



St. Joseph College of Teacher Education for Women Ernakulam



CRITERION II

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

(Participation in institutional activities as anchor ,discussant ,rappoeteur)

Submitted to

**National Assessment and Accreditation Council (NAAC)
3rd Cycle of Assessment**



ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN ERNAKULAM
KOCHI-682035, KERALA

2.4.3 Participation in institutional activities as Anchor, Discussant, Rapporteur

Sl.No.	Activities	Page No.
1	Anchor	1-2
2	Discussant	2-4
3	Rapporteur	5-6



ST JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN

Kovilvattom Road, Ernakulam, Kochi, Pin – 682035, Kerala
(Affiliated to Mahatma Gandhi University, Kottayam)

REPORT ON PARTICIPATION IN INSTITUTIONAL ACTIVITIES

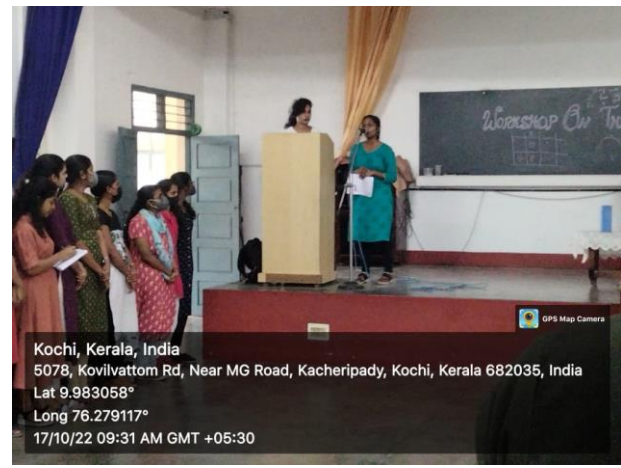
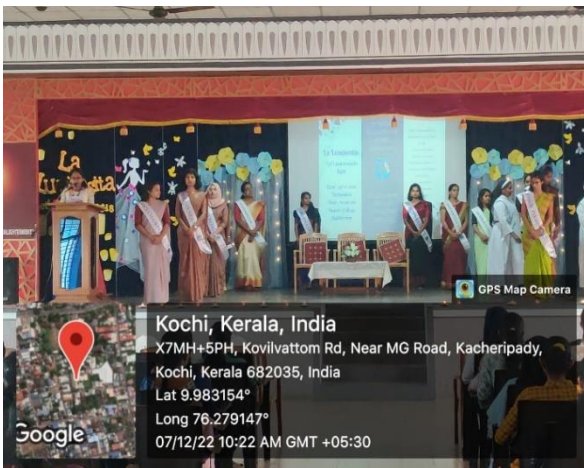
ANCHORING- PROGRAMME REPORT

The success and progress of an educational institution is enrooted in the academic and co- curricular activities organised in the institution. St Joseph College of Teacher Education for Women, Ernakulam is an institution giving immense importance to such activities that aid the holistic development of students. The planning and organisation of co- curricular and extra- curricular activities are done by the Educators and student teachers. Every student teacher is given opportunity in one or another way to participate in events organised in the institution. Anchoring is one such opportunity, which is also an inevitable part of the programmes occurring. Students for anchoring the programmes are selected according to the type of programme and compatibility of students for anchoring the particular event. Among the Hundred B.Ed. student teachers, above forty student teachers were given opportunity to comper the events within the academic year 2022- 23, that were organised either by the college or clubs and organisations of the college. The events organised by optional departments will be compered by student teachers of same optional subject, whereas events organised by the college, clubs or organisations like NSS will be anchored by student teachers of various optional or from optional that are in- charge of the event. Both formal and informal compering are approached differently. In informal events, students were given freedom in scripting and presenting the anchoring. During formal events the students are screened and trained in anchoring the event. The scripts will be mostly prepared by the students and edited by concerned educators and students will also be given needed guidance and training through practice sessions ahead of the events. Every optional department students use to get equal opportunity in anchoring the events. Through providing such opportunities, the college is aiming to develop student teacher who are proficient in organising and handling events or programmes in schools during their tenure as teachers. These opportunities also aim to enhance individual qualities like communication, leadership, organising ability and self- discipline among student teachers.





EVIDENCE OF ACTIVITY



DISCUSSANT- PROGRAMME REPORT

Discussion is an inevitable part of every programme. The objectives of activity, types of activity, ways to implement activity are all developed through effective discussions. The success and failure of the event is also based on cooperation and collaboration among participants and organisers of the programme. Inorder to develop a proper planning, appropriate discussion should be conducted. At St. Joseph College of Teacher Education for Women, Ernakulam, all the programmes organised are effectively discussed and properly planned based on those discussions. The optional level activities are discussed among the educators and student teachers of the respective and the college level programmes are discussed among administrators and staff of the college and thus implemented successfully. The type and topic of discussion vary according to the programme to be organised. For optional- wise events, initial discussions will be conducted among the student teachers and





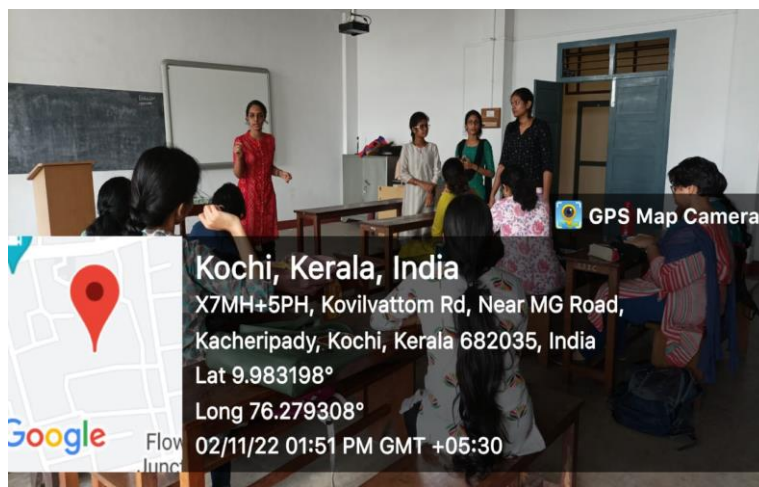
the minutes of discussion will be presented to the concerned educator. Whereas for the programmes that are organised by the college, initial discussions will be taking place among the staff coordinators and then the minutes will be discussed with students. The practice of discussion on events and activities beforehand is helpful in inculcating proper discipline in the conduction of events and activities. It also aid in evaluating each aspects of programmes and bringing necessary changes and modifications for the events and activities.

It is through effective discussions happening prior to the events, coordinators are able to gather variety of opinions and choose best among them for the implementation of programme. In specific optional departments, discussions were conducted prior to department specific academic programmes like microteaching classes, link practice classes, demonstration classes, discussion classes, criticism classes, SUPW sessions etc. and events like regular assembly, talents day, department specific national or international day celebrations, field trips, food fest etc. In the college level major discussions were conducted on topics of academic importance like topic organisation, lesson planning, teacher allocation, examination etc. and also on conduction of other college events such as, observation of days having national and international importance, college day, annual day, felicitation of retiring faculties etc. Discussion holds a major role in the smooth functioning of college. It is through proper implementation of discussed programmes college is able to take necessary and successful steps.





EVIDENCE OF ACTIVITY





RAPPORTEUR- PROGRAMME REPORT

Reporting is one of the most effective technique that puts out a direct impact on the academic as well as non- academic activities occurring in an educational institution. A report is an overall analytical document prepared on a particular event, programme or an activity happening in an institution. A good report enables the institution to understand their shortcomings and strengths and enable them to work on their weakness thus to excel further more. At St. Joseph College of Teacher Education for Women, Ernakulam, each and every event, programme or activity undertaken by college, different optional, clubs or organisations are timely and properly recorded and reported along with evidence for the same. The student teachers prepare reports on various class activities, club activities and organisation events under the guidance of concerned educators. The staff also keep proper record of specific events under their in- charge. The rapporteur for an event is selected prior to the programme and is also given proper guidance on what all factors should be included in the report. In optional wise activities, reports are mainly prepared by student teachers from the same optional in a rotating manner, thus every student teacher from the optional had got opportunity to be a rapporteur in one or another event. The reports submitted by the student teachers will be properly scrutinized by educators before accepting it as the final draft. In the academic year 2022-23 more than fifty student teachers were given opportunity to be a rapporteur in college organised events. The rapporteur were chosen based on their knowledge of event, proficiency in analysing and organising observations and efficiency in language. This in- charge thus aid the student teachers in developing their skills like observation, analysis, organising ability and writing. Report on events act as a self -evaluation tool for the college. The short comings of a programme could be identified from a report and further improvement could be brought about in the identified areas. Thus report preparation is an inevitable part of a programme conducted in every institution. An efficient institution will have proper record on each and every minute activities happening in the institution. It is only through those records, identification of chances for improvement is possible and the institution can implement programmes to bring about those improvements.

REPORTERS OF MAIN EVENTS

1) LIST OF REPORTS:

1. Sreelakshmi Sudhakaran - National Education Day Report.
2. Aswathy K S - Swatch Bhart





3. Geethu Sivan-Cyber Hygiene
4. Devika PS - Yoga workshop
5. Sukritha S Shenoy - Teaching Aid Exhibition
6. Reshma George- Field trip
7. Anitta Johnson- Anti Narcotics Rally Report
8. Nair K M Sumalakshmi- Flashmob report And criticism lesson plan
9. Sneha M- National Constitution day
10. Raseena Naseer - world legal service day
11. Sreelakshmi Sudhakaran - SUPW exhibition
12. Liyanta Izabel- demonstration class
13. Sarah Maria- Report on ICT in education
14. Sneha M- Report on National Constitution day and report on Food Festival
15. ARYA TK- mental health day

