

MUSLIM COLLEGE OF EDUCATION

Accredited with 'B' Grade by NAAC
No.1, New Street, Thiruvithancode,
Azhagiamandapam - 629 174, Ph: 7598353331



MCE POLICY BOOK

Affiliated to Tamil Nadu Teachers Education University-
Chennai. CC : 10915, 10936, Recognised by SRC (NCTE) New Delhi
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HISTORY OF THE COLLEGE

The Muslim College of Education, No. 1 New Street, Thiruvithancode, Kanniyakumari Dist., Tamil Nadu, one of the pioneering teacher training institutions in Tamil Nadu, is dedicated to the cause of learning, research and outreach. It is a dream project of the Muslim Educational Society(MES) Thiruvithancode, a society fashioned to uplift the marginalized sections of the people in Kanniyakumari. The Muslim College of Education had its inception in the year 2007 with 100 B.Ed. teacher -trainees. In the year 2008, the College was granted permission to launch the M.Ed. course. Representing the minority, the college has unlocked its doors to all and sundry who cherished to get into this institution for admission. A galaxy of eminent teachers with competency, professionalism, passion, devotion and dedication, with the infinite support furnished by the management, has ignited the institution to grow with a remarkable legacy within a short span of time.

Our College was accredited with “B” grade by the National Assessment and Accreditation Council (NAAC) of the UGC. They were extremely pleased with the academic excellence, organization, staff pattern, physical environment, and outreach programmes of the College. It has provided us added responsivity and commitments to work for improvement. We strongly believe in the NAAC dictum, Quality Enhancement and Quality

sustenance. We strive hard to uphold it. In 2014 the institution got permission to start M.Phil. Course in Education, with 20 full time scholars. The Muslim College of Education is proud of the fact that it gives the teacher-trainees maximum opportunities for outreach programmes. We believe greatly in value, support and collaboration, discussion, and dialogue with a variety of local and regional community associates.

The College offers other programs such as Yoga, Ornamental Decoration, Fruits and Vegetable Carving, Candle Making, Glass Painting, Flower Making, and Flower Arrangement, among others. We prioritize the development of communicative English skills. The College is affiliated with the Junior Chamber International Trivandrum Chapter. It is a global organization established with the aim of motivating and empowering young people. The training packages offered by JCI motivate our aspiring teacher-trainees to explore the abundant array of possibilities in the teaching profession.

In 2013, the Muslim College of Education started a biannual national journal called Teacher Learner and Society (TeLes), which is subject to peer review. The publication is assigned the ISSN 2348-8409. TeLeS gained positive acclaim from intellectuals, which motivated us to establish an international publication called the International publication of Perspectives in Education (IJPE) in 2016. The journal is assigned the ISSN 2456-3412. Additionally, it is a peer-reviewed, multi-disciplinary international publication. The National Council for Teacher Education (NCTE) has granted authorization to the Muslim College of Education to commence 4-year integrated courses in B.A.B.Ed. and BSc.B.Ed. commencing from the academic year 2017-2018, recognizing the practicality of this initiative. There are just 8 institutes of education in Tamil Nadu that possess such a prestigious distinction.

ESTABLISHMENT AND MANAGEMENT

Muslim Educational Society (MES) Thiruvithancode,
Kanniyakumari District Tamil Nadu – 629 174

STATE GOVERNMENT

The Government of Tamil Nadu NOC Letter No 24786/E1/2007-2,
Dated 14-11-2007. NCTE Letter F.SRO/NCTE/ B.Ed./ 2006-2007/15931.

AFFILIATING BODY

Affiliated to Tamil Nadu Teachers Education University, Chennai.
Tamil Nadu, India

RECOGNITION

NCTE (National Council for Teacher Education) SRC (Southern
Regional Committee) New Delhi, India, Regional Director, Southern
Regional Committee (NCTE), G-7, Sector-10, Dwarka, Landmark Near
Metro Station, New Delhi 110075

RECOGNIZED STRENGTH

B.Ed. – 100 Teacher-trainees (Two Units)
M.Ed. - 50 Scholars (One Unit)

COLLEGE ADDRESS

Muslim College of Education, No.1, New Street, Thiruvithancode,
Kanyakumari Dist., Tamil Nadu, India Pin: 629 174

WEBSITE ADDRESS www.muslimcollegeofeducation.in

EMAIL muslimcollegeofeducation@gmail.com

SECRETARY & CORRESPONDENT

Lion Dr. H. Mohamed Ali
Secretary, Muslim College of Education, No.1 New Street,
Thiruvithancode, Kanyakumari Dist., Tamil Nadu, Mob: 9842130700

CONTACT NUMBER

Phone: 04651 248674, Mob: 7402735503, 7402735504

ACCREDITATION STATUS Accredited 'B' Grade by NAAC



VISION

To be a “Centre of Excellence” in the fields of teaching, learning, research and outreach programmes through network of vibrant educational programmes.

MISSION

To enable our teacher-trainees and research scholars acquire academic competence, sound knowledge and skill in teaching and outreach programmes coupled with international and interdisciplinary perspective.

VALUES

The institution has the following Core Values

- ★ *Contributing to National Development*
- ★ *Fostering global competencies among the students*
- ★ *Inculcation of a value system among students*
- ★ *Promoting the use of Technology*
- ★ *Quest for Excellence*

OBJECTIVES OF THE INSTITUTION

- ★ To provide a motivating, inspiring and equally accessible teaching – learning environment, conducive to the professional growth of teacher educators and student teachers.
- ★ To enable the students to understand the principles of pedagogy and their application in curriculum transaction and evaluation To identify and promote the caliber of the student teachers needed for the welfare of the society and nation
- ★ To educate and make the student enable for excellence in teaching, learning and research
- ★ To make awaken and enable the student teachers to integrate the ICT with ancient Indian educational philosophy for a quality academic environment.
- ★ To develop among the student teachers, competence and core skills essential to teaching learning process.
- ★ To encourage the student teachers to derive an everlasting capacity of realizing and executing their roles and responsibilities in learner's holistic development.
- ★ To prepare the student teachers to meet the emerging issues, needs and problems of the school education system in global context with the help of available resource and Information communication technology.

HOW TO REACH THE CAMPUS

Muslim College of Education is located in No. 1 New Street, Thiruvithancode, Kanyakumari Dist. Tamil Nadu. The College is about 10 km south of Nagercoil and 12 km. north of Marthandam. The nearest railway station is Eraniel, at a distance of 5km. The nearest airport is Trivandrum International Airport at a distance of 57.5 km away from the College. The sprawling campus of 5 acres is quiet and conducive to serious academic pursuit. Beautifully landscaped with tiles and horticultural plants it remains ideal for intellectual and emotional pursuit of the teacher-trainees.

HOW THE CAMPUS WORKS

The primary edifice of the College is a contemporary three-story, architecturally crafted complex that houses the College's administrative office, library, Secretary's Chamber, Principal's room, laboratories, seminar hall, and individual work spaces for professors. There are designated washrooms and bathrooms for males and females. The bottom level of the building consists of an air-conditioned theatre, a library, a reading room, a staff room, a technology lab, an M.Ed. staff room, and many classrooms. The first floor includes the College Office, Principal's room, Extension Activities Office, Placement Assistant Cell, Anti Ragging Cell, MES office, Computer lab, Physical Science lab, Biological Science lab, multi-purpose hall, Language lab, Psychology lab, classrooms, and a boy's washroom. The second level comprises a Multi-Purpose General Hall, many Class Rooms, and a Girl's washroom.

COLLEGE AMENITIES

The College offer the following facilities

- ★ Principal's Chamber
- ★ Seminar Hall
- ★ Educational Technology Lab
- ★ Science Lab
- ★ Physical Education Lab
- ★ Separate Restrooms for boys and girls
- ★ Washrooms for Boys and Girls
- ★ Guest Room
- ★ Research and Guidance Wing
- ★ Computer Lab
- ★ Transportation Facility
- ★ Office Complex
- ★ College Library
- ★ Language Lab
- ★ Psychology Lab
- ★ Work Experience Lab
- ★ Canteen
- ★ Furnished Staff Rooms
- ★ Reading Room
- ★ Library
- ★ Bookstore
- ★ Broadband Internet facility

LABORATORY

The college offer the following labs

- ★ Biological Science Laboratory
- ★ Physical Science Laboratory
- ★ Psychology Laboratory
- ★ Technology Laboratory
- ★ Computer Laboratory

MULTIPURPOSE HALL

The institution possesses a versatile auditorium equipped with air conditioning capable of accommodating a maximum of 200 individuals. It serves as a venue for orientation programs, extracurricular events, workshops, seminars, exams, guest lectures, and also functions as a common area and method laboratory.

BOOK STORE

There is a well-stocked and open shop on campus. Teacher-trainees are provided with high-quality notebooks and other essential college materials at an affordable cost. There are locations where you may make photocopies.

COLLEGE PUBLICATIONS

IJPE (International Journal of Perspectives in Education)- A peer reviewed multi-disciplinary biannual international journal
 TeLeS – (Teacher, Learner and Society) - A peer reviewed multi-disciplinary biannual national journal with the ISSN
 Memories - Alumni News Letter,
 The Teacher – A MCE Newsletter
 Reflections – College Magazine

COLLEGE MAGAZINE

Every year, the college puts together an Editorial Board to make sure. Annually, the college assembles an Editorial Board to ensure the timely publication of College Magazine. The sole responsibility for editing and publishing the journal lies with the Editorial Board. The college magazine is titled "Reflections."

ADMINISTRATION

The College operates in a manner similar to renowned colleges in India and beyond. Lion. Dr. H. Mohamed Ali holds the position of General Secretary at the Muslim Educational Society and serves as the Secretary of the Muslim College of Education. He has authority for the College. Mr. V. Ramaswami is responsible for managing the administrative and financial aspects of the College. The principle has responsibility for the academic aspects of the College, while the Management oversees the business aspects. The College Academic Council assists the Principal in carrying out administrative duties and provides them with guidance and recommendations. The council consists of renowned scholars.

COLLEGE GOVERNING COUNCIL

The institution is financially independent and operated by the Muslim Educational Society. It is affiliated with TNTEU to promote excellence in Teachers Education. The Governing Council plays a crucial role in leading the institution towards academic success by employing a comprehensive approach. The Institute's established policies guarantee the integrity and efficacy of governance and administration. The Institute advocates for a leadership approach that emphasizes collaboration and encourages active involvement in decision-making processes. The College Governing Council makes decisions about funding, strategic planning, recruitment, research policies, and academic and administrative initiatives. These decisions are aligned with the vision, mission, and quality policy of the college. The responsibility of the IQAC is to ensure the quality of all academic activities, consistently working to uphold quality standards in teaching, learning, and evaluation processes in alignment with the institution's vision and mission.

COLLEGE GOVERNING COUNCIL

Sl. No.	Name	Designation	Official Designation
1.	A. Rehim	President, Muslim Educational Society	Management Representative
2.	H. Mohamed Ali	Secretary, Muslim Educational Society	Management Representative
3.	M. Afzal Fayaz	Joint Secretary, Muslim Educational Society	Management Representative
4.	Anzar Fayaz	Treasurer, Muslim Educational Society	Management Representative
5.	Haneefa Imran	Member, Muslim Educational Society	Management Representative
6.	Pramod. V.S.	Principal Muslim Educational Society	Chairperson
7	Jayakrishnan Nair. M.	Professor Muslim College of Education	Member
8	Dr. R. Mukundan	Former Principal, N. V. K. S. D. College of Education	Member
9	Dr. M. Mohamed Askar	Assistant Professor in Tamil, Muslim Arts College	Member
10	Dr. N. Sivakumar	Assistant Professor, Department of Tamil, Noorul Islam College of Arts & Science	Member
11	Dr. K. C. Bindhu	Professor and Head, Department of Education, Mother Teresa Women's University	Member
12	Dr. A. John Lawrence	Professor and Head, Department of Education, Mother Teresa Women's University	Member

POLICY OF DIFFERENT COMMITTEES

POLICY OF INFRASTRUCTURE COMMITTEE

There is a College and Development Committee to look after the maintenance, repair and constructional work related to the building. Construction, repair and maintenance of the main building and physical infrastructure like water, power supply and gas is looked after by this committee. All minor faults are attended and repaired by hired technicians, carpenters, electrician, plumber etc.

Sl.No	Name	Designation	Official Designation
1	A. Rehim	President, Muslim Educational Society	Management Representative
2	H. Mohamed Ali	Secretary, Muslim Educational Society	Management Representative
3.	M. Afzal Fayaz	Joint Secretary, Muslim Educational Society	Management Representative
4.	Anzar Fayaz	Treasurer, Muslim Educational Society	Management Representative
5.	Haneefa Imran	Member, Muslim Educational Society	Management Representative
6.	Pramod. V.S.	Principal Muslim College of Education	Chairperson
7.	Prema Kumar	Professor Muslim College of Education	Member

POLICY OF FINANCE COMMITTEE

The Finance Committee advises the Governing Body on financial matters. It shall prepare income and expenditure statements of the college in the prescribed format to submit for fixation of tuition and others fees of the college. The Finance Committee will be an advisory body to the Governing Body.

Functions of Finance Committee:

- ★ The finance committee will convene to evaluate financial concerns and report to the Governing Body. It will perform the following functions:
- ★ Financial projections on revenue generated from fees and additional sources.
- ★ To gather all significant and insignificant spending suggestions from various committees, evaluate them, determine their importance, and submit a preliminary budget to the Governing Body promptly.
- ★ To strategically allocate resources and effectively manage cash.
- ★ To create a comprehensive budget for the daily operations of the college Preparation of audited financial statements for the aforementioned.
- ★ To gather resources through soliciting donations from the public, securing funds from various schemes offered by funding organizations, and other means.
- ★ To authorize all the expenses for acquiring significant equipment as recommended by the Governing Body.
- ★ To authorize the allocation of funds for the construction of a new building following permission from the governing body.
- ★ Proposal for staff appointment and staff remuneration.

COMPOSITION OF FINANCE COMMITTEE

Sl.No	Name	Designation	Official Designation
1	H. Mohamed Ali	Secretary, Muslim Educational Society	Management Representative
2	Pramod.V.S.	Principal Muslim College of Education	Chairperson
3	Jayakrishnan Nair.M.	Professor Muslim College of Education	Member
4	Hamsa	Accountant	Member
5	Ramaswami.	Administrative Officer	Member

POLICY OF STAFF SELECTION COMMITTEE

To design and implement the quality policy and provide long term strategic guidance and improve the quality of faculty, teaching learning process and research, the committee is following the below given policies:

- ★ The committee follows a high sense of dedication towards their duties with high responsibility and takes care of the, functioning and operations of academic and administrative aspects of the college.
- ★ The committee is responsible for analyzing the recruitment of faculty members for various departments. After scrutinizing the resumes, selection process is done through interview process.
- ★ It is the duty of the committee in selecting qualified and desired faculty for the positions.
- ★ Set of rules and policies depicting service rules are mentioned in faculty handbook.

COMPOSITION OF STAFF SELECTION COMMITTEE

Sl.No	Name	Designation	Official Designation
1	H. Mohamed Ali	Secretary, Muslim Educational Society	Management Representative
2	Pramod. V.S.	Principal Muslim College of Education	Chairperson
3.	Jayakrishnan Nair.M	Professor Muslim College of Education	Member
4.	Dr. JoselinJ. Russel	Principal KEINS College of Education for Women Asir Nagar, Valliyoor	Member
5.	Dr.Sasi	Professor Muslim College of Education	Member

POLICY OF ADMISSION COMMITTEE

The Admission Committee was established to ensure that students are admitted or enrolled in the institution in accordance with university norms. The Committee conforms to the University's policies and regulations. The committee proposes fee waivers for students in need. The committee analyses the necessary modifications to the admission policies of previous years in order to enhance the system and the procedure. The Admission Committee shall strive to carry out the admissions procedure in a fair, efficient, and timely way. It seeks to be mindful of broadening the pool of qualified students from varied backgrounds, as well as providing guidelines for the fair accommodation of prospective students with disabilities.

FUNCTIONS OF THE ADMISSION COMMITTEE

- ★ To receive applications from the students
- ★ Verify documents and rectify defects
- ★ Entry students' details in the University admission portal
- ★ Pay eligibility fee in university online portal
- ★ Arrange documents for university verification

COMPOSITION OF ADMISSION COMMITTEE

Sl.No	Name	Designation	Official Designation
1	H. Mohamed Ali	Secretary, Muslim Educational Society	Management Representative
2	M. Afzal Fayaz	Joint Secretary, Muslim Educational Society	Management Representative
3	Pramod. V.S.	Principal, Muslim College of Education	Chairperson
4	Prema Kumar	Professor, Muslim College of Education	Member
5	Valsala. L	Asst. Professor	Member
6	Merline Jaya. D	Asst. Professor	Member

POLICY OF STUDENT WELFARE COMMITTEE

The Student Welfare Committee was established in the academic year 2015-16 at Muslim College of Education with the aim of creating a favorable teaching and learning environment that focuses on the needs of the students, as well as fostering caring and empathetic relationships between professors and students. The Committee prioritizes the comprehensive growth of the students by attending to their requirements, offering help to those who struggle academically, and promoting good psychological and personal motivation and support for them.

OBJECTIVES OF THE COMMITTEE

- ★ The committee fosters a robust student-teacher bond by implementing a mentor-mentee program and supporting students in overcoming psychological obstacles to attain personal and societal harmony (by consulting college counsellors).
- ★ The group formulates initiatives to equip teacher-trainees for job opportunities, enhance the effectiveness of the Placement Cell and familiarize them with its operations, and promote high student enrolment and engagement.
- ★ The committee organizes specific discussions with the parents of teacher-trainees who have a consistent pattern of being absent and underperforming in class.
- ★ The committee urges students to diligently prepare for advanced curriculum and rigorous competitive assessments.
- ★ The committee strongly encourages students to actively engage in Personality Development Classes.

COMPOSITION OF STUDENT WELFARE COMMITTEE

Principal	Chair Person
Asst. Professor	Coordinator
Asst. Professor	Member
Asst. Professor	Member
Asst. Professor	Member
Student	M.Ed.
Student	B.Ed

POLICY OF CURRICULUM COMMITTEE

The Curriculum Committee will support the development of educational programmes that adhere to the guiding principles, norms, and objectives of the Tamil Nadu Teachers Education University, Chennai, Tamil Nadu. The Curriculum Committee will encourage creativity, adaptation, and innovation in curriculum development. Meetings were held under the leadership of the Curriculum Committee for the proper implementation of university curriculum.

COMPOSITION OF CURRICULUM COMMITTEE

1.	Dr. V. S. Pramod Muslim College of Education	Principal
2.	Dr. C. Amose, Associate Professor, Muslim Arts College, Thiruvathancode.	Expert
3.	Dr. Mohamed Ali Khan Oxford Matriculation Hr.Sec school, Azhagiemandapam.	Employer
4.	Tmt. Kumari Sujatha Govt. Higher secondary school, Thiruvithancode	Headmistress of Govt. school
5.	Dr. Anitha Mary, Assistant professor Muslim College of Education, Thiruvithancode	Faculty
6.	Dr. Bini , Professor Muslim College of Education	Faculty
7.	Mrs. Majusha, Assistant Professor Muslim College of Education	Faculty
8.	Mrs. Merline Jaya, Associate Professor Muslim College of Education	Faculty
9.	Mrs.Indira, Assistant Professor Muslim College of Education	Faculty
10.	Mrs. A. Derinoji, Assistant Professor Muslim College of Education	Faculty
11.	Mrs. R. Jaculin Subi, Assistant Professor Muslim College of Education	Faculty
12.	Mrs. Raina Rose, Assistant Professor Muslim College of Education	Faculty
13.	Ms. Rishma, M.Ed. Student, Muslim college of Education	Student
14.	Ms. Abinaya, M.Ed. Student, Muslim college of Education	Student
15.	Ms. Jenisha, Alumini, Muslim college of Education	Student
16.	Ms. Sajna, Alumini, Muslim college of Education	Alumini

POLICY OF CONSTRUCTION AND MAINTENANCE COMMITTEE

The College solicits and investigates potential financing sources from the Muslim Educational Society in order to develop, renovate, and maintain the structures. The funds obtained from the Society is allocated and utilised for infrastructure and essential facilities. Our college constructs buildings, classrooms, laboratories, lecture rooms, conference rooms, and sports facilities for both indoor and outdoor events. Engineers are assigned by the Society to design, improve, and maintain the infrastructure. The College produces or improves robust, effective, and long-lasting classroom, laboratory, auditorium, library, and office furniture sets.

POLICY OF FEEDBACK COMMITTEE

The Feedback Committee is responsible for collecting feedback from all stakeholders regarding the Curriculum, Teaching practice, Infrastructural facilities, and others. In addition, they study and inform the relevant authorities with their findings. The entire endeavour is conducted with the sole purpose of giving quality education and making the students' academic experience on campus unforgettable.

Dr. Pramod. V.S.	Principal	Chair Person
Mrs. L.Valsala	Asst. Professor	Member
Mrs. D. Merline Jaya	Asst. Professor	Member
Mrs. R. Raina Rose	Asst. Professor	Member
Mrs. A. Rajeswari	Asst. Professor	Member
Mrs. S. Sreeja	Asst. Professor	Member

POLICY OF SC/ST WELFARE COMMITTEE

The College has established a Standing Committee for the welfare of SC/ST students, headed by the principal, to oversee the welfare of SC/ST students. The college has established a special sell for the welfare of students from scheduled castes and scheduled tribes to ensure the appropriate execution of UGC, Government of India, and State Government schemes regarding scholarships, stipends, etc. The guidelines for various sorts of scholarships/stipends, as periodically changed by the Central and State Governments, are posted on the Notice Boards.

COMPOSITION OF SC/ST WELFARE COMMITTEE

Dr. Pramod.V.S.	Principal	Chair Person
Mrs. B. Bency	Asst. Professor	Member
Mrs. Alpha Grace	Asst. Professor	Member
Mrs. Jaculin Subi	Asst. Professor	Member
Mrs. Prija Phyllis	Asst. Professor	Member

POLICY OF INTERNAL COMPLAINTS COMMITTEE

The College has established an internal complaints committee to handle and resolve allegations of sexual harassment and provide appropriate solutions. The Committee will consider all forms of sexual harassment and advocate for gender consciousness. Furthermore, this aligns with the University Grants Commission's objective of guaranteeing a secure atmosphere for female students and staff members in educational establishments.

OBJECTIVES OF THE INTERNAL COMPLAINTS COMMITTEE

- ★ To create an anti-sexual harassment policy for women at the Institute.
- ★ To develop a process for the prevention and reparation of sexual harassment and other gender-based acts of violence at the Institute.
- ★ To uphold the Institute's commitment to an environment devoid of gender-based discrimination.
- ★ To establish a safe physical and social environment to prevent sexual harassment.

The establishment of the Internal Complaints Committee aims to provide a secure, easily accessible, and empathetic procedure for lodging grievances. The purpose of its creation was to conduct investigations into allegations of sexual harassment, provide assistance and solutions to victims, propose disciplinary measures, and, if necessary, promptly address the harasser. The committee advises the college administration to offer assistance to the complainant if she desires to file a complaint regarding the offense as defined by the Indian Penal Code or any other applicable legislation.

COMPOSITION OF INTERNAL COMPLAINTS COMMITTEE

Dr.Pramod.V.S.	Principal	Chair Person
Mrs. Shylu	Asst. Professor	Member
Mrs. Merline Jaya	Asst. Professor	Member
Mrs. Raina Rose	Asst. Professor	Member
Mrs. Sherly	Asst. Professor	Member
B.Ed Student	Student Representative	Member
M.Ed Student	Student Representative	Member

POLICY OF DISCIPLINE COMMITTEE

A College Disciplinary Committee is currently being established, for the academic year 2022-23 consisting of the following staff members:

MEMBERS OF THE COLLEGE DISCIPLINARY COMMITTEE FOR THE ACADEMIC YEAR 2022-23:

SlNo	Members	Committee Designation
1.	Dr. Pramod V.S., Principal	Co-ordinator
2.	Dr. Sasi, Professor	Member
3.	Dr. Jayakrishnan Nair, Professor	Member
4.	Derinoji, Asst. Professor	Member
5.	Merline Jaya, Asst. Professor	Member

The Charges of the Committee are the following:

- ★ To maintain & enforce strict discipline in the college campus.
- ★ To implement a stringent dress code policy for teacher-trainees .
- ★ In order to oversee the activities of the teacher-trainees within the College premises and discourage teacher-trainees from lingering in the corridors during operational hours.
- ★ In order to secure full attendance of teacher-trainees and avoid early departure from the college, measures need to be taken.
- ★ To ensure that pupils maintain complete silence in the Library.
- ★ To aid the college's anti-ragging committee in the prevention of ragging within the college.

POLICY OF LIBRARY COMMITTEE

The institution is equipped with a comprehensive library and Information Centre that offers contemporary amenities such as computer-assisted information search and reprographic services, including printing and internet access. The Library possesses an extensive assortment of over 10,000 volumes, together with around 500 archives of periodicals, 200 foreign dissertations, and 255 CDs, all focusing on the key issues of various fields. The library has over 285 archives of foreign journals. The library also offers information and help about electronic journals and online information retrieval to interested readers. The library serves a total of 160 regular users at the institution, including faculty members, M.Ed. scholars, and B.Ed. teacher-trainees. Additionally, it offers an information service to postgraduate students, research scholars, and teachers from nearby academic institutions and colleges. The library operates on weekdays from 9 AM to 5 PM. The library is furnished with LIBSOFT, a highly adaptable library automation software.

LIBRARY RULES

- ★ It is intended that all teacher trainees would utilize the library on a regular basis.
- ★ Teacher trainees have the privilege of borrowing a maximum of three books at once and keeping them for a duration of one week.
- ★ The librarian has the authority to request the return of a book borrowed by any member, even before the customary one-week term has elapsed.
- ★ Borrowing reference books from the library is prohibited.
- ★ A fee of Rs 1 per day will be imposed if the borrowed books are not returned to the library by the due date.
- ★ Any display of apathy for a topic, rudeness towards any staff member, or any behavior that disrupts the College's discipline will be considered a grave matter.
- ★ Books that are borrowed must be maintained in an organized manner. Refrain from making any marks, underlines, or defacing the books.
- ★ If books are lost, damaged, or mishandled, the borrower will be charged the entire cost of the books along with a fine. The principal's judgment on this case will be conclusive and obligatory.
- ★ The issuance of library books will take place between the hours of 9AM and 5:00 PM.
- ★ It is necessary to return all borrowed books to the library no later than one month before the final test.

Sl.No	Name	Designation	Official Designation
1.	Pramod.V.S.	Principal Muslim College of Education	Chairperson
2.	Prema Kumar	Professor Muslim College of Education	Member
3.	Valsala. L	Asst. Professor	Member
4.	Merline Jaya.D	Asst. Professor	Member
5.	Revathi	Librarian	Secretary
6.	Raina Rose	Asst. Professor	Member

POLICY OF EVALUATION COMMITTEE

Sl.No	Name	Designation	Official Designation
1	Dr.Pramod.V.S.	Principal	Chair Person
2	Dr Bindhu	Professor	Member M.Ed first year in charge
3	Dr.Jayakrishnan Nair	Associate Professor	M.Ed second year in Charge
4.	Dr.Prem Kumar	Associate Professor	Member
5.	Dr. Bini	Assistant Professor	Member
6.	Merline Jaya D	Asst.Professor	Member
7.	Valsala	Asst.Professor	B.Ed I year in Charge
8.	Derinoji	Asst.Professor	B.EdII year in Charge

RECRUITMENT POLICY

Introduction

The aim of Muslim College of Education - Recruitment Process is to promote richness of mankind by enhancing human resource capital by translating, identifying the organizational goal, recruit and retain, potential highly qualified, talented and diverse faculty / staff members for its institutions. Constitution of the Recruitment Committee

- ★ The Institution takes the major responsibility of the recruitment process. The Recruitment Committee is constituted specifically for the selection of committed and dedicated faculty for various positions namely for teaching faculty, non-teaching faculty and office staff etc., governing the recruitment procedure.
- ★ The composition of the recruitment committee for Muslim College of Education consists of
- ★ The Interview Committee Chairperson (Principal of the college).
- ★ One Subject Expert identified by the Principal.
- ★ The Secretary of the Institutions or a member nominated by Secretary.

RECRUITMENT PROCESS

Identification of the Vacancy:

The manpower (teaching and non- teaching) requirement shall be prepared before the last working day of each year by the Principal based on teaching load calculation and student-Teacher ratio (as per NCTE guidelines). Principal will scrutinize and finalized the required man power.

- ★ The consolidated manpower requirement is then sent to Management for approval.
- ★ Subject to the Secretary's approval invite applications are invited either through advertisement placed in leading newspapers or through online sources.
- ★ After the receipt of the applications, the Principal shall shortlist the candidates based on the educational qualification, experience and location of residence.
- ★ The short-listed candidates are called for interview

QUALIFICATIONS

- ★ Recruitment of Faculty Members are done based on the nouns prescribed by NCTE/ Tamil Nadu Teachers Education University for Various cadres.
- ★ Teaching: Principal /Professor/ Associate Professor/Assistant Professor.
- ★ Non- Teaching. Manager / Accountant/Librarian/Lab Assistant and Administration.
- ★ Supporting Staff: Attainders/ Watchman/Sweepers

Selection Criteria.

- ★ The candidates are required to file the Application form of the institution and then will be subjected to an interview by the Recruitment committee.
- ★ The candidates shall be requested to give a presentation on any one topic of their interest for about 40 minutes, for the purpose of assessing their communication skills, subject knowledge and then the personal interview shall be conducted to assess their content knowledge. The Committee shall prepare a panel of selected candidates in the order of merit.
- ★ The committee securitizes the candidates in the ratio of 1:2 and submits the interview reports with recommendations to the Chairperson for further action. The Secretary will take the final decision as regards the appointment of the individual.
- ★ After this, the Secretary will release an appointment letter indicating pay package and service rules to the selected candidate.

Joining Report:

At the time of joining, faculty should submit joining report to the office, with the signature of Principal. Faculty must also submit all their original documents to the administrative office while joining.

PROBATION POLICY

All Appointments to the posts shall ordinarily be made with a probation period of one year. On the successful completion of the probation period, the individual will be confirmed with the post. He/She will be eligible for the benefits as per the norms of the Muslim College of Education (as revised from time to time.) In case any faculty desires to discontinue, is required to give a notice in writing three months in advance or pay an amount equivalent to three months salary. During the Probationary period the Management is at liberty to terminate the services at anytime without assigning the reasons.

PROMOTION POLICY

Muslim College of Education has established a detailed process for career progression for its staff members. The career progression has three stages namely Assistant Professor, Associate Professor and then Professor. The staff members are promoted, considering their educational qualification, experience and their performance appraisal results. The norms are:

S.No.	Designation	Eligibility Criteria
1.	Professor	M.A/M.Sc. and M.Ed., with Ph.D. with 10 years of service, in a recognized University.
2	Associate Professor	MA/M.Sc., and M.Ed., with Ph.D. with 8 years of service in a recognized University.
3.	Assistant Professor	MA/M.Sc.&M.Ed. with / without experience. Experience in schools will not be considered. MA/M.Sc. &M.Ed.,NET/SLET without experience shall be Appointed.

RESIGNATION POLICY

A staff will be at liberty to tender his/her resignation from the services of Muslim College of Education in compliance with the conditions as laid down in the order of Appointment. Normally, a circular will be issued during December Month of every year, advising the staff members to indicate whether they intend to continue in the services of the college or not for the Next Year. The staff who are not willing to express their willingness to continue will be relieved from duty at the end of the last working day of the respective year after they complete the work, assigned to them. Those who do not intimate at the time of circular period will be deemed to continue in service, provided that the Management desires their continuance. They have to continue their service till the end of the academic year and will be relieved only after the last working day, if they desire so. Those who wish to resign on any grounds in between shall produce three months' notice in lieu of notice to the Management through the principal in writing.

- ★ The employee shall not be granted any leave except casual leave during the notice period.
- ★ On acceptance of resignation, the employee, before collecting the No-Dues certificate from Library and Office will be required to hand over charge as directed by the Principal which includes all official Documents, Records, Library Books, Table and shelves keys to the concerned authorized faculty.
- ★ Based on the No dues certificate and handing over documents, the principal recommends the issuance of Relieving Order.
- ★ The staff leaving the service of the College will be issued a Service Certificate on the date of relieving.
- ★ The Management reserves the right to terminate the services of any employee at any time without giving prior notice and without assigning any reason there to.

LEAVE RULES

Leave Application

A leave application shall be submitted on prescribed format well in advance and gets sanctioned before availing it and also mail is necessary. The faculty members must make alternate arrangements/internal adjustments among the faculty members (leave alternate arrangement form should be filled) to keep the students engaged. Sometimes leave will be sanctioned on telephone except in case of regularized immediately upon joining his/her duties, in writing.

Leave Calendar year

Casual Leave will be calculated on the basis of calendar year. (i.e., 01st January to 31st December)

Other than Casual Leave, all other leave will be calculated on the basis of academic year. (i.e., 01st July to 30th June)

STAFF ATTENDANCE

All the staff members should sign the attendance register as well as entry of thumb impression in Bio-metric entry 10 minutes before starting of morning session and 5 minutes after the closure of the evening session. If there is any failure on the part of the staff members it will be treated as absent.

LATE ATTENDANCE & PERMISSION

- ★ In a month, both late attendance and permission will be limited to one. Second late attendance or permission will be treated as leave for which he/she is eligible.
- ★ Late attendance will be permitted only for 30-minutes in FN sessions, while permission can be availed for a maximum of one hour, which can be availed either in the beginning or at the end of the day.
- ★ The Late Attendance and Permission will be taken into account for the respective month.
- ★ On any account, the late attendance and permission should not be availed on the same day.

PREFIXING OR SUFFIXING HOLIDAYS

Prefixing or Suffixing holidays (Casual Leave, Vacation Leave, Special Leave, Compensation Leave) Leave on Loss of Pay (LLP) will also be treated as LLP.

CASUAL LEAVE AND MEDICAL LEAVE

- ★ Faculty Members are eligible for 12 days casual leave in the calendar year. It should be availed only after getting the Leave sanctioned by the authority.
- ★ Members who have less than one year of service are eligible for one day casual leave for each completed month of service.
- ★ Members who have more than 1 year of service can avail 12 days of casual leave at any time in a calendar year and medical leave of 5 days in Medical Care.

LEAVE SANCTIONING AUTHORITY

Leave less than 15 days

The leave applied for less than 15 days continuously by a staff will be sanctioned by the Principal, provided if the leave is applied by the individual and sanctioned well in advance before availing the same without affecting the assigned work.

Leave exceeding 15 days

The leave applied for more than 15 days by a staff should be sanctioned by the Secretary provided if the leave is applied by the individual well in advance through the Principal and sanctioned before availing the same without affecting the assigned work.

Clubbing of CL, LLP and Vacation

Normally clubbing of CL, LLP and Vacation Leave will not be permitted. In exceptional cases like hospitalization or unforeseen problems clubbing, of CL, LLP & Vacation will be permitted by Principal if proper authentication is produced by the individual.

UNAUTHORIZED ABSENCE

Unauthorized continuous absence beyond seven days will be treated as the individual having left the service on his/her own accord and liable for break in service. The individual will be allowed to continue service, provided if the reason is genuine and after getting the approval from the Secretary.

LEAVE ON URGENCY

If CL is availed due to urgency it should be communicated to the sanctioning authority at least on the date of leave availed otherwise it will be treated as LLP.

COMPENSATION LEAVE

Compensation leave will be given for both Non-teaching and teaching staff. The Principal is the authority to sanction the compensation leave, which has to be availed within the academic year, (from the date of actual compensatory working day) with the prior permission of the sanctioning authority and the same to be maintained in the separate register

MATERNITY/PATERNITY LEAVE

Any employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity/paternity Leave (ML/PL) for a maximum of 60 days for ML (Sixty days)/ 15 Days for PL (Fifteen Days) subject to prior approval of the Chairman.

- ★ An employee can avail maternity leave only on two (2) occasions in herentire service period.
- ★ The maternity leave sanctioned shall be availed on a continuous basis and cannot be availed in installments.
- ★ The decision of the Chairman will be final in sanctioning of maternity leave.

MEDICAL LEAVE

- ★ Treatment and Hospitalization for serious complaints will be decided on the merit of Individual case.
- ★ For other ailments and hospitalization, the medical leave will be given on submission of medical certificate and discharge certificate from recognised hospital

VACATION LEAVE

Teaching Staff:

- ★ The teaching staff is allowed to take a vacation leave of 15 days per academic year, which is divided into two periods.
- ★ Faculty members with less than one year of service are eligible for a 7-day vacation leave.

Non-teaching Staff:

- ★ Administrative personnel, excluding attendants.
- ★ Non-teaching staff, excluding attenders, who has served for more than 5 years is entitled to a vacation leave of 20 days.
- ★ Non-teaching workers, excluding attenders, with a tenure of 1 to 5 years are eligible for a 15-day vacation leave.

Attenders:

- ★ Attenders, who has served for more than 5 years is entitled to a vacation leave of 20 days.
- ★ Attenders, with a tenure of 1 to 5 years are eligible for a 15-day vacation leave.
- ★ Non-teaching staff who has less than one year service is not permitted to avail the vacation leave.

ON-DUTY

Teaching Faculty:

- ★ On duty for University Exams related duty — 20 days per academic year.
- ★ Attendance sheet should be produced after the duty.
- ★ On duty for Research/Administration—As per recommendation from Principal.
- ★ OD form should be produced before availing it.
- ★ OD is permitted for attending Seminar/ Conferences, etc.
- ★ OD is allowed for Practical Exam duty.

Non - Teaching & Administration Staff members:

On duties for Administration staff will be provided for official works only. Every admin staff availing On Duty must submit the OD form to the office before availing the on duty or must get proper approval from Principal.

CODE OF CONDUCT OF FACULTY

In their positions as teacher-trainees and members of the academic community, all of the faculty at Muslim College of Education are expected to demonstrate high levels of professionalism, ethical and moral integrity, and ethical behavior. In order to meet these expectations, the college has developed the following code of conduct.

Teachers are:

- ★ to arrive in college at least five minutes before the college assembly.
- ★ to consider it their sacred duty to be punctual in class and deliver the content with due preparedness.
- ★ to create a conducive atmosphere for learning in classrooms.
- ★ to be impartial and inclusive in their approach to teacher-trainees.
- ★ to respect the teacher-trainees and be approachable and available to teacher-trainees.
- ★ to engage in professional development programmes and undertake research activities.
- ★ to maintain confidentiality in matters relating to teacher-trainees' records and personal information.
- ★ to seek permission for leave from the competent authority before the day of leave except for unexpected happenings
- ★ to abide by the Govt rules and Management policies in matters of services.
- ★ to be modest in their dressing and talk.
- ★ to maintain a cordial relation with the colleagues, seniors and juniors alike.
- ★ to act with honesty and dignity with colleagues, staff, and administrators.

CODE OF CONDUCT FOR TEACHER- TRAINEES TEACHERS

Acceptance of admission to the institution carries with it the obligation of every teacher-trainees teacher to abide by the rules and regulation put forth by the institution. The intention of this code of conduct is to clarify standard of behaviour essential for the institution's education mission. The code of conduct is applicable to all teacher-trainees.

Teacher-trainee

- ★ must consider it as her personal responsibility and duty to attend class daily.
- ★ must be in college five minutes before the morning assemble begins
- ★ must seek the permission of the principal to enter into the class if late to college.
- ★ must seek permission for leave
- ★ must seek permission from the teacher in charge in absenting oneself for an hour from the class and if the leave required is for a half-day session then permission must be sought from the Principal.
- ★ will have her name automatically cut off from the rolls for unnotified continuous absence of more than 15 days.
- ★ will not entertain visitors in the college during working hours.
- ★ is expected to dress modestly. Tights, leggings, short tops, flimsy clothes, deep necked dresses are not allowed. College Uniform has to be strictly adhered to.
- ★ is not allowed to go out of the college campus for lunch during Lunch breaks.
- ★ may use electrical and electronic devices in the college only after seeking permission from the principal
- ★ will not resort to making any collections in money or kind for any purpose without the due permission of the Principal.
- ★ will have to pay a fine for dirtying the walls or furniture, or damaging the college property.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

The administrative staff's actions and attitudes can reflect the culture of the college. Hence to have a well-groomed staff is of utmost importance.

- ★ is to be courteous and polite in their behaviour and should maintain a decorum befitting the institution.
- ★ must be punctual and should not absent from duty without prior sanction from the authorities.
- ★ should perform his/her duties efficiently keeping to the Government, University and Institution's rules and regulations.
- ★ should maintain a welcoming atmosphere in the office and maintain a cordial relation with all for the smooth running of the institution.
- ★ should not discriminate any staff; teacher-trainees or public on ground of caste, creed, religion, sex, social or cultural background.
- ★ should keep themselves updated through training programme, workshops and skill development activities.
- ★ should not involve either directly or indirectly in any form of business /external assignments during their service.
- ★ should extend their whole hearted support in all the activities related to the academic and administrative matters.
- ★ should strictly avoid divulge official secrets, mutilate, expunge, conceal, alter or forge official documents of receipts. They must not intercept or misappropriate college resources.
- ★ should be loyal towards the management and should respect and maintain the hierarchy in the administration.

INCENTIVES AND BENEFITS FOR FACULTY

Benefits Extended to Teaching and Non-Teaching Staff Members

- ★ Employee's Provident Fund for Teaching and non-teaching staff members are available.
- ★ The staff members who are covered under Employment Provident Fund scheme as per the acts, drawing salary up to Rs. 15000/- per month have been covered. The employee and the management each shall contribute 12% of the pay of such employee.
- ★ The management of Muslim College of Education is pleased to provide financial support to the faculty members for attending workshop/ Seminar/ Conference in various colleges/ Universities.
- ★ The amount can be claimed after submitting the necessary documents.
- ★ Employee's Group Insurance is available.
- ★ Those who completed/updated their qualification such as M.A./ M.Sc. Sociology, Psychology, Philosophy & NET, SLET, Ph.D are honoured with incentives.
- ★ Every year increment in their salary is available.
- ★ Fifty percentage of bus fare concession for faculty utilizing college transport.
- ★ Faculty will be provided seed money for doing projects and Ph.D.

ROLES AND RESPONSIBILITIES OF PRINCIPAL

- ★ Reporting only to the Secretary /Correspondent of the institution and assisting them in the following functions of the institute.
- ★ Regulation of academic and general Administration /Monitoring
- ★ Design and Development
- ★ Give Leadership to all activities
- ★ Should be a visionary
- ★ Planning, Execution and Reporting

Regulation of academic and General Administration / Monitoring

One crucial duty of the principal of Muslim College of education is to oversee and enforce the academic and general administration of the institution. This includes monitoring and implementing the systems, policies, procedures, and overall functioning of the school. The goal is to meet the expectations set by governmental monitoring bodies like the National Council for Teacher Education and Tamilnadu Teachers Education University, as well as the expectations of the top management, teacher-trainees, and parents.

Below are few significant duties falling within this category.

- ★ Supervising the performance of the academic and administrative staff to ensure they meet all their prescribed duties.
- ★ Supervising the behavior and performance of both administrative and academic staff in relation to their punctuality, adherence to rules, and professional behavior.
- ★ Supervising the behavior and conduct of teacher-trainees, especially their attendance, and upholding the proper behavior and atmosphere of the institution.
- ★ Monitoring the implementation of the required curriculum and teaching methodologies recommended by the University / NCTE / Management to ensure effective teaching.
- ★ Supervising all the protocols pertaining to office operations, such as admission, fee collecting, attendance, recruitment, salary disbursement, purchases and procurements, accounting and audit, and any other administrative matters concerning the college.

- ★ Supervising and overseeing all interactions and collaborations with government, business, and other educational organizations.
- ★ Supervising the evaluation and examination of the institution carried out by official bodies like NCTE, government, and Tamilnadu Teachers Education University, in addition to those done by the senior management.
- ★ Ensuring amicable relationships with the faculty, teacher-trainees , parents, and other individuals associated with the institution, whether directly or indirectly.,

DESIGN AND DEVELOPMENT

The principal must also undertake developmental tasks, which are crucial for the advancement of the institution. The principal is responsible for undertaking many developmental duties.

- ★ The principal must discover, contact, identify, and attract faculty members who are well-suited for the institution, taking into consideration the school's future needs.
- ★ Providing care and assistance to the professors, while offering essential direction and support.
- ★ Identify the fundamental skills and abilities of the institution, whether they now exist or are likely to exist, and incorporate them into the institution's activities.
- ★ Supervising the proceedings of meetings for various institutions, including Staff, Coordinators, and College Academic Council meetings. Ensuring the proper acquisition and oversight of necessary resources,
- ★ such as furniture, lab equipment, books, and other items, in accordance with established processes.
- ★ Concentrating on establishing a reputation for the institution as a whole or for a specific area of expertise.
- ★ Creating and cultivating a productive and educational environment within the institution.
- ★ It is crucial to provide the essential infrastructure, particularly a library and laboratories, that possess an international atmosphere.

LEADERSHIP

The principal will exhibit the true qualities of a leader by being a role model to their colleagues.

The following are some of the leadership functions.

- ★ The principal must demonstrate exceptional teaching skills and establish themselves as one of the top teacher-trainees among their colleagues.
- ★ Engage in research, publishing, consulting, and training to position oneself as an academic of high worldwide standing, in order to acquire recognition and acceptance from all faculty members as a true academic leader.
- ★ To establish rigorous standards of discipline, dedication, and engagement in work practices.
- ★ To motivate all colleagues and guide them from the forefront in order to achieve the organization's goals.
- ★ Collaborate with the workers at the operational level to comprehend the issues and anxieties of all colleagues, and address their needs effectively.

VISIONARY FUNCTIONS

- ★ These functions are the ultimate functions of a Principal. The following are some of the visionary functions.
- ★ Formulating a strategic and enduring blueprint for the organization and collaborating closely with senior executives to achieve this vision.
- ★ Implementing systematic measures at consistent intervals to enable the achievement of the desired goal.
- ★ Implementing essential mechanisms, protocols, and guidelines that support the achievement of the desired outcome.
- ★ Formulating and implementing a strategic plan to achieve accreditation from organizations such as NAAC and other quality systems in our college.

PLANNING, EXECUTION AND REPORTING

- ★ The Principal is responsible for developing both long-term and short-term plans, which must be documented and presented to the Secretary and Correspondent.
- ★ The principal will implement and execute the college's strategic plan.
- ★ The principal is obligated to provide periodic reports (quarterly, biennial, and yearly) to the Secretary and Correspondent detailing all the activities they have undertaken or plan to do.
- ★ Providing updates on financial positions, academic matters, and other

relevant information about the college to the Secretary and Correspondent.

- ★ Manage and regularly update the service records of professors and non-teaching staff who are working abroad.
- ★ Preserve the classified reports of the entire faculty and retain them under his supervision.
- ★ Intend to organize regular monthly review meetings with the academics and administrative personnel of the college to guarantee efficient informal follow-up on all matters discussed at these meetings.

ROLES AND RESPONSIBILITIES OF PROFESSOR

- ★ Offering instruction and guidance to teaching assistants and junior faculty members.
- ★ Responsible for overseeing the research and development activities of their department and college, ensuring the creation of a favorable research climate inside the institution.
- ★ Offering instruction and overseeing the personnel in the department to produce and deliver academic papers, participate in conferences, author books, and get patents.
- ★ Participating in academic conferences and engaging with external researchers and subject matter specialists to enhance the research initiatives of the department.
- ★ Preparing applications annually to obtain and attract research funding.
- ★ Taking on and guiding all the significant responsibilities to elevate the academic standards of the department/college to a higher level.
- ★ Evaluating the pedagogical approach and instructional resources and providing suggestions for enhancement.
- ★ To oversee and evaluate the work of IQAC / NAAC and other initiatives aimed at promoting, improving, and upgrading quality.
- ★ The professor role involves instructing teacher-trainees in value-added subjects using collaborative teaching methods such as one-to-one, flip, and peer learning. The professor also includes the latest technologies in the academic sector.

ROLES AND RESPONSIBILITIES OF ASSOCIATE PROFESSOR

- ★ The Associate Professor Grade entails the same core responsibilities as above, together with the requirement to fulfil the following additional tasks
- ★ The objective is to develop, devise, and execute career advancement initiatives for the teacher-trainees .
- ★ To support faculty in the work of the Training and Placement Cell.
- ★ To appraise, analyze, and assess student activities in order to advance and convey information to the relevant teachers.
- ★ Providing support and exchanging ideas to enhance college entrance strategies and related tasks.
- ★ The faculty will assist the concerned head in implementing and upholding discipline among the pupils.
- ★ Providing support to the head in selecting elective subjects, designing the curriculum for a short-term course, and creating resource materials for practical training.
- ★ Tasked with establishing and fostering a conducive environment for research within their department, as well as carrying out research activities. Engaging in academic research and participating at professional conferences.
- ★ Providing specialized instruction and support for teacher-trainees with slower learning abilities through Bridge courses and specific coaching.
- ★ Preparation and submission of project proposals to government funding bodies.
- ★ The purpose is to provide guidance and support to teacher-trainees and professors in the creation of their Dissertation Work.
- ★ To participate as a member or leader in the process of academic auditing and coordinating the works of National Assessment and Accreditation Council (NAAC).
- ★ Conducting demonstrations and overseeing tests and research.
- ★ The principal ensures that teacher-trainees receive practical exposure to the newest technologies in their area through the teaching of elective subjects and value-added courses.

ROLES AND RESPONSIBILITIES OF ASSISTANT PROFESSOR

- ★ To facilitate teacher-trainees ' acquisition of knowledge and establish positive relationships with both teacher-trainees and parents. Acquaint yourself with the personal history of the given student, including their educational and family background.
- ★ To address the student's issue, offer counseling and guidance to help them rectify the problem and motivate them appropriately.
- ★ To analyze the teacher-trainees ' performance and assess their academic progress on a regular basis.
- ★ To aid teacher-trainees in their early investigation of their occupational and professional aspirations, providing them with fundamental knowledge specific to their field of study and equipping them to prepare for their future pursuits.
- ★ Assists teacher-trainees in comprehending the university's policies, guidelines, test protocols, and the criteria for obtaining a Bachelor's degree.
- ★ To elucidate the significance of attendance and inspire teacher-trainees to consistently attend lessons.
- ★ To clarify the significance of engaging in classroom activities.
- ★ To elucidate the significance of cyclical assessments and their impact on the final semester examinations.
- ★ To elucidate the significance of grades obtained in the preceding semester exams and the following impact on one's degree and career.
- ★ In order to elucidate the significance of submitting assignments and the subsequent impact on the evaluation of internal marks and end semester examinations,
- ★ To elucidate the significance of laboratory exercises and their correlation with theoretical concepts.
- ★ The purpose is to assist the student in investigating various career paths and furnish details regarding higher education and employment prospects.
- ★ Adopts a "Teacher Friend" role with the student, showing personal interest and serving as a primary point of contact for obtaining information to assist both the student and the educational system. Provides the student with the autonomy to make their own decisions,

- ★ while offering guidance and counselling regarding the limitations, alternatives, and consequences involved in decision-making.
- ★ As a counsellor, I am responsible for coordinating and consolidating all information, observations, and reports from many sources regarding the student's progress, needs, talents, and future goals.
- ★ Provides regular support to the learner in order to facilitate thorough self-assessment.
- ★ Illustrates the significance of self-motivation in achieving success in one's work and, consequently, in life.
- ★ The counsellor advises pupils whose progress is unsatisfactory and informs the class coordinator about it.
- ★ Oversees the progress of kids' interim and final performances and communicates with parents as needed.
- ★ To ensure that all teacher-trainees attend lessons consistently and adhere to the Press code, please provide clear instructions.
- ★ To deliver the roster of teacher-trainees who were not present for the internal examinations to the co-ordinator.
- ★ Result analysis should be conducted upon the announcement of results by the University/College. Additionally, student records should be periodically updated upon receiving supplementary examination results.

IQAC POLICY

The Muslim College of Education aims to develop well-rounded individuals by prioritizing the delivery of high-quality education through its innovative, comprehensive, and flexible educational approach.

Significant strategies for institutionalizing the quality assurance

The Internal Quality Assurance Cell has significantly contributed to the establishment of quality assurance approaches and processes in this area. The purpose of the IQAC is to ensure that the academic and administrative activities of the institution are marked by a culture of high quality. Each member of the IQAC has responsibility for the quality assurance endeavours conducted within specific procedures. The Internal Quality Assurance Cell has significantly contributed to the establishment of quality assurance approaches and processes in this area. The purpose of the IQAC is to ensure that the academic and administrative activities of the institution are marked by a culture of high quality. Each member of the IQAC has responsibility for the quality assurance endeavours conducted within specific procedures.

In view of this fact, it has been performing the following tasks on a regular basis:

FORMULATION OF THE IQAC

The IQAC has made significant contributions to the adoption of quality assurance techniques and processes at all levels, in accordance with the requirements set by the NAAC. Regular meetings were scheduled to ensure the smooth functioning of academic activities. During the following meeting, the topics of discussion revolved around the completion of resolutions. The Institute IQAC compiles, assesses, and proposes the following for approval by the relevant Institute and Government statutory bodies:

- ★ The Annual Quality Assurance Report
- ★ Performance-Based Appraisal System for Career Advancement Scheme
- ★ Stakeholder input
- ★ Process Performance & Conformity

- ★ Action Taken Reports
- ★ Implementation of New Programmes in accordance with National Missions and Government Policies
- ★ The IQAC initiatives:
 - ★ Fulfilling Students' Needs
 - ★ Programme for Faculty Development
 - ★ Gathering and Evaluation of Feedback
 - ★ Evaluating the Performance of Teachers
 - ★ Documentation of Operation Accomplished

The institution reviews its teaching-learning process periodically through IQAC or any other mechanism

The IQAC consistently evaluates the teaching-learning process and implements measures to improve its quality. The Institute strictly follows the Academic Calendar, which is created in advance, publicized, and distributed. Students acquire knowledge about the college's mission, purpose, pedagogy, ongoing evaluation system, Value Added Courses and certificate courses, scholarships, extracurricular activities, and cultural aspects through an orientation session. This resource provides new insights into the process of designing and implementing constructivist pedagogies.

Feedback Analysis System

IQAC provides faculty with tailored feedback on their specialized courses. Feedback is thoroughly evaluated and communicated to the Principal, and relevant faculty members. The teaching-learning processes are evaluated and adjusted based on the recommendations of the IQAC.

Here are some of the significant initiatives undertaken during the past five years:

- ★ Assignments were given.
- ★ Automating the admission procedure to include online payment.
- ★ Memorandums of Understanding (MoUs) have been established with prestigious universities, government agencies, and small industries.
- ★ Workshops on curriculum development in several disciplines

POLICY OF CELLS & CLUBS

GUIDANCE AND COUNSELLING CELL

The Counselling Centre is dedicated to offering teacher-trainees an ideal learning environment. The mental and physical problems experienced by teacher-trainees may have an impact on both their academic achievement and personality. The Cell offers comprehensive advice to every student, enabling them to effectively confront life's obstacles and excel academically. The educational institution provides instruction in Personal Counselling, Group Counselling, and Life Skill Education. Mrs. S. Indira, an assistant professor in the M.Ed. division, is responsible for overseeing the Counselling and Guidance Cell.

In accordance with the goals of education, guidance and counselling strives to support the maximum personal development of students in all areas of life. In an effort to address the requirements of all students, advice and counselling enriches and enriches the educational experience.

MOTTO: Student Support Service (SSS) is the motto of the Counselling and Guidance Cell.

RESPONSIBILITY OF THE CELL

The following responsibilities are mandated to be carried out by the Guidance and Counselling Cell:

- ★ Students will be nurtured through remedial programmes.
- ★ Counselling on an individual basis as part of a mentoring programme
- ★ Students are provided with a variety of psychological treatments, and their emotional, behavioural, academic, and social concerns are addressed and resolved.
- ★ The planning and execution of programmes for career counselling
- ★ In order to find solutions to the issues that are associated with providing career assistance, the counselling cell works in conjunction with the placement cell.

COMPOSITION OF GUIDANCE AND COUNSELLING CELL

Principal	Chair Person
Asst. Professor	Coordinator
Asst. Professor	Member
Asst. Professor	Member
Asst. Professor	Member
Asst. Professor	Member

PLACEMENT CELL

The college's Placement Cell is accountable for overseeing all elements of campus placements for teacher-trainees pursuing B.Ed. and M.Ed. degrees. The Placement Cell possesses a commendable infrastructure to facilitate every stage of the placement operations. The Placement Cell organizes Pre-Placement Discussions, Written Tests, Group Discussions, and Interviews to meet the requirements of the educational institutions.

Employability serves as a metric for judging the calibre of any professional institution. The Placement Cell of Muslim College of Education was created with the purpose of securing employment possibilities for the college's students in reputable organisations, hence recruiting qualified instructors for society. Placement necessitates persistent and concentrated efforts. The Cell encourages and prepares students for prospective institution interviews. For this objective, careful and systematic preparation is undertaken and maintained. Using leaflets, brochures, posters, and social networking sites, the placement cell disseminates information about job openings at various educational institutions. The Cell offers pre-placement seminars and orientations for students, where they are instructed in CV writing, interview techniques, and the institution selection process. The college has tight relationship with numerous schools and colleges throughout the years has assisted numerous students in securing gainful employment.

COMPOSITION OF PLACEMENT CELL

Principal	Chair Person
Asst. Professor	Member
Asst. Professor	Member
Asst. Professor	Member
Asst. Professor	Member
Asst. Professor	Member

GRIEVANCE REDRESSAL CELL

The primary objective of the Grievance Redressal Cell is to thoroughly examine and address any issues raised by teacher-trainees. The Grievance cell has the authority to investigate complaints of harassment. Individuals with valid grievances are welcome to seek assistance from the Grievance Cell either in person or by consulting with the designated authority. If an individual is hesitant to attend in person, they may express their grievances in writing in the suggestion box of the Grievance Cell.

PROCEDURE FOR LODGING COMPLAINT

- ★ The primary objective of the Grievance Cell is to establish a secure environment where teacher-trainees can freely express their concerns without apprehension of reprisal.
- ★ Teacher-trainees have the option to lodge a complaint with the Grievance & Redressal Cell or submit it in the suggestion box.
- ★ The Grievance Cell will initiate appropriate measures in response to cases that provide the necessary documents.

- ★ The issue Cell will ensure that the issue has been duly resolved within the specified timeframe.
- ★ Students who wish to express their concerns or suggestions on the college's academic or administrative performance are encouraged to complete a "Grievance Redressal Form," which may be obtained from the office.
- ★ Additionally, the website features a complaint submission form.

FUNCTIONS OF GRIEVANCE REDRESSAL CELL

To establish the necessary procedures for addressing the concerns, complaints, and grievances of teacher-trainees regarding the overall management, examination, assessment, and any other matters that may affect their effective completion of their studies at the institution.

The cell will conduct an investigation into the allegations and provide a report to the principal, along with a suggestion for immediate action.

COMPOSITION OF GRIEVANCE REDRESSAL CELL

Principal	Chair Person
Asst. Professor	Coordinator
Asst. Professor	Member
Asst. Professor	Member
Asst. Professor	Member

STUDENT GRIEVANCE FORM

Name of Teacher-Trainee	
Admission No	
Mobile No	
Sex:	Male Female
Grievance category	Examination Infrastructure General Facilities Hostel Library Teaching Any other Pls explain
Declaration I hereby declare that the information provided above is correct. I shall be responsible for furnishing any wrong information.	
Signature	

ANTIRAGGING CELL

In accordance with the directive of the University Grants Commission (UGC), the College has established the Anti Ragging Cell with the aim of preventing any type of ragging, both within and beyond the school premises. The Anti-Ragging cell is a legally mandated organization responsible for ensuring that the campus remains completely free from any form of ragging.

The main functions of the committee are

- ★ The dissemination of information against engaging in any sort of ragging has been mandated by The Honourable Supreme Court of India, the UGC, and Tamil Nadu Teachers Education University.
- ★ To coordinate awareness initiatives on gender equity, human rights, dignity, as well as moral and ethical principles.
- ★ To investigate the grievances filed by students regarding any form of hazing and to carry out an inquiry on the matter.
- ★ To develop measures to avoid and deter the problem of Ragging both on and off the campus.
- ★ Enforcement of the Tamil Nadu Teachers Education University Students Code of Conduct Rules

OBJECTIVES OF THE ANTI-RAGGING CELL

- ★ To deter any type of hazing both within and beyond the campus premises.
- ★ The following activities fall under the scope of Ragging:
- ★ Any action that infringes upon the Fundamental Rights protected by the Indian constitution.
- ★ Any instance of verbal or written abuse, whether through spoken remarks, emails, SMS, public insults, or on Social Media Platforms
- ★ Any act of molesting or engaging in an illegal plot or gathering with the goal of engaging in ragging.
- ★ Any instance of misconduct or violation of rules on the College campus.
- ★ Engaging in taunting or exhibiting impolite and menacing conduct.
- ★ Actions that disturb the normal functioning of academic, co-curricular, and extracurricular activities at the college.
- ★ Actions that cause adversity, either via physical or mental strain or fear, and disrupt the conducive learning environment for kids.
- ★ Financial coercion or compulsory expenditure imposed on pupils.
- ★ Physical abuse or assault refers to any action that causes injury or poses a risk to someone's life and well-being.

PROCEDURE OF THE ANTI-RAGGING CELL

- ★ The Anti-Ragging Cell will adhere to the subsequent treatment.
- ★ Collect written grievances from the impacted students.
- ★ Analyse the topic thoroughly by utilizing the readily available documents.

- ★ Suggest to the Principal that if the problem is valid, it should be referred to the relevant authorities.
- ★ Recommend to the Principal that punitive measures be used against the wrongdoer..

COMPOSITION OF ANTI-RAGGING CELL

Principal	Chair Person
Asst. Professor	Coordinator
Asst. Professor	Member
Asst. Professor	Member
Asst. Professor	Member
Asst. Professor	Member

MINORITY CELL

Being a minority school, the college has prioritized the establishment of a minority cell to strengthen the minority groups present on campus. The college has been committed to addressing the educational and cultural needs of minority students, as well as individuals from many cases, creeds, and nationalities. The Minority Cell primarily supports the scholastic advancement of minority students, encompassing individuals from many religious backgrounds such as Christians, Muslims, and others.

OBJECTIVES OF THE CELL

- ★ To enhance the accessibility of equitable educational opportunities for minority groups.
- ★ The objective is to solicit financial backing from government agencies and other funding sources specifically for students belonging to minority communities.
- ★ To promote participation in career orientation programs. This would enable and provide pupils with the necessary abilities to choose a career choice.

OBC CELL

- ★ The establishment of the OBC cell at the institution was intended to empower students belonging to the Other Backward Classes (OBC)

inside the campus. The institution prioritizes offering financial aid to students from these communities through government organizations and other funding sources. The group diligently addresses the many challenges faced by OBC students. The cell also promoted students' participation in career orientation programs that would empower and equip them with the necessary skills to make informed decisions about their chosen paths.

OBJECTIVES OF THE OBC CELL

- ★ To raise awareness of state and Central Government's numerous scholarship programmes.
- ★ To provide guidance and counsel on a variety of difficulties, as well as aid in the management of academic tasks.
- ★ To make OBC students aware of government directives on different aspects of their education, training, and employment opportunities.

Principal	Chair Person
Asst. Professor	Member
Asst. Professor	Member
Asst. Professor	Member
Asst. Professor	Member

RESEARCH AND DEVELOPMENT CELL

It is crucial for the teaching profession to contribute to scientific research in order to develop applications that can have a positive impact on various aspects of human life. Engaging in Research and Development activities can yield positive outcomes in terms of creating innovative technologies, investigating unexplored domains in the realms of science, and sharing knowledge in the sphere of technology. Research and Development also fosters innovations that inspire faculty members and students of the college to comprehend notions of enhanced learning and teaching. Through a dedicated and unwavering approach to science and cutting-edge technologies, both research and applied research have the potential to create a profound and enduring influence on society and the nation. The Institution is actively fostering an environment conducive to research and innovation, with the aim of promoting growth in all core and multidisciplinary areas for both professors and students. The Research and Development policy will establish a structure that enables the efficient and professional execution of research and related activities.

OBJECTIVES OF RESEARCH AND DEVELOPMENT CELL:

- ★ The objective is to raise awareness among faculty members and M.Ed. students in the fields of research, innovation, and development.
- ★ To foster research that integrates multiple disciplines and promotes collaboration across different fields.
- ★ To determine the primary research focus of each department and establish corresponding clusters, frontline teams, and research consortia to enhance outcomes.
- ★ The purpose is to foster creativity and devise effective resolutions for both academic and societal challenges.
- ★ Upgrading the current laboratories by adding more experimental equipment and instruments, and creating technology to make the lab suitable for research purposes.
- ★ To discover possible collaborators from various sectors such as industry, research organizations, academic institutions, and other stakeholders for the purpose of cooperation, synergistic partnership, and dissemination of research outputs.
- ★ The objective is to create, establish, and enforce rules, laws, and policies that guarantee adherence to all research quality assurance frameworks and research codes.

COMPOSITION OF RESEARCH AND DEVELOPMENT CELL

S.No	Faculty	Designation	Position
1	Dr.Pramod.V.S	Principal	Chair Person
2	Dr.Bini	Associate Professor	Member
3	Dr.Sasi	Professor	Member
4	Dr.Sabuji Varughese	Professor	Member
5	Dr.Jayakrishnan Nair	Associate Professor	Member
6	Dr.Bindhu	Professor	Member
7	Dr.Prema Kumar	Professor	Member

SHORT TERM GOALS

- ★ Submission of research proposals to diverse funding bodies, encompassing both governmental and non-governmental organizations. Augmented quantity of high-quality articles in esteemed Journals/ Conferences.
- ★ Organizing faculty and student development programs focused on

emerging technologies and popular subjects.

- ★ Creation of a teacher education centre of exceptional quality
- ★ Enhancing the operational efficiency of the IQAC Cell in the institution.
- ★ Provide research methodology guidance to M.Ed. students working on their dissertations.

LONG TERM GOALS

- ★ Secure grants from domestic and international funding organizations.
- ★ Engaging in research and consultation projects with industry and organizations at both national and international levels.
- ★ Promote faculty in attending conferences, seminars, workshops, symposiums, and conventions.
- ★ Provision of monetary support to the faculty for their participation in conferences, seminars, and workshops.
- ★ Operating as Centre of Excellence in the field of teacher education
- ★ Obtaining plagiarism detection tools helps enhance the quality of publications.
- ★ Submitting research proposals to external funding bodies.
- ★ Creating and following a research culture
- ★ Monitoring the data pertaining to research publications and research fields.
- ★ Planning and coordinating programs for an orientation in research methodology.

FUNCTIONS OF RESEARCH AND DEVELOPMENT CELL

The Research and Development Cell aims to facilitate the creation and sharing of knowledge, as well as the development of innovation and technology to meet the needs of society and industry. This will be accomplished by the faculty and students through the application of their knowledge and skills, effective management, and sufficient financial backing. The functions of the Research and Development Cell of the institution are as follows:

- ★ To develop a yearly research strategy, execute and oversee the research initiatives outlined in the strategy.
- ★ The objective is to establish connections and engage in cooperative research activities with both domestic and foreign institutions.
- ★ The purpose is to assist faculty members of the Institution in creating research proposals for external financing from agencies.

- ★ The objective is to enhance the dissemination of high-quality research articles authored by faculty and students in prestigious academic journals.
- ★ To gather and get funding from different funding bodies in order to mobilize resources and establish a financial base.
- ★ The aim is to enhance the research capacities of faculty members and students by organizing a range of activities and events focused on research and development.
- ★ To establish and engage in Memorandums of Understanding (MoUs) with industries and research and development (R&D) organizations for the purpose of conducting collaborative research, funded projects, and consultancy services.
- ★ To coordinate domestic and global conferences and training sessions.

The purpose is to offer monetary assistance to faculty members for their participation in seminars, conferences, and workshops. The teaching assistant would receive compensation of up to Rs 500, as well as half of the registration fee.

LITERARY CLUB

The aims of a literary club promote literature, fostering a love for reading and writing, and providing a platform for members to discuss and engage with literary works. It provides students with an avenue to engage deeply with literature beyond their academic curriculum. This allows for a more comprehensive understanding of literary works and enhances critical thinking skills. For students interested in writing, the literary club offers a platform to express themselves creatively, share their work with peers, and receive constructive feedback. Literature from different cultures and time periods can be explored, allowing students to broaden their cultural horizons and gain insight into diverse perspectives. The club fosters a sense of community among students who share a passion for literature. This camaraderie encourages collaboration, discussion, and the exchange of ideas. Participation in the literary club can contribute to personal growth by nurturing skills such as communication, teamwork, leadership, and empathy. Engaging with fellow students who have similar interests can lead to valuable connections and friendships that extend beyond college. The

literary club often organizes events such as author talks, poetry readings, book discussions, and writing workshops. These events enrich the college experience and provide opportunities for students to interact with established authors and literary professionals. For students considering careers in writing, publishing, academia, or any field that requires strong communication and analytical skills, involvement in a literary club can be invaluable. It provides practical experience and networking opportunities that can be beneficial in the job market.

NATURE CLUB

The college established the nature club with the objective of fostering environmental consciousness, preservation, and sustainable behaviors among students. The Nature Club arranges several educational events, including nature walks, animal spotting expeditions, and outdoor excursions to natural environments. The primary objectives of these activities are to establish a connection between students and environment, enhance their comprehension of local ecosystems, and cultivate a deep sense of admiration for the natural world.

SCIENCE CLUB

The science club at the Muslim College of Education functions as a forum for students with a passion for science and related disciplines to convene, delve into their interests, and participate in diverse activities that foster scientific investigation, creativity, and learning. The Science Club convenes frequent meetings to facilitate discussions on scientific subjects, exchange ideas, and coordinate activities. The gatherings may encompass talks delivered by guest speakers, deliberations on current scientific advancements, or arguments on contentious scientific matters. The group arranges practical experiments, demonstrations, and science seminars to offer members hands-on experience and encourage learning outside the confines of the classroom. These activities encompass a broad spectrum of scientific fields, including biology, chemistry, physics, and engineering. Science Club members get the opportunity to visit scientific institutes, research laboratories, and industrial sites in order to experience firsthand the practical applications of science and technology. These trips offer useful

perspectives into several scientific professions and research prospects. The club actively engages in science fairs, contests, and exhibitions, providing members with opportunities to present their research projects, innovations, or scientific discoveries. These events foster creativity, ingenuity, and scientific exploration among kids. The Science Club extends invitations to guest lecturers, scientists, and specialists from several disciplines to deliver lectures, conduct workshops, or facilitate interactive sessions on specific areas of interest. These events provide members important knowledge, opportunity to connect with others, and motivation for future endeavours.

HISTORY CLUB

The purpose of establishing the History Club is to create a forum where students who have a strong interest in history may come together, explore their passion, and engage in various activities focused on the study and appreciation of history. The History Club holds regular meetings where members can explore historical topics, share viewpoints, and engage in lively debates. These workshops cover a wide range of historical periods, events, and subjects, allowing learners to explore all aspects of history. The club invites guest speakers, historians, and academics to provide lectures, seminars, or workshops on specific issues in the field of history. These events provide members the opportunity to get information from experts, ask questions about specific problems, and develop a deeper grasp of particular historical themes. The History Club organizes film screenings and documentary viewings that are relevant to historical events, persons, or eras. These videos has the capacity to stimulate discussions among individuals and provide visual representations of historical subjects. Members of the History Club are afforded the chance to tour significant historical sites, museums, archives, or landmarks that are relevant to their academic pursuits. These visits provide members the chance to actively participate in history, directly engage with artifacts, and cultivate a deeper comprehension and appreciation for the past.

The club facilitates and encourages members to engage in independent research endeavours or contribute to collective collaborations centered around historical topics of personal significance. Club members

can disseminate their research findings inside the club by delivering lectures, designing posters, or participating in discussions. This fosters scholarly inquiry and the exchange of intellectual concepts. The History Club arranges discussions, mock trials, and re-enactments of historical events to include members in critical thinking and the interpretation of history. These exercises promote individuals to contemplate other viewpoints, scrutinize original materials, and cultivate their talents in constructing persuasive arguments. The club has the option to release newsletters, journals, or blogs that showcase articles, essays, or reviews authored by its members on historical topics. Members are given a platform to exhibit their writing abilities, exchange historical knowledge, and contribute to the intellectual community of the club. The History Club conducts community outreach initiatives to foster historical consciousness and admiration outside the confines of the academic campus. This may entail coordinating history-themed events, delivering lectures, or conducting workshops for nearby schools, libraries, or historical societies. Aside from academic pursuits, the club also organizes social events, meetings, and expeditions, providing members with opportunities to interact with like-minded individuals who have a shared interest in history. These activities cultivate a feeling of camaraderie and friendliness among members, establishing a supportive community inside the club. In college, a History Club provides a dynamic and all-encompassing environment for students to investigate, commemorate, and analyse the past via a range of scholarly, social, and cultural events.

ICT CLUB

The ICT (Information and Communication Technology) Club in Muslim College of Education serves as a platform for students interested in technology, computer science, and digital innovation to come together, explore their interests, and engage in various activities related to ICT. The ICT Club organizes workshops, training sessions, and hands-on tutorials on various topics related to ICT, including programming languages, software development, web design, cybersecurity, data analysis, and digital marketing. These sessions provide members with practical skills and knowledge applicable to both academic and professional settings. The club

hosts hackathons, coding competitions, and programming challenges where members can collaborate in teams to solve real-world problems, develop software applications, or create innovative projects. These events promote creativity, teamwork, and problem-solving skills among members.

The club invites guest speakers, industry professionals, entrepreneurs, and alumni to give talks, presentations, or panel discussions on emerging trends, career opportunities, and advancements in the field of ICT. These events provide members with insights into the industry, networking opportunities, and career guidance. Members of the ICT Club showcase their projects, prototypes, or research findings through demo sessions, exhibitions, or tech showcases. This allows members to share their achievements, receive feedback from peers, and inspire others with their innovative ideas. The club organizes workshops on hardware assembly, computer troubleshooting, and tech repair clinics where members can learn practical skills related to maintaining and repairing electronic devices, computers, and gadgets. The club hosts tech talks, discussion forums, and online forums where members can share insights, ask questions, and discuss emerging technologies, industry trends, and academic research in the field of ICT. The ICT Club engages in community outreach activities to promote digital literacy, STEM education, and technology awareness among schoolchildren, seniors, and underserved communities. This may involve organizing coding workshops, robotics classes, or technology camps for local schools or community centres.

ECO CLUB

The Eco club offers initiatives and events aimed at encouraging individuals to reduce pollution, engage in tree planting, practice water conservation, and enhance the overall environment. The Eco club at our institution is a volunteer organization that promotes the involvement of teacher-trainees in environmental enhancement and education. An eco club serves as a platform to motivate our teacher-trainees to enhance their comprehension of the environment and effectively handle any resulting emergencies.

OBJECTIVES OF ECO CLUB

- ★ In order to cohabit well with the environment and save biodiversity
- ★ To promote environmental conservation and maintenance
- ★ In order to promote water conservation, it is necessary to restrict water usage.
- ★ The purpose is to provide instruction to aspiring educators on the topics of biodiversity conservation and the specific environmental issues faced in their local area.

ACTIVITIES CONTAINED WITHIN THE CLUB

- ★ During important events, it is customary to cultivate shrubs and aesthetically pleasing plants.
- ★ Motivating prospective educators to be mindful of their behaviors and embrace a wellness-oriented way of living.
- ★ The objective is to educate teacher-trainees in order to enhance the awareness of public and sanitary personnel.
- ★ In order to address the issue of plastic bags obstructing drains and sewers, the teacher-trainees will get education on minimizing their reliance on plastic bags and refraining from discarding them in public areas.
- ★ Preventing the accumulation of still water and eradicating areas where mosquitoes can reproduce.
- ★ Coordinating initiatives for the implementation of tree planting activities,
- ★ The teacher-trainees are educated about the repurposing of waste material and the production of goods from garbage through activities such as quizzes, essays, paintings, and elocutions on different environmental topics.
- ★ To ensure a paperless and environmentally-friendly classroom environment, the club members are responsible for regularly inspecting and emptying the bins, as well as keeping them clear of paper, plastic bags, and food waste. Additionally, the Eco club members are in charge of maintaining the cleanliness of the college grounds and nurturing the young tree seedlings.

COMPOSITION OF ECO CLUB

Principal	Chair Person
Asst. Professor	Member
Asst. Professor	Member
Asst. Professor	Member
Asst. Professor	Member
Student Representative	Member
Student Representative	Member

VALUE ADDED COURSES

- ★ The college is offering the following courses that are considered to be value-added:
- ★ Certificate Courses in Yoga
- ★ Certificate Courses in Tailoring
- ★ Certificate Courses in Life Skill Education
- ★ Certificate Courses in ICT
- ★ Certificate Courses in Art & Craft
- ★ Certificate Course in Data Analysis and Fundamental in Excel
- ★ Certificate Course in Disaster Management
- ★ Certificate Course in Child Rights Education
- ★ Certificate Course in Communicative English
- ★ Certificate Course in Counselling
- ★ Certificate Course in Human Rights Education
- ★ Certificate Course in Research Skills
- ★ Certificate Course in Thirukkural Koorum Vizhumangal
- ★ Certificate Course in Vegetable Carving

ONLINE COURSES

SWAYAM

SWAYAM is a programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. The objective of this effort is to take the best teaching learning resources to all, including the most disadvantaged. SWAYAM seeks to bridge the digital divide for students who have hitherto remained untouched by the digital revolution and have not been able to join the mainstream of the knowledge economy. Swayam is an online platform launched by the Government of India that provides a diverse selection of courses in many areas under the acronym Study Webs of Active-Learning for Young Aspiring Minds. Swayam provides an extensive selection of courses that include a wide array of fields, including as arts, science, engineering, humanities, management, and more. Students has the freedom to select courses based on their personal interests and professional aspirations. Flexibility and convenience are key advantages of Swayam courses, as they

are conducted online, enabling learners to study at their preferred speed and leisure. Students have the ability to get course materials and lectures at any time and from any location, provided they have access to the internet. This adaptability is especially advantageous for employed professionals and persons with hectic schedules. Swayam courses frequently incorporate interactive components such as quizzes, assignments, discussion forums, and peer assessments, which enrich the learning experience and encourage active participation among learners. Upon successfully finishing Swayam courses, learners have the opportunity to obtain certifications from the partnering universities. Swayam provides a platform for ongoing learning and the enhancement of skills. Individuals have the opportunity to register for various courses in order to learn fresh skills, enhance their knowledge, or delve into new areas of interest during their lifetime.

TNTEU ONLINE COURSE CERTIFICATION

Online Course for B. Ed. Course

TNTEU provides a selection of two online courses specifically designed for B.Ed. programs. Both courses are mandatory. Only those who successfully complete both online courses will be eligible to receive B.Ed. degree certificate issued by TNTEU.

LEARNER PSYCHOLOGY

One line course offered by Tamil Nadu Teachers Education University is Learner Psychology. It provides training on learner psychology, specifically designed for Teacher Educators. The program provides instruction in the field of learner psychology and associated subjects. It offers valuable understanding of learners' cognitive processes, emotions, and actions, enabling educators to customize their instructional approaches to suit diverse learning styles and preferences. Instructors can boost student engagement and retention by designing more effective teaching materials and activities via a knowledge of the psychological principles that underlie learning. Understanding learner psychology allows educators to customize learning experiences, addressing individual needs and preferences, hence promoting a more inclusive and supportive learning environment. Gaining knowledge about motivation theories and practices enables educators to design engaging learning experiences that foster

student engagement and dedication to their studies. Gaining insight into learner psychology is crucial for developing equitable and efficient assessment techniques, as well as delivering valuable feedback that fosters a mentality of learning and personal development. Gaining understanding of the psychological determinants of dropout rates might assist educational institutions in implementing tactics to provide assistance to students at risk and enhance retention rates. Studying learner psychology is a beneficial kind of professional development for educators, since it improves their teaching abilities and efficacy. The ideas of learner psychology may be used in numerous disciplines and educational environments, making the course advantageous for educators in diverse domains.

DIGITAL EDUCATION

Tamil Nadu Teachers Education University offers a course called Digital Education, which is a concise online program designed to help educators improve their teaching abilities, stay up-to-date in their field, and contribute to the progress of education in the digital era. This course provides a convenient, flexible, and efficient learning experience. This course is accessible from any location with an internet connection, hence increasing the accessibility of learning for persons who may be unable to attend traditional educational institutions owing to geographical limits or other limitations. These courses generally include adaptable timetables, enabling learners to study at their preferred speed and accommodate other obligations like employment or family responsibilities. Digital education courses frequently include a range of multimedia materials, including films, interactive simulations, and online chats. This approach offers numerous learning opportunities that accommodate various learning styles. Online courses attract participants from many backgrounds and geographic regions, providing chances for networking and collaboration with instructors and learners worldwide.

Digital education courses provide educators the chance to engage in professional development, enabling them to remain current on the most recent trends, technology, and optimal methods in the education industry. Teachers may acquire novel pedagogical approaches and methodologies particularly designed for online and digital contexts, empowering them to effectively interact with their students and foster more impactful learning

encounters. Online courses often provide reduced tuition rates in comparison to traditional educational programs, enabling learners to economize on expenses associated with transportation, lodging, and course materials. Digital education courses foster a culture of lifelong learning, motivating individuals to consistently enhance their skills and knowledge throughout their professional lives.

Online Course For M.Ed. Course

WOMEN EMPOWERMENT

The TNTEU online course on women empowerment equips women with information, skills, tools, and support to confront inequity, overcome obstacles, and achieve their maximum potential in all areas of life. M.Ed scholars will get an enhanced comprehension of women's rights, gender equality concerns, and the sociological, cultural, and economic determinants that lead to the empowerment of women. Courses often prioritize the cultivation of pragmatic abilities, such as leadership, negotiation, communication, and advocacy, with the aim of preparing women to effectively catalyze transformation in their communities and workplaces. Women acquire confidence, self-assurance, and a feeling of empowerment by gaining knowledge about their entitlements, skills, and capacity for personal and professional development. Online courses provide women the chance to engage with others who have similar interests, as well as mentors and role models. This enables the formation of supportive networks and collaborations that may enhance personal and professional growth. M.Ed. scholars acquire techniques to surmount obstacles hindering their professional progress, such as prejudice and partiality, and get a deeper understanding of how to negotiate sectors and leadership positions that are mostly male-dominated.

ENTREPRENEURSHIP DEVELOPMENT

This online course focuses on developing entrepreneurial abilities for M.Ed. scholars. It provides them with the necessary information, skills, tools, and support to successfully transform their ideas into profitable companies and overcome the hurdles of business or set up educational institutions. Participants get a thorough comprehension of entrepreneurship, encompassing principles such as company strategy, market analysis,

finance, marketing, and sales. Courses often provide guidance to participants on how to generate company ideas, evaluate their viability, and validate them using market research and analysis. Students will acquire the skills necessary to construct a robust business plan, which include clearly defining their unique selling proposition, identifying specific target markets, formulating an effective marketing strategy, and generating financial forecasts. This online course offers entrepreneurs a diverse array of materials, tools, templates, and case studies to assist them in navigating the intricacies of initiating and expanding a firm.

SELF STUDY COURSES

The Learning Passport is an initiative by UNICEF (United Nations Children's Fund) designed to provide equitable access to quality education for children and young people affected by humanitarian emergencies and protracted crises. The Learning Passport, delivered by UNICEF and powered by Microsoft Community Training, has been developed with a unique suite of online and offline functionalities and abilities. The platform will prioritize deployment in places with intermittent or no internet connectivity – often locations that children find themselves unable to access quality digital education tools and content

The platform serves local, contextualized content as well as global supplementary resources to support learners and improve learning outcomes. We are currently collating a library of Open Educational Resources (OERs) and content donations by leading private companies to offer a variety of supplementary content for localisation and use by implementing offices.

SELF STUDY COURSES

1. DIGITAL PRODUCTIVITY

By dedicating time and effort to enhancing digital productivity abilities via this self-study course, the learner will reap substantial advantages in both personal and professional life. This will eventually assist learner in accomplishing his/her goals with greater efficiency and effectiveness. Gaining proficiency in efficient digital productivity methods

can enable individuals to streamline their workflow, enhance time management skills, and achieve jobs with heightened swiftness and precision. Through the acquisition of digital productivity tools and the use of successful tactics, individuals may effectively prioritize work, establish attainable objectives, and efficiently manage their time, resulting in heightened productivity and decreased stress levels. A digital productivity course often instructs on techniques for arranging digital files, emails, and papers, along with strategies for maintaining an uncluttered digital workplace, which may enhance overall efficiency and workflow. Acquiring proficiency in utilizing digital communication technologies can enable learners to optimize communication procedures, enhance collaboration with others, and minimize the amount of time dedicated to superfluous meetings or emails.

2. FINANCIAL LITERACY

This self-study course on financial literacy are highly important for both individuals and society at large. This course aims to enable individuals to assume responsibility over their money by equipping them with the information and skills necessary to make well-informed financial choices. This sense of empowerment has the potential to result in increased financial stability and self-reliance. A financial literacy education can enhance individuals' comprehension of topics such as budgeting, saving, and investing, hence mitigating financial stress and anxiety. Consequently, this can enhance general well-being and mental health. Financial literacy classes may assist folks in avoiding excessive debt by instructing them on appropriate borrowing and debt management, therefore promoting a more financially stable future. A financially savvy populace is less prone to engaging in precarious financial activities that might lead to economic instability. Hence, the widespread dissemination of financial literacy may significantly enhance the general stability of the economy. money literacy classes may cultivate a feeling of responsibility and accountability in individuals about money management, motivating them to make decisions that are in line with their long-term financial objectives. By comprehending principles such as investment, asset allocation, and retirement planning,

individuals may proactively take measures to accumulate wealth gradually and attain financial stability for themselves and their family. A financial literacy education may provide aspiring entrepreneurs with the necessary information and abilities to effectively handle the financial elements of initiating and operating a firm, hence enhancing the probability of achieving success. Financial education can help reduce the wealth gap by equipping individuals from diverse origins with the necessary skills to accumulate money and attain financial prosperity.

3. EMPLOYABILITY SKILL FOUNDATION COURSES

By engaging in this self-study course that focuses on fundamental employability skills, individuals may improve their desirability to employers and position themselves for success in the highly competitive labour market. The Employability Skill Foundation Course is crucial for those aiming to augment their employability and achieve success in the labour market. This lesson will encompass written and spoken communication abilities, encompassing email decorum, proficient writing, public speaking, and attentive listening. This course will primarily emphasize the capacity to collaborate efficiently within a team, encompassing comprehension of team dynamics, dispute resolution, and collaboration. This course empowers learners to cultivate abilities in issue analysis, solution generation, and informed decision-making. Case studies and real-world settings are suitable for practical application and skill development. This session will address strategies for effectively managing time, establishing priorities, and structuring work in order to meet deadlines. Participants will examine the significance of adaptability in a swiftly evolving professional setting, including strategies for embracing change and acquiring new abilities expeditiously.

ENERGY CONSERVATION POLICY

The Muslim College of Education's energy policy effectively monitors, controls, and preserves the campus's energy needs in response to the growing demands of the institution. The institute has the responsibility to educate both the staff and teacher-trainees about energy-conservation practices.

- ★ To achieve an 80% reduction in energy usage, traditional fluorescent tube lights have been gradually replaced with light-emitting diode bulbs (LED) and Halogen incandescent bulbs.
- ★ The lights and appliances, such as computers, monitors, and photocopy devices, were consistently powered off or put into sleep mode to save energy usage by 40% while not in use.
- ★ The replacement of devices with low power consumption and high efficiency was executed.
- ★ Energy Star certified air conditioners and refrigerators are installed to preserve electricity.
- ★ The augmentation of vegetation on the site facilitated a decrease in the utilization of electricity.

Alternative Energy Source

- ★ The Alternative Energy Sources of Muslim College of Education are designed for the effective deployment and efficient exploitation of renewable energy sources in such a methodical way as to minimize their environmental impact. An alternative energy source provides the community of teacher-trainees with the chance to participate in activities for environmental protection.
- ★ Progressively, solar street lamps are being installed instead of LEDs.
- ★ Biogas produced from the plant installed is used for cooking purposes in the hostel as alternative energy instead of LPG.
- ★ Sensors are employed to automatically conserve energy in above-water tanks, with the aid of water level control sensors.
- ★ Electrically driven water pumps are utilized across the campus to elevate groundwater to above tanks.
- ★ An automatic water level controller is used for overhead tanks to regulate the operation of the pump motor based on the predetermined minimum and maximum water levels.

WASTE MANAGEMENT POLICY

Scope

The Muslim College of Education has implemented a range of waste management measures that are both efficient and enduring in order to keep a clean and sanitary campus environment. Both staff members and teacher-trainees are strongly encouraged and directed to embrace healthier techniques in handling waste materials and ensuring a campus that is free from pollution.

Segregation of Solid Waste:

The campus undergoes regular cleaning, during which the tree debris, vegetable trash, and other leftovers from the hostel and canteen are gathered and categorized into biodegradable and non-biodegradable garbage. In order to achieve this objective, waste bins are strategically positioned in all feasible and essential locations.

Napkin Dispenser:

Given that the majority of the teacher-trainees are women, the college prioritizes their hygiene and sanitation. The college offers a napkin dispenser. The napkins are sorted into distinct containers and incinerated entirely.

Vermicomposting:

A vermicompost pit is established to facilitate the decomposition of bio-degradable waste, such as shredded leaves from trees and food waste, through the process of fermentation. The compost is gathered at intervals of 40-45 days and utilized as organic fertilizer in the college's garden and land.

Non Bio-Degradable Waste:

In addition, glass, metals, and other non-biodegradable waste products are regularly collected and disposed of or recycled. In order to accomplish this, the recycling process involves engaging external agents. In addition to this, slogans and sign boards are strategically positioned.

Sewage Treatment Plant:

The College possesses a very effective Sewage Treatment Plant (STP) that reuses the generated wastewater and untreated household sewage on the premises. The recycled water is utilized for horticulture and irrigation within the site.

E-waste Management

The utilization of electronic resources is optimized and their maintenance is effectively carried out. Furthermore, any arising difficulties are promptly addressed and resolved, with a record being kept for reference. The teacher-trainees are urged to utilize any electronic trash such as compact discs, computer mice, cables, etc. in order to make inventive teaching aids and ornamental objects through the SUPW program. An agreement is signed with vendors or agents to properly dispose or recycle e-waste products, and this agreement is then implemented.

Biogas Plant:

The college has erected a portable biogas plant within the campus to efficiently manage solid waste and convert it into a valuable energy resource. The food waste generated by the dormitory on the college site is gathered in a pit and used to generate biogas in the constructed facility.

Paper Waste:

An agreement has been reached with vendors or agents for the disposal and recycling of paper waste. The paper that was no longer needed in the documentation process is gathered and handed over to the vendors/agents. In addition, waste management adheres to Standard Operating Procedures. The faculty members and teacher-trainees are informed about the policies and practices related to trash management.

GREEN AUDIT

Green auditing is the methodical process of identifying, measuring, documenting, presenting, and analysing the several components of an organization's environmental variety. The objective of green auditing is to scrutinize environmental conduct both within and beyond the scope of the subject area that could intentionally impact the environment. The college conducts periodic external audits through recognized renewable energy organizations.

GREEN COVER

- ★ A number of steps are taken, including those that are listed below, in order to make the campus a carbon-free zone:
- ★ Taking into consideration the directives provided by the Tamil Nadu Teachers Education University, the trees has been planted on the campus.
- ★ The teacher-trainees and faculty that participated in the project planted trees on and around the college, which resulted in the campus being covered with trees. Teacher-trainees and faculty planted trees.
- ★ The college has created a lovely garden comprised of plants that have medical properties.
- ★ A further modification to the root zone treatment is made in order to reduce the amount of water that is lost owing to evaporation.
- ★ The collection of rainwater for the goal of raising the groundwater table is one of the sustainable practices that are implemented at the college. Other sustainable practices include the establishment of sewage treatment facilities and biogas plants.
- ★ Utilization of natural light and ventilation through the construction of large windows and corridors that are abundant in space.
- ★ The action that was taken to reduce the amount of electricity used was to switch to LED bulbs.

PTA BYE LAWS

Parent Teacher Association Bye-Laws

- ★ The word 'Parent' includes Guardians. The Principal & Staff will be ex-officio ordinary member. Every Parent is entitled to become an ordinary or Comprehensive member of the PTA.
- ★ Each Parent of PTA shall have one vote though having two or more children in the school.

Working Committee may be constituted of:

- ★ One parent member has been chosen for the first year of the B. Ed program.
- ★ One parent member has been chosen for the second year of the B.Ed program.
- ★ One parent member has been chosen for the first year of the M. Ed program.
- ★ One parent member has been chosen for the second year of the B. Ed program.
- ★ One faculty from each optional
- ★ President – Principal of the College
- ★ Vice President – One amongst parents
- ★ Secretary – One amongst faculty
- ★ Joint Secretary – One amongst faculty
- ★ Joint Secretary – One Parent
- ★ The auditor – (amongst parent member of executive committee)
- ★ The Executive Committee shall meet at least 3/4 times in a year or more often if required.
- ★ The Executive Committee shall manage the affairs of the Association.
- ★ The PTA funds should be audited and Auditor's report be presented at the time of Annual General Body meeting.

Quorum:

- ★ The quorum of committee meeting shall be (7) seven and for other meetings twenty (20).
- ★ No quorum is necessary at the adjourned meeting which were originally postponed for lack of quorums. If a member remains absent for meeting continuously for 3 months his /her membership will be cancelled.

- ★ Funds Utilization : (For the welfare of the college & community)
- ★ Meeting expenses like circular, refreshments etc.

ACTIVITIES PTA:

- ★ To arrange educational films, lectures on child psychology.
- ★ Conducting remedial programs for academically challenged pupils, as well as offering specialized instruction in music, dance, painting, and other fine arts.
- ★ Awarding prizes & scholarship to the meritorious students.
- ★ Expenses for arranging lectures of outstanding personalities.
- ★ To sponsor some programmes like workshops, sports etc. to students, parents or faculty.
- ★ PTA is for helping, co-operating in development & not for criticizing the college.

PARENT TEACHER ASSOCIATION

Dr.Pramod.V.S.	Principal	Chair Person
Mrs.L.Valsala	Asst. Professor	Member
Mrs.D. Merline Jaya	Asst. Professor	Member
Robinson	Parent	PTA President
Syama	Parent	PTA Vice President
Sangeetha	Parent	PTA Secretary

ALUMNI ASSOCIATION COMMITTEE

The institution has a highly effective alumni unit that began operations in 2008. The Alumnae Association of Muslim College of Education serves as a reflection that amplifies the accomplishments of the college. The Principal of the institution serves as the permanent head of the Alumnae Association. The Alumnae Association operates efficiently with the assistance of the President, Secretary, Treasurer and Faculty. The members of the Alumnae Association will elect office bearers who will serve a term of three years.

College provides an option for all outgoing students to become members of the Alumnae Association. The cost of membership is Rs.100/-

OBJECTIVES OF ALUMNAE ASSOCIATION

The objectives of Alumnae Association is to foster and perpetuate friendship, contact and co-operation among the old students through informal meetings and through other means. The association seeks to further social, literacy and cultural interests of the college by maintaining an active channel of communication between the college and the alumnae. Alumnae also take initiatives to nurture the academic needs of the ongoing batches of students.

Following are the alumnae activities:

- ★ Organizing Alumnae meetings
- ★ Mentoring the student teachers by the alumnae in the practice - teaching schools during internship and induction program
- ★ Supporting the institution in various extension activities – both monetary as well as physical support

ALUMNI ASSOCIATION COMMITTEE

Principal	Chair Person
Alumnae	President
Alumnae	Secretary
Alumnae	Treasurer
Five Alumnae	Executive Members
Asst. Professor	Ex- officio Member
Asst. Professor	Ex- officio Member
Asst. Professor	Ex- officio Member
Asst. Professor	Ex- officio Member

PROFORMA FOR PERFORMANCE APPRAISAL FOR TEACHING STAFF

Academic year :

Name :

Gender :

Qualification :

Designation :

Date of joining in MCE :

Contact No :

Experience :

Sl.No.	Experience	Institution/University	Date of Joining	Date of Leaving	Years/Months
1.	Academic	MCE			
		Other B.Ed. College			
		Arts & Science College			
		School			
Total Years of Experience					

PROFORMA FOR PERFORMANCE APPRAISAL FOR NON TEACHING STAFF

Academic year :.....

Name :.....

Gender :

Qualification :.....

Designation :.....

Date of joining in MCE :.....

Contact No :.....

Experience :.....

Sl.No.	Experience	Institution/University	Date of Joining	Date of Leaving	Years/Months
1.	Academic	MCE			
		Other B.Ed. College			
		Arts & Science College			
		School			
Total Years of Experience					

ACADEMIC PERFORMANCE IN MCE

Sl.No	Academic Year	Semester	Subjects /Practicals handled			Results
1		ODD				
2		EVEN				

ADDITIONAL RESPONSIBILITIES TAKEN

Sl.No	Responsibility	Description of Job	Achievements	Remarks
1.				
2.				
3.				
4.				

SEMINAR /CONFERENCE /WORKSHOP PARTICIPATION DETAILS

S,No	Year	Particulars	Paper presented/Participated	Programme Organizer
		Seminar		
		Workshop		
		Webinar		
		Conference		

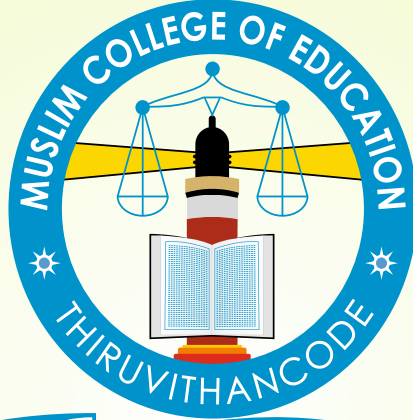
PUBLICATION DETAILS

S,No	Year	Particulars	Title of the book /Paper	Publication Agency
		Book		
		Paper		
		Article		

PROFORMA FOR PERFORMANCE APPRAISAL FOR NON-TEACHING STAFF

Sl. No	Experience	Institution/University	Date of Joining	Date of Leaving	Years/Months
1	Academic	MCE			
		Other Experience			
Total years of experience					

MUSLIM COLLEGE OF EDUCATION



அறிவு வளர் அருள்புரிவாய்



MUSLIM COLLEGE OF EDUCATION

B.Ed. & M.Ed.

Accredited with B grade by NAAC