

ANNUAL QUALITY ASSURANCE REPORT

in respect of the

RK SANATOMBI DEVI COLLEGE OF EDUCATION

Asha Jina Complex, North AOC, Imphal

Academic Year

2011-12

Submitted to the

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Nagarbhavi, Bangalore - 560 072, India

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INTRODUCTION

ORGANIZATION & MANAGEMENT

The Leirik Memorial Charitable Society has established the Rajkumari Sanatombi Devi College of Education with a hope to develop able, conscientious and dedicated teachers to the creation of a learning and progressive society. The motto of the college is "Faith, Hope and Perseverance". The College is run by the Leirik Memorial Charitable Society, Sangaiparou, Imphal. The Chairman of the Society is also the Chairman of the College Managing Committee. The Vice-Chairperson, Secretary and other members of the Rajkumari Sanatombi Devi Vidyalaya Managing Committee are also the members of the College Managing Committee. Further, Manipur University has nominated two representatives to the Governing Body namely Prof N Irabanta Singh, Life Sciences Department, MU, Canchipur and Dr O Ratnabala Devi, Asst Prof of Mathematics Department, MU, Canchipur for smooth functioning of the College and proper co-ordination with the Manipur University.

VISION

Teacher education is a key input in quality education and nation building. In the present educational scenario, improving professional competence of teachers has assumed considerable urgency. Teachers are to be adequately equipped with new ideas continuously and creatively to ensure adequate professional preparation. The realisation of national aspirations involves changes in knowledge, skills, interests, moral values and ethics of the people. Education results in change. It is a sure and tried process which has served most of the progressive countries in the world in their struggle for development. Realising the enormous potentials of education, competent teachers who have the capacity to develop their individual teaching learning strategies are to be made available to teach to equally motivated learners - with a vision and positive approach to society. They should naturally be made familiar with methods and techniques that are currently available, and should be able to employ them discriminatingly and appropriately to suit the needs of the pupils. Time and effort has to be invested in acquisition of these teaching-learning skills.

OBJECTIVES

The Rajkumari Sanatombi Devi College of Education has been established to meet the educational Challenges and for social upliftment of the Nation particularly in Manipur State. It hopes to develop pre-requisite adaptation and habits necessary for self learning and for life long learning leading to a creation of a learning and responsible society. The main objective is to maintain quality education with values, by providing up to date training facilities to both in service and pre-service teacher-trainees and help them to implement educational process in specific situations. To conduct Extension Lecture, Seminars, Demonstration, Lectures and Development of Teaching-Learning materials will be the other features of the College. Group discussion on current educational and social problems will be another area to be taken up by the College. Further, it has to be realised that no methods have yet been discovered that will work without strong motivation or sustained hard work on the part of the teachers.

Keeping these in mind, the Leirik Memorial Charitable Society has established the Rajkumari Sanatombi Devi College of Education with a hope to develop able, conscientious and dedicated teachers to the creation of a learning and progressive society.

The motto of the college is: **“Faith, Hope and Perseverance”**.

Part – A

I. Details of the Institution

1.1 Name of the Institution	R.K. SANATOMBI DEVI COLLEGE OF EDUCATION
1.2 Address Line 1	Asha Jina Complex
Address Line 2	North AOC, Imphal East - 795001
City/Town	Imphal
State	Manipur
Pin Code	795001
Institution e-mail address	rksanatombidevi@gmail.com
Contact Nos.	0385-2421629 Fax No 0385—2423060
Name of the Head of the Institution:	Dr K P Guite
Tel. No. with STD Code:	0385-2421629
Mobile:	09436026639
Name of the IQAC Co-ordinator:	N Kanto Singh
Mobile:	09862485211

IQAC e-mail address:

rksanatombidevi@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)_ **MNCOTE13033**

1.4 Website address:

rksanatombidevi.org

Web-link of the AQAR:

<http://rksanatombidevi.org/wp-content/uploads/2014/01/MNCOTE13033-RK-Sanatombi-Devi-College-of-Education-Imphal-AQAR-2011-12.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+		2007	5yrs
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

18/10/2007

1.7 AQAR for the year (*for example 2010-11*)

2011-12

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2007-08 submitted to NAAC on 21-07-2012
- ii. AQAR 2008-09 submitted to NAAC on 21-07-2012
- iii. AQAR 2009-10 submitted to NAAC on 21-07-2012
- iv. AQAR 2010-11 submitted to NAAC on 21-07-2012

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI, NCTE)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

1.12 Special status conferred by Central/ State Government— UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (Specify)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="4"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="5"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="3"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="6"/> Faculty <input type="text" value="4"/>
	Non-Teaching Staff <input type="text" value="1"/> Students <input type="text" value="1"/> Alumni <input type="text" value="1"/> Others <input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text"/>

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

In the matter of career and guidance, the IQAC of the college, keeping in mind the necessity of identifying the inherent qualities of human beings and acquired qualities of human beings for that purpose, the Psychological apparatuses, tools etc. also collected and there media like Questionnaire and interviews as extra works have been personally taken up with the spearheading guidance of the direct dealing teachers of the Psychological Foundation in B Ed & M Ed courses, the students studying in this college are supposedly destined to be in the teaching profession but after passing out from here they are going to teach the general masses of students in various institutions where they can further disseminate the education in terms of guidance and counseling on careers.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Enclosed Separate B ED & M Ed Academic Plan Calendar in Annexure I & II respectively distributed at the beginning of the session.	Plans are implemented successfully

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG (M Ed)	1			
UG				
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others (B Ed)	1			
Total				
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	2

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	21	19	1	1	

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	0	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		26	26
Presented papers		4	4
Resource Persons		1	1

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Some of the instructional approaches used for effective learning include inductive and deductive based reasoning, inquiry, problem solving, group discussion, internal seminars, peer teaching session, demonstration and individual projects

2.7 Total No. of actual teaching days during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B Ed Course	247	2	177	3	0	72.87
M Ed Course	35	4	24	4	0	84.84

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

Periodical evaluation through the mode of test conducted by the concerned teachers and collecting feed backs from the students and teachers in particulars

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	1
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	1
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	8	0	0	0
Technical Staff	2	0	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC mobilise in organising College Seminar and Workshop and help in organising class rooms seminar as a part of the M Ed Course in relation with Dissertation of the students. And mobilisation of minor research proposal of the UGC through circular.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	NA	NA	NA	NA

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1	1	0
Outlay in Rs. Lakhs			0.95 lakhs	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	0	0	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	0	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	18 months	UGC	0.95 Lakhs	0.85 Lakhs
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	0
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent	Number	
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)
JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:
University level State level
National level International level

3.22 No. of students participated in NCC events:
University level State level
National level International level

3.23 No. of Awards won in NSS:
University level State level
National level International level

3.24 No. of Awards won in NCC:
University level State level
National level International level

3.25 No. of Extension activities organized
University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Organising Social Service at the College Campus and surrounding, Community contact Programme as a part of the curriculum.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.031 acre	0	0	1.031 acre
Class rooms	5	0	0	5
Laboratories	5	0	0	5
Seminar Halls	2	0	0	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6012		200		6212	
Reference Books	838		20		858	
e-Books						
Journals	8		0		8	
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	13	1	10	2	1	1	1	
Added	1	0	0	0	0	0	0	
Total	14	0	10	2	1	1	1	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Computer, Internet access, training to teachers and students
--

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.7 lakhs
ii) Campus Infrastructure and facilities	2 lakhs
iii) Equipments	
iv) Others	1.5 lakhs
Total :	5.2 lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC organised Orientations of both B Ed and M Ed Courses at the beginning respective academic sessions, leading to the theoretical and practical backgrounds of education are given to the newly admitted students.

5.2 Efforts made by the institution for tracking the progression

Periodically checking through the concerned teachers of the respective papers from time to time are done

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (Bed)
	35		200

(b) No. of students outside the state

5

(c) No. of international students

0

Men	No	%	Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
63	14	49	109	0	235	67	7	65	94	2	235

Demand ratio

Dropout % 11.48

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NIL

No. of students beneficiaries

0

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

The guidance and counseling services are made available right from the Induction Programme to choose appropriate optional papers. Time to time guidance is given by the teachers whenever required.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8 Details of gender sensitization programmes

No separate gender sensitization programmes were held this year

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	0	0
Financial support from government	65	3 lakhs
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The purpose of establishing the RK Sanatombi Devi College of Education is to meet the educational challenges and for social upliftment of the nation in general and of the State of Manipur in particular. The vision is to impart professional education for improvement of teachers' competence.

6.2 Does the Institution has a management Information System

No

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Meeting were held for Curriculum Development revision

6.3.2 Teaching and Learning

Teaching and Learning monitoring as per time table from time to time

6.3.3 Examination and Evaluation

Unit test of each papers were conducted. Pre Final Examination of the College was conducted as Model Examination of the Manipur University.

6.3.4 Research and Development

Faculty members are encourage to take up steps for Research in their respective filed

6.3.5 Library, ICT and physical infrastructure / instrumentation

LCD projectors in each class rooms are procured being fitted for class teaching.

6.3.6 Human Resource Management

The faculty members are always encouraged to attend refresher/orientation/training courses, to present papers in seminars and workshops and to get involved in research activities.

6.3.7 Faculty and Staff recruitment

No

6.3.8 Industry Interaction / Collaboration

No

6.3.9 Admission of Students

Admission of students were done through an entrance test developed by the institution giving weightage 50% on entrance Test and 50% on qualifying examination

6.4 Welfare schemes for

Teaching	yes
Non teaching	yes
Students	yes

6.5 Total corpus fund generated

Audit pending

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		no	
Administrative	no		no	

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

No

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

No

6.11 Activities and support from the Alumni Association

Annual meet with various entertainment programmes. Honouring the students who held positions within the top ten of the college in the university Examinations.

6.12 Activities and support from the Parent – Teacher Association

NIL

6.13 Development programmes for support staff

Staff training in the college itself were done.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Keeping neat and clean and gardening.

Criterion – VII

7. Innovations and Best Practices

- 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Introduction of Power Point presentation, and ICTs.

- 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The academic plans of the courses at the beginning of the session have been successfully implemented.

- 7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Enclosed Annexure III, Annexure IV

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

- 7.4 Contribution to environmental awareness / protection

Nil

- 7.5 Whether environmental audit was conducted? Yes No

- 7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

No

8. Plans of institution for next year

Beside normal academic planning, implementation of ICT with LCD projector in every class rooms, improvement of Computer labs under the aegis of UGC, Issue of Laptop to the faculty members, Improvement of Language labs with 10 units of computers.



N Kanto Singh,

Lecturer, RK Sanatombi Devi College of Education

Signature of the Coordinator, IQAC



Dr K P Guite

Principal, RK Sanatombi Devi College of Education

Signature of the Chairperson, IQAC

Annexure-I

R. K. SANATOMBI DEVI COLLEGE OF EDUCATION, MPPHAL.

TIME TABLE FOR B. ED. COURSE (2011-12)

Day	11am-12noon	12-1:30pm	2-2:40 pm	2:40-3:20 pm	3:20-4:00 pm	4-4:40 pm	4:40-5:20pm	5:20-6pm
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Section --A								
Mon	Creative Edn	Psy Lab.	P-II	Sciences	P-I	S. Sc.	MIL/ ENG	MATH
Tue	Creative Edn	Psy Lab.	P-VII	Sciences	PIII	MIL/ ENG	PIII	MATH
Wed	Work Exp	Computer	P-I	P-III	P-IV	S. Sc.	P-IV	P-VII
Thur	Feedback	Computer	S. Sc.	P-II	P-I	P-VII	MATH	MIL/ ENG
Fri	Health&The Art of Living	Computer	P-II	P-IV	P-I	MIL/ ENG	P-II	Sciences
Sat	Brain Storming	Computer						
Section --B								
Mon	Creative Edn	Computer	P-IV	Sciences	P-II	S. Sc.	MIL/ ENG	MATH
Tue	Creative Edn	Computer	P-VII	Sciences	P-I	MIL/ ENG	P-IV	MATH
Wed	Work Exp	Psy Lab.	P-II	P-IV	P-III	S. Sc.	P-I	P-VII
Thur	Feedback	Psy Lab.	S. Sc.	P-III	P-II	P-VII	MATH	MIL/ ENG
Fri	Health&The Art of Living	Computer	P-I	P-III	P-IV	MIL/ ENG	P-III	Sciences
Sat	Brain Storming	Computer						

Section --B

Roll No 73 - 128

Section --C								
Mon	Creative Edn	Computer	P-III	Sciences	P-IV	S. Sc.	MIL/ ENG	MATH
Tue	Creative Edn	Computer	P-VII	Sciences	PII	MIL/ ENG	P-I	MATH
Wed	Work Exp	Psy Lab.	P-I	P-IV	P-III	S. Sc.	P-I	P-VII
Thur	Feedback	Psy Lab.	S. Sc.	P-III	P-II	P-VII	MATH	MIL/ ENG
Fri	Health&The Art of Living	Computer	P-I	P-III	P-IV	MIL/ ENG	P-III	Sciences
Sat	Brain Storming	Computer						

Section --C

Roll No 129 - 200

RECESS								
Mon	Creative Edn	Computer	P-III	Sciences	P-IV	S. Sc.	MIL/ ENG	MATH
Tue	Creative Edn	Computer	P-VII	Sciences	PII	MIL/ ENG	P-I	MATH
Wed	Work Exp	Computer	P-I	P-IV	P-III	S. Sc.	P-II	P-VII
Thur	Feedback	Computer	S. Sc.	P-IV	PIII	P-VII	MATH	MIL/ ENG
Fri	Health&The Art of Living	Psy Lab.	P-I	P-II	PIII	MIL/ ENG	P-I	Sciences
Sat	Brain Storming	Psy Lab.						

S/No	Particulars	Gregorian Calendar
1	Orientation Day	9 July, '11
2	Commencement of Class	11 July, '11
3	House Allocation	20 Aug, '11
4	Demonstration Teaching With Pre-practice Teaching	23-24 Sept, '11
5	Alignment of Practising Schools	29 Sept, '11
6	Commencement of Practice Teaching in Different Schools	3 Oct, '11
7	Final Practice Teaching (NU)	To be communicated
8	College Week	17-23 Dec, '11
9	Community Contact Programme-	24 Dec, '11
10	Submission of Practice Teaching Kitas, Aids & Report of Community Contact Programme-	1 week of Jan 12
11	Pre-Final Examination for B. Ed Course	2nd Week of Feb, 2012
12	Date of Submission of B. Ed Final Examination Form	2nd Week of Feb, 2012
13	Declaration of B. Ed Pre-final Examination Result	Last Week of Feb, 2012
14	Feedback And Interaction With Trainees After Pre-final Exam	Last Week of Feb, 2012 onwards
15	B. Ed Final Examination, M. U.	April, 2012.

Academic Calendar for B. Ed. Course, 2011-2012

Holiday list of the college from 1st July to 31st December 2011

SI	Name of Festival	Gregorian Calendar
1	Patriot's Day	13 Aug, '11
2	Independence Day	15 Aug, '11
3	Krishna Janma	22 Aug, '11
4	Idul - Fitir.	31 Aug, '11
5	RK Sanatombi Devi Day	10 Sept, '11
6	Tarpan Loiba	27 Sept, '11
7	Mera Chaorei Houba	28 Sept, '11
8	Jananeta Iraboti's Birth Day	30 Sept, '11
9	Durga Puja	3 Oct, '11
10	Bor Numrit	4 Oct, '11
11	Mera Houchongba	12 Oct, '11
12	Diwali	26 Oct, '11
13	Goberdhan Puja	27 Oct, '11
14	Ningol Chakouba	28 Oct, '11
15	Kut	1 Nov, '11
16	Idul-Zuha	7 Nov, '11
17	Nupri Lal	12 Nov, '11
18	Christmas/Winter Break	26 to 31 Dec '11

Annexure- II

R. K. SANATOMBI DEVI COLLEGE OF EDUCATION, MPHAL.

TIME TABLE FOR M. ED. COURSE (2011-12)

Day	1:00pm-2:00 pm	2:00pm -3:00 pm	3:00pm -4:00 pm	4:15pm -5:15 pm	5:15pm 6:15pm
Mon	Dissertation	P-I	P-IV	P-V/VI C D	P-III
Tue	Dissertation	PV/VI Edn. M & E	P-I	P-III	P-II
Wed	Dissertation	P-II	P-IV	PV/VI Edn. M & E	P-V/VI CD
Thur	Dissertation	P-IV	P-II	P-V/VI C D	P-III
Fri	Dissertation	P-V/VI C: D	P-IV	P-I	PV/VI Edn. M & E
Sat	Seminar	P-III	PV/VI Edn. M & E	P-II	P-I

PAPERS AND TITLES

Paper I: Philosophical and Sociological Foundation of Education

Paper II: Psychological Foundation of Education

Paper III: Methodology of Educational Research and Methods of Data Analysis

Paper IV: Teacher Education and Method of Teaching

Paper V & VI Curriculum Development

Time TABLE & Academic Calendar may be Rescheduled from time to time.

Sl No	Particulars	Gregorian Calendar
1	Session Inauguration	1st Aug. 11
2	Selection of Supervisor	2th Sept, 11
3	Assignment of Dissertation and Seminar	19& 20 Sept 11 (11am)
4	Briefing of Supervising Internship for B. Ed.	5th Oct, 11
5	Supervising Internship for B. Ed.	7th-11th Oct, 11
6	Field work dissertation	15 oct -7 Nov 11
7	Submission of dissertation	28 Feb 2012
8	Pre- Final Examination for M. Ed Course	20th Apr, 12
9	Declaration of M. Ed Pre-final Examination Result	16th May, 12
10	Feedback And Interaction With Trainees After Pre-final Exam Result	17 - 23 May, 12
11	M. Ed Final Examination, M. U.	June, 2012

Academic Calendar for M.Ed Course, 2011-2012

Holiday list of the college from 1st July to 31st December 2011

Sl	Name of Festival	Gregorian Calendar
1	Patriot's Day	13 Aug, 11
2	Independence Day	15 Aug, 11
3	Krishna Jamma	22 Aug, 11
4	Idul - Fir.	31 Aug, 11
5	RK Sanatombi Devi Day	10 Sept, 11
6	Tarpan Loiba	27 Sept, 11
7	Mera Chareal Houba Jammara	28 Sept 11
8	Irabot's Birth Day	30 Sept, 11
9	Durga Puja	3 Oct 11
10	Bor Nurnit	4 Oct 11
11	Mera Houchongpha	12 Oct, 11
12	Diwali	26 Oct, 11
13	Goberdhan Puja	27 Oct, 11
14	Ningol Chakouba	28 Oct, 11
15	Kut	1 Nov, 11
16	Idul-Zuha	7 Nov, 11
17	Nupl Lal	12 Nov, 11
18	Christmas/Winter Break	26 to 31 Dec 11

Annexure- III

BEST PRACTICE

1. TITLE OF THE PRACTICE: **"FEEDBACK SESSION"**
2. THE CONTEXT THAT REQUIRED INITIATION OF THE PRACTICE

In the traditional system of instruction, there has been little or no room for free and open expression of the student's feelings, grievances, likes and dislikes in particular and that of the teachers' principal's, members' of non-teaching staff, parents and management's in general. Students learn passively listening to their teachers within the four walls of the classroom for a stipulated/limited period, while teachers teach actively to the students, no matter how much the students understand or digest the subject-matter. The principal and his administrative staff manage the institution, no matter how efficiently they are managing. Parents also send their children to the institution with a certain objective but with little or no knowledge or information about the overall functioning of the institution. The management also invests resources in the institution with a certain objective, no matter how efficiently, precisely and economically the resources are utilized.

This 'is' the state of affairs that has been prevailing in this State in particular. It appears that everybody is working on their own line in watertight compartment. Education being a joint venture needs co-operation from all sections of the society. Most particularly, strenuous efforts with mutual understanding among the stakeholders are highly called for in attainment of the desired goals and objectives of the mission.

But unfortunately, there has been no proper platform for exchange of views among the stakeholders. The 'Practice' of such kind would help everyone of us in bringing about a closer interaction and the understanding about the functioning of the College and in taking up the necessary measures for appropriate overall improvement of the College.

3. OBJECTIVES OF THE PRACTICE

The objectives of the practice, inter-alia, are:

- i) To explore jointly the strengths and weaknesses of the overall functioning of the College in terms of students, teachers, Principal and his staff, parents and management.
- ii) To eliminate the weaknesses and reinforce the strengths.
- iii) To enable every stakeholder to express their feelings, grievances, likes and dislikes, etc. and to suggest remedial measures.

The objectives of the practice are made known in advance to the teachers, members of non-teaching staff, management, students and their parents.

4. THE PRACTICE

For Feedback Session, 2 and half an hour are allotted to the time-table for every Saturday from 11 a.m. to 1.30 p.m. Parents, members of the Managing Committee and of non-teaching staff take part in this Session on every Second Saturday of a month. The Session begins positively from 11 a.m. in which the Principal of the College or any person other than student takes the chair. All the Students and the teachers take part in the Session compulsorily. The attendance of the students is properly recorded along with their signatures. Members of non-teaching staff, parents and management also participate in the Session. The Session is taken place in the Auditorium of the College fitted with proper sound system and with a seating capacity of 500. Although, the Session discusses various matters, the focus is laid on the reinforcement of teaching-learning process. First, the Session starts with the introductory speech of a teacher or a student or principal and then the interaction takes place. Any student can express whatever she or he wants. It may be about the classroom learning difficulties or its outside, about lack of understanding of a particular subject-matter taught by a particular teacher, about the strengths and weaknesses of the methods of teaching and of evaluation adopted by a teacher, about the voice, movement, punctuality, etc. of a teacher, and so forth. Any point raised by any student or any person is properly recorded by one or two rapporteur. The clarifications may be given by any teacher instantaneously or later on in the next Session.

Every teacher can also express their views on the improvement of the College, their grievances, their expectations from the students, colleagues, Principal and his staff, parents and management. In this way, members of non-teaching staff, parents, management, principal, students and teachers jointly explore the strengths and weaknesses of the College thereby paving the way for feedback.

5. OBSTACLES FACED, IF ANY, AND STRATEGIES ADOPTED TO OVERCOME THEM

Such a practice is perhaps the first of its kind in Manipur so far as our experience is concerned. In the beginning, teachers, members of non-teaching staff and management seemed to be adamant to the practice. It is quite natural to resist to an "unusual" practice, but overcome the situation with great and appreciative consideration. But the College was really in a difficult position to convince the parents and to make them involve in the practice. In spite of the best efforts of the College, no positive response could be found from a single parent for months. After convincing the parents through the students repeatedly, very few of them began to take part in the practice. Now, the College is hoping for the best.

6. IMPACT OF THE PRACTICE

Most particularly, the responses of the students to the practice are really encouraging. They assemble in the Auditorium, teachers, parents, members of non-teaching staff, and management arrive on time and starts the Session exactly at 11 a.m. What was a thrilling experience is the presence of parents and Chowkidar of the College even if they did not spell out a single word. What is the most important is nothing but their realization of the practice.

From such a practice, now we more or less ascertain the strengths and weaknesses of every personnel of education - teachers, students, principal and his staff, parents and management thereby giving the opportunity for self as well as collective correction of error, if any.

The scope of the process of interaction has been widened by this practice. In the past, interaction was restricted to the teachers and taught mostly within the four walls for a limited time (Bi-polar), but now parents, management, principal, non-teaching staff and even the Chowkidar and the security personnel are involved in the interaction process (Tri-polar). This would help to bring about a mutual understanding and a sense of belongingness among the stakeholders. Through this practice, we can maintain the transparency in the overall functioning of the College by exposing the merits and drawbacks of the institution so as to enable the management to provide the feedback.

As stated above, since the practice focuses on teaching-learning process, discussion on the subject-matter takes place very frequently. Any student could ask any question on the subject-matter that she or he could not understand or digest properly in classroom learning. The concerned teacher(s) will clarify and explain the point to the best understanding of the student. Thus, the practice reinforces the classroom teaching-learning process.

As any teacher is supposed to be given the answer of any question(s) relating to his subject area if possible, instantaneously, every teacher needs to digest the whole contents of his subject, failing which, he may be in an embarrassing situation. In order to avoid any undesirable situation, every teacher is compelled to digest his subject-matter. Hence, great effort is highly called for on the part of the teachers.

7. RESOURCES REQUIRED

Active and creative participation of teachers, students, management, Principal and the stakeholders in the Practice is a 'sine-qua-non' for effective implementation of the programme. Besides, a conducive environment needs to be created by making the practice a meaningful one. In terms of physical infrastructure, a suitable place or hall where at least 200 to 400 persons can be accommodated with proper sound system and seats is essential. If practicable, the necessary teaching aids and equipments may be made available. So far as the required resources are concerned, the College has no major problems to carry out the practice.

8. CONTACT PERSON FOR FURTHER DETAILS

The Principal or Self-Appraisal Co-ordinator, student-teachers, and teacher-educators may be contacted for details.

Annexure- IV

BEST PRACTICE

1 TITLE OF THE PRACTICE: "**College Week Celebration**"

2. THE CONTEXT THAT REQUIRED INITIATION OF THE PRACTICE

When conducting the college week celebration the programme is full with conventional practices and no chance to include the item of interest of the particular batch of newly admitted students. Now a new item of events producing chance is offered to all the four Houses of the students (Trainees) for which each House can take up an items of their interest and the same is included at the relevant stage. If the item is cultural, then the item is included in the Cultural programme and if the item is social, the same is included in relevant programme, so on and forth. The college weeks is held as an annual features.

3 OBJECTIVES OF THE PRACTICE

The objectives of the practices are:

- i) While Houses do the exercise and practice out of them students hidden talents may come out unfolded and for that they have to do the exercise among themselves
- ii) Understanding one another develops in positive way among themselves and with teachers.
- iii) On the part of teachers' assessment their progression can be assessed on the true direction and perspective
- iv) The Initiative for inclusion of the new item is to be taken up by the students themselves without any interference of the teachers. the same said practice is highly educative for them. In case they fail to produce new item there is no compulsion and it is not to be taken as a foregone conclusion that they are not talented.

4. THE PRACTICE

The trainees of the college was divided to four houses viz **Irabot House, Vivekananda House, Shakespear House and Pavlov House** to enable the teacher trainees exercise democratic spirit and participate in various co-curricular activities of the college week and House-in-Charge, Captain and Vice Captain for each House and In-charges of Programmes are formed. An item newly included, which is offered to each House, is that some items of their Houses interest each can be included in the events which can be shown on the stage. Hence the item may be good for continuing in future it will be included otherwise dropped in the coming next year. The item actually becomes innovative and talent searching in

nature and also entertaining. To receive the idea of Work Culture the trainees. A Social Service at the Campus of the College as well as surrounding of the college was taken up in the form of cleaning campus of institutions or sites of national importance as a part of the college week celebration. Followed by Inaugural Function (1st day) Inter House Competition in Cultural items (2nd day), Inter House Competition in Literary items (3rd & 4th day), Inter House Games & Sports Meet (5th & 6th day), Closing and Prize Distribution of the College Week (7th day) and Community Contact Programme was also held another day)

5. OBSTACLES FACED, IF ANY, AND STRATEGIES ADOPTED TO OVERCOME THEM

When unity can not develop among themselves it is not easy to contribute a new item. A lot of time involved for arriving at putting united effort to the task for bringing a new item.

6. IMPACT OF THE PRACTICE

The exercise is highly educative as they have to do a lot of transaction in the practices and interplaying roles with one another in the attempt . It creates Better relationship between the teachers and the taught. Better intimacies developed amongst all the sections in the College in general and amongst the students in particular.

7. RESOURCES REQUIRED

After they can come to decide for producing the item of their own interest they have to distribute assignment among themselves for implementation of the schemes of the item in hand.

8. CONTACT PERSON FOR FURTHER DETAILS

The Principal or Self-Appraisal Co-ordinator, student-teachers, and teacher-educators may be contacted for details.