



**Dr. SIVANTHI ADITANAR COLLEGE OF EDUCATION**  
[Re-accredited with 'B+' grade by NAAC with CGPA of 2.74 (2<sup>nd</sup> Cycle)]  
**TIRUCHENDUR-628215, Thoothukudi District, Tamilnadu, India**



### **7.2.1. INSTITUTIONAL BEST PRACTICES**

➤ **HEADMASTERS' SEMINAR**

➤ **VIDEO-GRAPHED MICRO TEACHING PRACTICE**



*[Signature]*  
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COLLEGE OF EDUCATION  
TIRUCHENDUR**



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**TIRUCHENDUR-628215, Thoothukudi District, Tamilnadu, India**



## **BEST PRACTICE – 1**

### **TITLE OF THE PRACTICE**

#### **Headmasters' Seminar**

#### **AIM**

Headmaster's Seminar is conducted in our College with the aim of train all the Headmasters' state wide in order to enhance the functioning and academic results of Government Schools and Aided Schools.

#### **OBJECTIVES OF THE PRACTICE**

- ✓ To enhance and organize the instructional work, Co-Curricular activities and planning administration.
- ✓ To develop the Communication skill and connectivity with other schools
- ✓ To familiarize with the modern school administration

#### **THE CONTEXT**

Our College has conducted Headmaster's Seminar in the District of Thoothukudi as a one day Special training Programme on enhancement of teaching, capacity building and supporting Headmasters' in policy, planning and management of education. We conduct the Head Master Conference since inception of our college in 1996. The real context of conducting this event is to imbibe the following:

- The very real need for Headmasters to support the work of schools is not only the learning outcomes of the children in academia but also in their growth as young citizens of tomorrow.
- Headmasters remain a significant influence through adolescence and early adulthood by promoting aspirations, helping students, find meaning and purpose in



  
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their school work, develop effective problem solving skills and about helping them develop the best character.


This Headmaster's conference is a professional development tool for individual headmasters or for administrators. It is designed to help policy makers, practitioners and relevant stakeholders to analyze their current school leadership policies and practice, and develop a common understanding of where and how to take action in improving School Leadership policy recommendations. The prime emphasize of our conference is to,

- Improve school leadership now and build sustainable leadership for the future.
- Develop Leadership roles most effective in improving student learning
- Allocate and distribute different leadership tasks
- Ensure current and future school leaders develop the right skills for effective leadership
- Correct any misconceptions and fill in missing facts.

### THE PRACTICE

National Institute of Educational Planning and Administration organizes Special Training on enhancement of competencies, Leadership and Management to all Principals, Head Masters and Senior Teachers by SSA and RMSA. In context to the above Our College also conducts one day Headmasters' Training Programme after obtaining the permission from the Chief Educational Officer, Thoothukudi. Our College Management fulfills the financial requirements of the training program such as Files, Scribbling Pads, Pen, Tea & Snacks, and Memento for the Chief Guest, Lunch and other necessary support. The Headmasters' Training Program was conducted on 20<sup>th</sup> October, 2016 for the academic year 2016-2017 and included almost 247 Headmaster/Headmistress, Chief Educational Officer, Thoothukudi and District Educational Officers, Thoothukudi. At the end of the training program feedback both oral and written was obtained from the participants. After analyzing the feedback, the action need to be taken for further success of the training program would be decided for the coming years. The conference is considered as a common platform that necessitates various academic processes.



  
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- Issue of freebees.
- Curricular modification
- Drop out problems of the schools.
- Use of technological media in the class rooms for effective curricular transactions
- Effects to bring out optimum results in the public examinations.
- Morality of the student community in the present context.
- To uplift the overall academic standards of the schools
- To discuss the comparative academic outcomes of Private / Aided / Government Schools
- To enhance the parental cooperation for the academic year.
- To condensate on National Level Talent Examinations exhibitions etc.,
- Sharing the wealth of academic resources between the institutions.
- To disseminate the utility value of teaching aids exhibition conducted every year in our campus.

The key areas of training are.

- ✓ Quality development
- ✓ Infrastructure development
- ✓ School administration
- ✓ Usage of communication technology
- ✓ Human resource involvement of community
- ✓ Administration skills

These trainings are necessary for all full charge and additional in charge Head Masters' who are working all over the District.

### BENEFITS OF THE PRACTICE

- ✓ Liaison with School Headmasters' and Chief Educational Officers.
- ✓ Promotion of the Placement of Our College



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- ✓ Developing rapport and healthy relationship between the Schools in our District and Our College.
- ✓ Providing a conducive teaching-learning atmosphere in the Schools during Internship of our Prospective teachers.
- ✓ Aiding our Prospective teachers to prosper with better academic guidance during Internship.

### **EVIDENCE OF SUCCESS**


The Headmasters' Training Programme has shown a remarkable success for the progress of our College. This helped our College to achieve more jobs opening for our Prospective Teachers during the final year across the District. It also paved way for better professional molding of our Prospective teachers during their Internship in schools. The overall impact of the seminar is as follows:

- Head Master's of various schools aware of how their colleagues are managing challenges and in finding out about possible options for academic development.
- To the curriculum and teaching and learning in order to develop well – rounded individuals.
- To share the acquisition and understanding of novel experiences relevant to their academic and management issues.
- To identify strategies for families and schools to work together to support adolescents emerging aspirations, achievement and future success which would argue this point in this most necessary joint venture.

### **PROBLEMS ENCOUNTERED IF ANY AND STRATEGIES ADOPTED TO OVERCOME THEM**

Organizing the training Program for School Headmasters' encounter the challenge of free schedule of all the Headmasters' and date of appointment of CEO and DEO in the midst of busy schedule. We rectified the problem by fixing earlier appointment of the



  
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target group by preparing the College Calendar earlier and fixing the schedule ahead of time. Though it is useful to conduct the conference, we face the following obstacles:

- The time spent away from routine work to attend the seminar pose problem. Time is always a concern when scheduling activities.
- Preparing time schedule to conduct the event in accordance with academic officials.
- Sending the communication to all the schools of the district without any delay

These obstacles are overcome by the supportive role of Chief Educational officer and District Educational Officers of the district. Since the good lunch with refreshments are provided at the expenses of our management, there may not be any problems related to eatable expenditure.

### RESOURCES REQUIRED

The range of resources and materials used in Headmaster's seminars are, large seminar Hall, on – line resources to communicate, evaluate ideas through discussion, teaching materials such as PowerPoint and overhead projector slides, displays on screens, hard copies, print requirements, disk copy, reading and writing material etc.



  
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டாக்டர் சிவந்தி ஆதித்தனார் கல்வியியல் கல்லூரி  
(Re-Accredited with 'B+' Grade by NAAC 2016)

திருச்செந்தூர் - 628 215.

தொலைப்பேசி : 04639 - 242181

தூத்துக்குடி மாவட்ட



உயர்நிலை/மேல்நிலைப்பள்ளி  
தலைமை ஆசிரியர்கள் கருத்தரங்கு  
20.10.2016

அன்புடையீர்

வணக்கம். தூத்துக்குடி மாவட்ட உயர்நிலை/மேல்நிலைப்பள்ளி தலைமை  
ஆசிரியர்கள் கருத்தரங்கு டாக்டர் சிவந்தி ஆதித்தனார் கல்வியியல் கல்லூரியில்  
20/10/2016 வியாழக்கிழமை அன்று காலை 10.00 மணி அளவில் நடைபெற  
உள்ளது.

வரவேற்புரை

: முனைவர்.பொ.சுவாமிதாஸ், எம்.எஸ்சி., எம்.எட்.,எம்.பில்,பி.எச்.டி.,  
முதல்வர், டாக்டர் சிவந்தி ஆதித்தனார் கல்வியியல்  
கல்லூரி,திருச்செந்தூர்

தவக்கவிழா

1. திருமதி. பா. செந்தூர் கனி, எம்.எஸ்சி., எம்.எட்.,எம்.பில்,  
மாவட்ட கல்வி அலுவலர் (பொறுப்பு),  
தூத்துக்குடி.
2. திரு.அ.சின்னராசு,எம்.எஸ்சி., எம்.எட்.,  
மாவட்ட கல்வி அலுவலர் (பொறுப்பு),  
கோவிலப்பட்டி.
3. திருமதி.K.விஜயராணி, பி.எஸ்சி., எம்.ஏ., எம்.எட்.,  
ஆய்வாளர், பதின்மப்பள்ளிகள்,விருதுநகர்.

வுழ்த்துரை

: முனைவர்.வெ.கோபாலகிருஷ்ணன், எம்.காம்., பி.எட்,பி.எச்.டி.,  
செயலர்,டாக்டர் சிவந்தி ஆதித்தனார் கல்வியியல்  
கல்லூரி,திருச்செந்தூர்

மாலை 4.30 மணி :

நிறைவு விழா

உயர்திரு. மா. இராமகிருட்டினன், எம்.ஏ.,எம்.எட்.,எம்.பில்.,

முதன்மைக் கல்வி அலுவலர், தூத்துக்குடி

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தாங்கள் வருகை தந்து கருத்தரங்கினைச் சிறப்பிக்க வேண்டுகிறோம்.  
அன்புடன்



செயலர், முதல்வர் மற்றும் பேராசிரியர்கள்.

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ADITANAR



**டாக்டர் சிவந்தி ஆதித்தனார் கல்வியியல் கல்லூரி,  
திருச்செந்தூர்.**



தூத்துக்குடி மாவட்ட உயர்நிலை / மேல்நிலைப்பள்ளி தலைமை  
ஆசிரியர்கள் கருத்தரங்கு

**நிகழ்ச்சி நிரல்**

நேரம்: காலை 9.45

நாள்.20/10/2016  
மணி

- இறை வணக்கம் :** தமிழ்த்தாய் வாழ்த்து
- வரவேற்புரை :** முனைவர் பொ.சுவாமிதாஸ்,  
முதல்வர், டாக்டர் சிவந்தி ஆதித்தனார் கல்வியியல் கல்லூரி,  
திருச்செந்தூர்
- பொன்னாடை அணிவித்தல் :** 1. திருமதி. பா. செந்தூர் கனி  
2. திரு. அ. சின்னராசு  
3. திருமதி.K.விஜயராணி
- துவக்கவிழா :** 1. திருமதி. பா. செந்தூர் கனி, எம்.எஸ்சி., எம்.எட்.,எம்.பில்,  
மாவட்ட கல்வி அலுவலர் (பொறுப்பு),  
தூத்துக்குடி.  
2. திரு.அ.சின்னராசு,எம்.எஸ்சி., எம்.எட்.,  
மாவட்ட கல்வி அலுவலர் (பொறுப்பு),  
கோவில்பட்டி.  
3. திருமதி.K.விஜயராணி, பி.எஸ்சி., எம்.ஏ., எம்.எட்.,  
ஆய்வாளர், பதினமப்பள்ளிகள்,விருதுநகர்.
- வாழ்த்துரை :** முனைவர்.வெ.கோபாலகிருஷ்ணன்,  
செயலர், டாக்டர் சிவந்தி ஆதித்தனார் கல்வியியல் கல்லூரி,  
திருச்செந்தூர்.
- பயிலரங்கம் :** 1. “மாணவர்களின் ஆளுமைத் திறன்களை மேம்படுத்துதல்”  
திருமதி இரா. செல்வ வைஷ்ணவி எம்.காம்., பி.எட்., எம்பில்.,  
முதல்வர், காஞ்சி ஸ்ரீ சங்கரா அகடாமி  
மெட்ரிக்குலேசன் மேல்நிலைப்பள்ளி, மேலத் திருச்செந்தூர்.
2. “பள்ளி நிர்வாகம்”  
திரு. கி. சீனி, எம்.எஸ்சி., எம்.எட்., எம்பில்.,  
முதன்மைக்கல்வி அலுவலரின்நேர்முகஉதவியாளர்(மேல்நிலை),  
தூத்துக்குடி.
3. “வளரும் இளம் பருவத்தினரை கையாளுதல்”  
திருமதி தி. உமா, எம்.எஸ்சி., எம்.ஏ., எம்.எட்., எம்பில்.,  
எம்.எஸ்சி (சைகாலஜி),  
உதவி பேராசிரியை, கல்வியியல் துறை,  
டாக்டர் சிவந்தி ஆதித்தனார் கல்வியியல் கல்லூரி,  
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4. "தேர்வுகளும்/தேர்வு முடிவுகளும்"

திருமதி க. ஆனந்த கமல அனுசூயா, எம்.ஏ., எம்.எட்.,  
எம்பில்., எம்.எஸ்சி (சைகாலஜி) எம்.பி.ஏ., என்.இ.றி.,  
உதவி பேராசிரியை, உளவியல் துறை,  
டாக்டர் சிவந்தி ஆதித்தனார் கல்வியியல் கல்லூரி,  
திருச்செந்தூர்.

5. "கலந்துரையாடல்"

உயர்திரு. மா. இராமகிருட்டினன், எம்.ஏ., எம்.எட்., எம்பில்.,  
முதன்மைக் கல்வி அலுவலர், தூத்துக்குடி.

பின்னுட்டம்  
வழங்குதல்

: 1.

2.

நிறைவு விழா

நன்றியுரை

: திருமதி. ஹ. காயத்திரி  
உதவி பேராசிரியை, பொருளறிவியல் துறை  
டாக்டர் சிவந்தி ஆதித்தனார் கல்வியியல் கல்லூரி, திருச்செந்தூர்.

நாட்டுப்பண்



*N. May*  
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TIRUCHENDUR-628215, Thoothukudi District, Tamilnadu, India



## Programme Photo



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## Programme Photo



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## **BEST PRACTICE – 2**

### **TITLE OF THE PRACTICE**

#### **VIDEO-GRAPHED MICRO-TEACHING**

#### **AIM**

To learn about and to understand academic integrity and class – room etiquette skills that foster appropriate conduct for an institutional wellbeing.

#### **OBJECTIVES OF THE PRACTICE**

- ✓ To practice micro teaching to develop core teaching skills for effective classroom teaching
- ✓ The teacher-trainees are to learn and assimilate new teaching skills under controlled conditions.
- ✓ The teacher-trainees are to gain confidence in teaching and mastering a number of teaching skills.
- ✓ To utilize the academic potential of teacher-trainees for providing much needed feedback.
- ✓ To develop effective time management and goal setting strategies.
- ✓ To develop an awareness of teaching / learning styles and how to use a variety of teaching strategies to adapt in various learning environments.

#### **THE CONTEXT**

Teacher competencies defined in terms of knowledge, Skills, and Behaviors required in a teacher that would bring desirable changes in the growth of students. There are certain unitary skills related to teaching which have led to the development of micro-teaching technique which develop the competency of the teacher.

Micro-teaching is the most fundamental aspect of the teaching profession. The students learn and practice the nitty-gritty of the teaching technique through Micro-



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teaching only. This demand for intensive training in teaching and a thorough feedback mechanism. This is why we introduce the video-recording of Micro-teaching.

## **THE PRACTICE**

Our college is a pioneer in conducting the video-graphed Micro-teaching Skill training Programme. The Micro-teaching demonstration classes for the Prospective teachers were provided by the Teacher Educators. The trainees prepared the Micro lesson plans and teaching aids for five skills. The practice session of the trainees were video-recorded and thereby providing the opportunities for them to obtain feedback about the teaching in their own. After the teaching session, the Feedback was provided by the observer as well as by the Teacher Educator. Based on the suggestions by the Teacher Educators, the Observer and the recorded video the trainees would re-teach the Micro lesson.

## **Video Recording**


The trainees are divided into 10 groups. Each group will be under the supervision of a faculty member. And all five skills will be practiced by the trainees. Under the watchful eyes of the faculty members, each group's micro teaching will be recorded in the video.

To begin with, the teacher in-charge gives a demonstration lesson, which is first recorded. Then the student groups watch, how the teacher educator uses various components of a skill masterfully. Now the trainee teachers practice the skill concerned. This is recorded in the video.

This is called the teaching session. During the teaching session each trainee is observed by an observer. Then the observer gives a private feedback to the trainee about the usage of various components with regard to his performance. This is further substantiated while the trainee watching her/his own teaching in the video.

Now all the trainees after receiving the feedback and watching his/her own teaching prepare for the teaching session. This process facilitates a fool-proof mechanism for receiving the correct feedback individually. The re-teaching session naturally results in better performance by the trainees.



  
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## **BENEFICTS OF THE PRACTICE**

We found the video recording of micro teaching immensely beneficial and highly evaluative. This also helps the teacher educators to identify and remove any flaws in the microteaching process. We found this is a good and solid preparatory course for macro teaching.

## **EVIDENCE OF THE SUCCESS**

The Micro-teaching Skill training help the student-teachers to analyze the different components of micro teaching skills and its applications. It helped them to gain self-confidence among prospective teachers by scaling down all complexities of actual classroom situation.

## **RESOURCES REQUIRED**

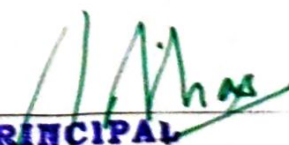
- A qualified video - grapher
- Complete Audio and Video systems for recording
- A separate room for recording

## **PROBLEMS ENCOUNTERED IF ANY AND STRATEGIES ADOPTED TO OVERCOME THEM**

- As most of the students get the exposure to the stage for the first time during the microteaching practice they experience the stage fright.
- Being conscious of the video recording, some students tend to be nervous.
- Inadequacy of the students in terms of language skills and subject competency pose problems at times.

The above mentioned obstacles are overcome by preparing the students thoroughly. They are encouraged and allowed to practice the skills freely. Mistakes are bound to happen which are corrected by the teachers in friendly manner. We allow them to avail much time before they re-teach. Further the obstacles are overcome by the constant training with continuous feedback mechanism adopted by all teacher educators of our institution.



  
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**Dr. SIVANTHI ADITANAR COLLEGE OF EDUCATION**

[Re-accredited with 'B+' grade by NAAC with CGPA of 2.74 (2<sup>nd</sup> Cycle)]

TIRUCHENDUR-628215, Thoothukudi District, Tamilnadu, India



## Programme Photo



PRINCIPAL  
DR. SIVANTHI ADITANAR





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## Programme Photo



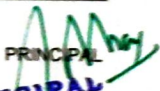
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Dr. SIVANTHI ADITANAR  
COLLEGE OF EDUCATION  
TIRUCHENDUR



**Dr. SIVANTHI ADITANAR COLLEGE OF EDUCATION, TIRUCHENDUR.**  
**MICRO TEACHING PRACTICE FROM 03.10.16 to 15.10.16**

DATE & DAYS	ICT LAB	TEC - I HALL	TEC - II HALL	PSY LA B	MULTI HALL - I	MULTI HALL - II	B. Ed HALL	M. Ed HALL	SUBSTITUTE
	G - I	G - II	G - III	G - IV	G - V	G - VI	G - VII	G - VIII	G - IX
Monday 03.10.16	Mrs. HG	Mr. DJ	Mr. KN	Mrs. KA	Dr. DG	Mrs. AK	Mr. DS	Mrs. TU	AU, MA, ER
Tuesday 04.10.16	Mrs. AK	Ms. ER	Mr. DJ	Mr. KN	Ms. MA	Mrs. VL	Mrs. SJ	Ms. AU	PP, DG, TU
Wednesday 05.10.16	Ms. MA	Ms. AU	Mr. SJ	Mr. DS	Mrs. TU	Mrs. HG	Mr. ES	Mrs. DH	AK, VL, ER
Thursday 06.10.16	Mr. DS	Ms. PP	Mr. EA	Mr. KN	Mr. DJ	Mrs. AK	Ms. MA	Mrs. KA	DG, KS, DS
Friday 07.10.16	Mr. ES	Mrs. TU	Mr. PR	Dr. DG	Ms. PP	Mrs. HG	Mr. KN	Mr. RK	AK, RK, KA
Thursday 13.10.16	Mrs. DH	Mr. ES	Dr. DG	Mrs. VL	Mr. SJ	Mr. RK	Mrs. KA	Ms. PP	TU, KN, DS
Friday 14.10.16	Mrs. TU	Ms. AU	Mrs. HG	Mrs. AK	Ms. MA	Mr. KS	Ms. ER	Mrs. DH	KN, VL, ES
Saturday 15.10.16	Mrs. DG	Mr. KN	Ms. AU	Mr. EA	Mrs. KA	Mr. DS	Mr. KS	Mr. SJ	PP, PR, AU



  
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**MICRO TEACHING PRACTICE**

Video Graphed Micro teaching practice will be held in the college as scheduled below.

DATE: 03.10.2016 to 15.10.2016

<b>Date &amp;DAY</b>	<b>Skills</b>	<b>Staff Incharge</b>	<b>Venue</b>
Monday 03.10.16	Stimulus Variation	Group - I Mrs. HG	Technology Lab
Tuesday 04.10.16	Reinforcement	Group - II Mrs. AK	Technology Lab
Wednesday 05.10.16	Probing Question	Group - III Ms. MA	Technology Lab
Thursday 06.10.16	Explaining	Group - IV Mr.DS	Technology Lab
Friday 07.10.16	Using black board	Group - V Mr. ES	Technology Lab
Thursday 13.10.16	Stimulus Variation	Group - VI Mrs. DH	Technology Lab
Friday 14.10.16	Reinforcement	Group - VII Mrs. TU	Technology Lab
Saturday 15.10.16	Probing Question	Group - VIII Dr. DG	Technology Lab



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**DR. SIVANTHI ADITANAR COLLEGE OF EDUCATION**  
**TIRUCHENDUR**  
**MICRO TEACHING VALEDICTORY FUNCTION**



**Date: 15.10.2016**

**Time: 2.30 p.m**

**PROGRAMME**

- Prayer Song : B.Ed. Students
- Welcome Address : Dr. P. Swamydhas,  
Principal,  
Dr. Sivanthi Aditanar College of Education,  
Tiruchendur.
- Memento Presentation : Mrs. T. Uma,  
Asst.Prof.in Education.
- Micro teaching – Report : Mr. R. Karthick,  
Asst.Prof.in English Education.
- Micro teaching – Experiences : 1.Ramalakshmi. S (Maths)  
(By Students) 2. Subashini. N (Physical Science)
- Chief Guest Address : Dr. A. Maria Secily,  
Principal,  
Dr. Sivanthi Aditanar Teacher Training Institute,  
Tiruchendur.
- Vote of Thanks : Saranya. S (Commerce)
- National Anthem



*A May*  
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**TIRUCHENDUR**