



**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



## **INSTITUTIONAL BEST PRACTICES**

### **(2019-2020)**

❖ **WORK EXPERIENCE AND CREATIVE ACTIVITIES**

❖ **TRAINING IN BASICS OF COMPUTER EDUCATION**



IQAC, Dr. SACE, Tiruchendur

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TIRUCHENDUR



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## **BEST PRACTICE – 1**

### **1. TITLE OF THE PRACTICE**

**Work Experience and Creative Activities**

### **2. AIM**

Our College provides Work Experience and Creative Activities to the Student-teachers with the aim of developing imagination, creativity and skills among them.

### **3. OBJECTIVES OF THE PRACTICE**

To enable the Student-teachers,

- To use the techniques of Art, Music and Drama for enhancing teaching and learning.
- To use Art, Music and Drama for enhancing one's Self-expression and Creativity
- To identify and recognize the experts in Art, Music and Drama in the Community and involve them for enhancing of teaching and learning process.

### **4. THE CONTEXT**

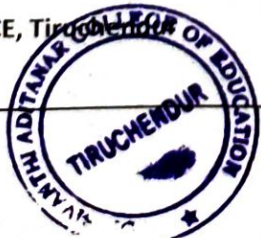
Our College is conducting multi various activities and one of them is Work Experience and Creative Activities for improving the Skills of Student-teachers.

Every Student Teacher should be able to develop within themselves attitudes and skills apart from knowledge, being self-reliant and lead a life worth living. This experience would also be useful to him even if he is not in a position to get a suitable job early. Thus self employment capabilities are promoted. The student teachers are provided experiences in skills such as painting, sketching, candle making, stitching, development and maintenance of plant nurseries etc. We encourage the student - teachers to make their own teaching aids and they do the same under the guidance of our arts and craft instructor Mr. K. Natarajan. Guest Lectures are arranged wherein the Student - Teachers are trained to make low cost teaching aids.

### **5. THE PRACTICE**

The practice of Work Experience and Creative Activities are provided to our Student-teachers in the preparation of instructional materials, making socially useful products from waste

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materials and leisure time activities of training and the practice is scheduled everyday in the afternoon session at 3.30 p.m. – 4.30 p.m. For all the programmes and activities of the College our Student-teachers are encouraged to involve in the preparation of banners, decoration of Dias, Multi-purpose Hall, Classrooms and the Entrance using the creative articles prepared by them. As a part of community contribution our Prospective teachers also provide training for Self-help group women under the directions of our faculty.

The following are the various activities and programs being executed. This helps our students to understand the dignity of labor and are,

- Preparation of Envelopes.
- Assignment binding procedure
- Projective teaching aids
- Candle preparation
- Filing system of records
- Paintings
- Craft work
- Preparation of Models
- Chart preparation
- Fabric painting
- Flower making
- Agarpathi preparation
- Glass painting
- Preparation of useful articles from materials like thermo coal, jute, card
- Board, papers, shells, ice sticks, cycle tier etc.
- Preparation of soft toys out of fur cloth /wool and sponge
- Preparation of food items like cake and pongal
- Preparation of cleaning powder, fabric whitener, blue, tooth powder etc.
- Working models suitable for teaching the respective optional.

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## 6. BENEFITS OF THE PRACTICE

Experience in design, art, and crafts enable them to reflect critically on their own work and those by others. They learn to act and think like designers and artists, working intelligently and creatively. Motor skills, organizational skills, creativity and self-esteem can be developed through arts and crafts. Work Experience and Creative Activities help our Student-teachers to become proficient in drawing, painting, sculpture, design techniques and other arts and crafts.

## 7. EVIDENCE OF SUCCESS

In our College Art exhibition is conducted every year after the University Practical Examination, in which the trainees exhibit their contribution. Based on training activities students are evaluated and are given merit certificate every year. Art and craft ideas and activities reinforce our prospective teachers with reasoning, analytical skills and problem solving skills.

## 8. PROBLEMS ENCOUNTERED IF ANY AND STRATEGIES ADOPTED TO OVERCOME THEM

Executing the Work Experience and Creative Activities involve challenges like scheduling, provision of resources, allocation of different art works, responsibility of each individual, practical skills of the student-teachers in creative works and lack of motivation. The above challenges are addressed by scheduled time-table for Work Experience and Creative Activities, distribution of necessary resources from the college, and providing merit certificate to the prospective teachers for motivation.

## 9. RESOURCES REQUIRED

Sewing Machine, charts, Colour Papers, Woolen thread, Organdy Fabric, Water colour, canvas, sketching pad, sketch pen, Acrylic Paint, OHP Sheets, Glass slides, Film slides, clay, collage and craft materials, etc.

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## Programme Photo



*May*  
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**TIME TABLE FOR B. Ed / M.Ed (2019-2020)**

DAY	CLASSES	9.35-10.35	10.35-11.30	11.30-11.40	11.40-12.35	12.35-1.30	1.30-2.30	2.30-3.30	3.30-3.40	3.40-4.30
MONDAY	B.Ed - IA	S.R-C1	01	BREAK	K.S-C6	LUNCH	K.S.V	R.A-C4	BREAK	GAMES/ COMPUTER/ LIBRARY/ARTS & CRAFT/YOGA
	B.Ed - IB	T.U-C2			R.A-C3		S.J-C1	T.D.S-C3		
	B.Ed-IIA	T.D.S-C2	D.G - C3		KN		02	E.R (Y&H)		
	B.Ed-IIB	D.J - C1	P.R - C3		T.U-C1			K.S - C3		
	M.Ed - I	S.J-C2	P.S.D-C1		D.J - C5		D.G - C6	P.R - C7		E.A - C4
	M.Ed - II	K.S - C4	R.A - C5		S.J - C4		S.R - C2	D.J-C1		R.K - C6
TUESDAY	B.Ed - IA	P.R-C5	01	BREAK	S.J - C1	LUNCH	K.N- EPC2	T.U- C2	BREAK	GAMES/ COMPUTER/ LIBRARY/ARTS & CRAFT/YOGA
	B.Ed - IB	A.K-C5			K.S- C6		P.R-C5	E.S- C6		
	B.Ed-IIA	K.S- C3	T.D.S- C2		T.U- C1		D.J-C1	E.R(Y&H)		
	B.Ed-IIB	D.J - C1	E.R(Y&H)		K.S.V		D.G-C3	K.S-C3		
	M.Ed - I	M.A-C4	P.S.D - C1		D.G - C1		T.D.S- C7	S.R - C2		E.S - C5
	M.Ed - II	S.J. C6	S.R-C2		E.A-C3		H.G-C3	D.S-C2		S.R - C2
WEDNESDAY	B.Ed - IA	T.D.S.C3	P.S.D.C2	BREAK	E.S - C6	LUNCH	T.U .C2	R.K - C4	BREAK	GAMES/ COMPUTER/ LIBRARY/ARTS & CRAFT/YOGA
	B.Ed - IB	RA - C3	D.G - C2		R.K - C4		K.S - C1	S.R - C1		
	B.Ed-IIA	K.S.EPC4	T.U - C1		KN		E.R(Y&H)	T.D.S-C2		
	B.Ed-IIB	P.R - C2	E.R(Y&H)		T.D.S.C2		D.G - C3	R.A- C2		
	M.Ed - I	H.G - C5	D.S - C6		T.U - C1		E.A - C4	P.R - C3		R.A- C2
	M.Ed - II	S.J-C4	A.K - C3		E.A- C3		M.A.C3	D.J - C1		D.S - C2
THURSDAY	B.Ed - IA	A.K - C5	01	BREAK	D.G-C2	LUNCH	K.N	R.A- C4	BREAK	GAMES/ COMPUTER/ LIBRARY/ARTS & CRAFT/YOGA
	B.Ed - IB	T.D.S-C3			T.U - C2		D.J - C3	P.R - C5		
	B.Ed-IIA	K.S-C3	P.R - C3		R.A-C2		02	K.S.V		
	B.Ed-IIB	T.U- C1	E.R(Y&H)		KN			S.R-C1		
	M.Ed - I	S.R - C2	D.G - C1		E.A - C4		T.U - C1	S.J-C2		D.J - C5
	M.Ed - II	D.J - C5	S.J - C6		K.S - C4		D.G .C1	T.D.S.C6		R.A-C5
FRIDAY	B.Ed - IA	D.J - C3	S.R-C1	BREAK	H.G-C6	LUNCH	P.R - C5	K.S-C1	BREAK	GAMES/ COMPUTER/ LIBRARY/ARTS & CRAFT/YOGA
	B.Ed - IB	H.G - C6	P.S.D-C2		RA- C3		K.S.V	S.R - C1		
	B.Ed-IIA	P.R - C2	EA - C2		E.R (Y&H)		02	D.J - C1		
	B.Ed-IIB	E.R(Y&H)	K.S.V		KN			T.D.S-C2		
	M.Ed - I	D.S-C6	T.D.S-C3		A.K - C4		D.G - C6	T.U - C3		P.R-C7
	M.Ed - II	S.J-C4	R.K - C6		T.U - C1		S.J - C4	R.A-C5		D.G- C1



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## **BEST PRACTICE – 2**

### **1. TITLE OF THE PRACTICE**

**Training in Basics of Computer Education**

### **2. AIM**

The Training in Basics of Computer Education aims to familiarize student-teachers with Microsoft Windows, Excel, basic computer skills and successful completion of the Practical component of B.Ed. curriculum in a supportive computer lab environment.

### **3. OBJECTIVES OF THE PRACTICE**

The following are the objectives of the Computer training Programme

- To appropriately start up and shut down his/her computer
- To navigate the operating system and start applications
- To perform basic functions of file management
- To perform basic functions in a word processor and spreadsheet
- To manage print settings and print documents
- To receive and send emails
- To use a web browser to navigate the Internet.
- To prepare e-portfolio
- To create Blog

### **4. THE CONTEXT**

Modern culture relies heavily on electronic communication and digital classroom. They are used in professional as well as educational institutions. Thus, to learn effectively the student-teachers of today's society should possess the basic training in Computer Skills like sending emails, doing presentations, prepare digital lesson and collecting and storing data. Hence Our College has planned to conduct Free Computer training on Basic Skills for Student-teachers in every academic year. Creating and managing text spreadsheets, presentation files and completion of the academic year's practical component in a supportive computer lab environment is the main objective of this training.

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## 5. THE PRACTICE

In this training the following basics in Computer Education are provided to the Prospective teachers. The training in computer is scheduled to be held at 3.30 pm to 4.30 pm every day in the Computer Lab. Attendance of the students will be recorded. The training for B.Ed. Students is provided in the UG Computer Lab on a weekly rotation basis by each department of Physical Science, English, Mathematics, Biological Science, Commerce and Economics. The following are the topics to be covered during the training programme.

- **Hardware and software**

The main components of a computer; including input and output devices - The function of communication devices such as smart phones and tablets - The role of Operating Systems, programs and apps.

- **Windows**

Turning on the computer and logging on - The Windows screen - Running programs from the Start Menu - Minimizing, maximizing, moving, resizing and closing windows - Logging off and shutting down his/her computer.

- **Working with programs**

Running multiple programs - Desktop icons and creating a desktop shortcut - Managing programs from the taskbar - Closing programs.

- **File management**

Managing Windows Explorer - Creating, moving, renaming and deleting folders and files Understanding file extensions - Viewing storage devices and network connections - Managing, USB flash drives.

- **Word processing**

Creating documents in Microsoft Word - Typing text, numbers and dates into a document

Easy formatting - Checking the spelling in your document - Making and saving changes to his/ her document

- **Spreadsheets**



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Understanding spreadsheet functionality - Creating spreadsheets in Microsoft Excel - Typing text numbers and dates into a worksheet - Easy formulas - Easy formatting - Making and saving changes to his/her workbook - Printing a worksheet.

- **Printing**

Print preview - Print settings - Managing the print queue

- **Accessing the internet and Using email**

Going to a specific website and bookmarking - Understanding how to search/Google effectively - Copy and paste Internet content into his/her documents and emails - Stopping and refreshing pages - Demystifying the Cloud - Computer security best practices - using email: The Outlook mail screen elements - Composing and sending an email message - Managing the Inbox

- **Joining a Zoom Meeting**

Discuss the concepts and requirements of virtual conferencing - Participate in an interactive Zoom Meeting.

- **Academic Year Practicum Components**

Receive resources through the internet for assignments and seminars for all subjects – Preparing teach effectively in a technology enhanced classroom – Prepare students portfolio record – achieve knowledge comprehension, practice skills and presentation skills in ICT – Prepare critical understanding of ICT record.

## **6. BENEFITS OF THE PRACTICE**

Training in Basics of Computer would help the student teachers to increase their employability, improve their skills, preparing score sheets of students' progress, preparation of Power Point Slides for subject matter, increased productivity and career advancements.

## **7. EVIDENCE OF SUCCESS**

The training programme in Basics of Computer Education provided to the prospective teachers of Our College was very useful and successful. Our students became capable of preparing power point presentations for teaching task, creating their blog, preparing e-portfolio, searching web posts, and slides for seminar presentation etc. The task they have undertaken were recorded and submitted as a record.

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## 8. PROBLEMS ENCOUNTERED IF ANY AND STRATEGIES ADOPTED TO OVERCOME THEM

The following are the challenges encountered while providing Training in Basics of Computer Education.

- Accessibility to Internet
- Slow Internet Connection
- Security concerns
- Threats of cyber crimes
- Update Problems
- Computer Freezes
- Hardware failure
- Electrical interference
- Improper drives

The above challenges are overcome by free wi-fi access in the campus, power back up inverter, qualified faculty and lab assistant to monitor the progress of the students and course outcome.

## 9. RESOURCES REQUIRED

To conduct the training programme successfully for the whole academic year the following sources are required.

- Computers
- Internet connection
- Uninterrupted Power Supply
- Back up Battery
- Trained Faculty

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	B.Ed-IIA	T.D.S-C2			KN		02	E.R (Y&H)		
	B.Ed-IIB	DJ - C1			T.U-C1			K.S - C3		
	M.Ed-I	SJ-C2			DJ - C5		D.G - C6	P.R - C7		
	M.Ed - II	K.S - C4			S.J - C4		S.R - C2	D.J-C1		
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	B.Ed-IIA	KS-C3			T.U- C1		DJ-C1	E.R(Y&H)		
	B.Ed-IIB	DJ - C1			K.S.V		D.G-C3	K.S-C3		
	M.Ed-I	M.A-C4			D.G - C1		T.D.S- C7	S.R - C2		
	M.Ed - II	S.J. C6			E.A-C3		H.G-C3	D.S-C2		
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	B.Ed - IB	RA - C3			R.K - C4		KS - C1	S.R - C1		
	B.Ed-IIA	K.S.EPC4			KN		E.R(Y&H)	T.D.S-C2		
	B.Ed-IIB	P.R - C2			T.D.S.C2		D.G - C3	R.A- C2		
	M.Ed-I	H.G - C5			T.U - C1		E.A - C4	P.R - C3		
	M.Ed - II	S.J-C4			E.A- C3		M.A.C3	D.J - C1		
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	B.Ed - IB	T.D.S-C3			T.U - C2		DJ - C3	P.R - C5		
	B.Ed-IIA	KS - C3			RA-C2		02	K.S.V		
	B.Ed-IIB	T.U - C1			KN			S.R-C1		
	M.Ed-I	S.R - C2			E.A - C4		T.U - C1	S.J-C2		
	M.Ed - II	DJ - C5			K.S - C4		D.G .C1	T.D.S.C6		
FRIDAY	B.Ed - IA	DJ - C3	S.R-C1	BREAK	H.G-C6	LUNCH	P.R - C5	K.S-C1	BREAK	GAMES/ COMPUTER/ LIBRARY/ARTS & CRAFT/YOGA
	B.Ed - IB	H.G - C6			RA- C3		K.S.V	S.R - C1		
	B.Ed-IIA	P.R - C2			E.R (Y&H)		02	DJ - C1		
	B.Ed-IIB	E.R(Y&H)			KN			T.D.S-C2		
	M.Ed-I	D.S-C6			A.K - C4		D.G - C6	T.U - C3		
	M.Ed - II	S.J-C4			T.U - C1		S.J - C4	R.A-C5		



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