUR, THIRUVALLUR-631203**

**TALLY TRAINING PROGRAM REPORT FOR NON-TEACHING STAFF AT
INDHIRA COLLEGE OF EDUCATION (2019-2020)**

Date : 09-12-20219

Indhira College of Education organized a Tally training program for non-teaching staff to enhance their skills and proficiency in the latest version of Tally for the academic year 2019-2020. Mr. Mohana Kannan, an expert in Tally software, served as the resource person for the training.

Objectives:

The primary objectives of the training program were to:

- Equip non-teaching staff with practical knowledge and skills in using the latest version of Tally.
- Enhance their efficiency in financial management, accounting, and data handling tasks.
- Provide hands-on experience and guidance on utilizing Tally for day-to-day administrative functions.

Training Sessions:

The training sessions were structured to cover various aspects of Tally software, including:

- Introduction to Tally and its features.
- Basic accounting principles and terminology.
- Data entry and management using Tally.
- Generating reports and analysis.
- Advanced features and customization options.

Mr. Mohana Kannan, with his extensive experience and expertise in Tally software, conducted the training sessions. His interactive teaching style and practical demonstrations facilitated effective learning among the participants.

Participant Engagement:

The non-teaching staff actively engaged in the training sessions, participating in hands-on exercises and asking relevant questions to clarify doubts. The interactive nature of the training fostered a conducive learning environment.

Outcome

By the end of the training program, participants demonstrated improved proficiency and confidence in using Tally for various administrative tasks. They acquired practical skills that could be applied in their day-to-day responsibilities, contributing to the efficient management of college finances and data.

The Tally training program for non-teaching staff at Indhira College of Education, facilitated by Mr. Mohana Kannan, was a resounding success. It not only enhanced the skills and proficiency of participants but also empowered them to utilize Tally effectively in their respective roles within the college administration.

Sincere appreciation was given to Mr. Mohana Kannan for his valuable contribution as the resource person, and to all participants for their active involvement and enthusiasm throughout the training program.

Programme Coordinator**Principal**

Participants

1. Hemavathi.C
2. Sugumar.C

**REPORT ON ART ATTACK WORKSHOP AT INDHIRA COLLEGE OF
EDUCATION**

A vibrant and enriching workshop titled "Art Attack" was organized by Mrs. D. Jayakumari and Mrs. J. Lizzie, Assistant Professors, for both staff and students at Indhira College of Education on January 22, 2020. The workshop aimed to foster creativity and provide hands-on training in various art forms, including garland making, decorative plate making, pot painting, and pillow making.



The workshop commenced with an introduction to the significance of art in education and its role in promoting creativity, self-expression, and aesthetic appreciation. Mrs. Jayakumari and Mrs. Lizzie emphasized the therapeutic benefits of engaging in artistic activities and encouraged participants to explore their creative potential.



B.Ed I year students

Throughout the day, participants engaged in interactive sessions where they learned the techniques and intricacies of garland making, decorative plate making, pot painting, and pillow making. Mrs. Jayakumari and Mrs. Lizzie provided step-by-step guidance, demonstrating different methods and encouraging participants to unleash their creativity.

Additionally, staff members shared their expertise in various art forms during two dedicated sessions. They demonstrated advanced techniques, shared tips and tricks, and inspired participants with their creativity and passion for art. These sessions provided a platform for staff members to exchange ideas, learn from each other, and collaborate on artistic projects.

One of the highlights of the workshop was the hands-on training provided to both staff and students. Participants were given the opportunity to practice the techniques they learned under the guidance of instructors, allowing them to develop their skills and confidence in creating art.



B.Ed II year students

Mrs. U. Visalatchi, Assistant Professor, extended her heartfelt gratitude to Mrs. D. Jayakumari, Mrs. J. Lizzie, and all the staff and students who contributed to the success of the Art Attack workshop. She expressed appreciation for their enthusiasm, creativity, and active participation, which made the workshop a memorable and enriching experience for every one involved.



In conclusion, the Art Attack workshop at Indhira College of Education was a resounding success, bringing together staff and students to celebrate the joy of creativity and artistic expression. The workshop not only provided valuable skills and knowledge but also fostered a sense of camaraderie and collaboration within the academic community. Such initiatives play a crucial role in promoting holistic education and nurturing the creative potential of individuals.

Programme Organiser

Mrs. U.Visalatchi
Assistant Professor

Principal

**INDHIRA COLLEGE OF EDUCATION,
PANDUR, THIRUVALLUR-631203**

REPORT ON SPSS DATA ANALYSIS WORKSHOP

A workshop on data analysis using SPSS was conducted by Mr. Mohana Kannan at Indhira College of Education on October 1, 2022. The workshop catered to both staff and students, aiming to enhance their proficiency in descriptive, differential, and correlation analysis techniques using the SPSS software.

WELCOME ADDRESS



The workshop commenced with an overview of SPSS and its significance in data analysis for educational research. Mr. Mohana Kannan provided comprehensive guidance on utilizing SPSS for various types of analysis, emphasizing its importance in generating insights from data sets.

Participants were introduced to descriptive analysis techniques, including measures of central tendency and dispersion, to summarize and interpret data effectively. They gained hands-on experience in generating frequency distributions, histograms, and other descriptive statistics using SPSS.

TRAINING SESSION



Furthermore, the workshop covered differential analysis, enabling participants to compare groups and identify patterns or differences within the data. Mr. Mohana Kannan demonstrated how to conduct t-tests, ANOVA, and post-hoc tests using SPSS, equipping participants with the skills to analyze group differences efficiently.

Lastly, participants learned about correlation analysis techniques to explore relationships between variables in their research data. Mr. Mohana Kannan provided guidance on calculating correlation coefficients and interpreting correlation matrices using SPSS, facilitating a deeper understanding of data relationships.

FEEDBACK SESSION



Throughout the workshop, interactive sessions and hands-on exercises were conducted to ensure active engagement and reinforce learning. Participants had the opportunity to practice data analysis techniques under the guidance of Mr. Mohana Kannan, enhancing their proficiency in using SPSS for research purposes.

In conclusion, the SPSS Data Analysis Workshop conducted by Mr. Mohana Kannan at Indhira College of Education proved to be highly beneficial for both staff and students. It equipped participants with valuable skills and knowledge to analyze data effectively using SPSS, thereby enhancing their research capabilities and contributing to academic excellence within the institution.

Mr. Veeramani Kandan Assistant Professor expressed his views on the session and appreciated for the valuable session.

Programme Organiser

Mr. Veermani Kandan

Principal

REPORT ON ORIENTATION SESSION ON YOGA SKILLS

Date: 10-12-2018

On December 10, 2018, an orientation session on yoga skills was conducted by Mr. Dasarathan, Assistant Professor and Yoga Master, at Indhira College of Education. The session aimed to introduce staff members to basic yoga techniques and foster an understanding of the benefits of yoga for physical and mental well-being.

Session Overview:

During the session, Mr. Dasarathan guided the staff through various yoga asanas (postures) and pranayama (breathing exercises). He emphasized the importance of proper alignment and breathing techniques in each posture, ensuring that participants could perform them safely and effectively. The session included gentle stretching exercises and relaxation techniques, providing staff members with practical tools to manage stress and improve their overall health.



Staff Engagement and Enjoyment:

Staff members actively participated in the session, eagerly learning and practicing the yoga skills demonstrated by Mr. Dasarathan. The interactive nature of the session allowed

staff to ask questions and receive personalized guidance, enhancing their understanding of yoga practices. The atmosphere was lively and enthusiastic, with staff members expressing enjoyment and satisfaction with the session.



Dr. Chandrasekar's Comment:

Dr. Chandrasekar, a member of the staff, commented on the session and extended his greetings for the wonderful experience. He praised Mr. Dasarathan for his expertise in yoga and his ability to engage the participants effectively. Dr. Chandrasekar highlighted the value of incorporating yoga into the college's professional development activities, recognizing its potential to improve staff well-being and productivity.



The orientation session on yoga skills led by Mr. Dasarathan was a resounding success, providing staff members with valuable insights and practical techniques to enhance their physical and mental health. The session not only introduced staff to the benefits of yoga but also created a sense of camaraderie and well-being within the college community. Moving forward, the positive impact of yoga on staff members' overall wellness is expected to contribute to a positive work environment and improved productivity.

Programme Organiser

Dr.Chandrasekar
Assistant Professor

Principal