

CRITERIA II

TEACHING- LEARNING AND EVALUATION

2.4 Competency and Skill Development

2.4.3 Competency of effective communication is developed in students through several activities such as

Details of the activities carried out during last completed academic year in respect of each response indicated



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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.



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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 Coordinator

Dr. Mohammed Rafi
Associate Professor

Principal

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**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.


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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

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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.

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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.

D. Jothi

Programme Coordinator

D.Jothi
Assistant Professor

Resina Joel
Principal

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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.

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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

Participants

T. Anantha Jothy
S. Dhanalakshmi



Principal

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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

Participant

Mrs.Jayalakshmi
Office Assitant


Principal

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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



Ashwathi
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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.

Ajay Perile
PRINCIPAL