

Report
On
College Environment
Internship Programme(2ndsem.)



HARYANA COLLEGE OF EDUCATION
KINANA, JIND

Submitted to:

Submitted By:

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(PART A)

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DETAILS OF THE INSTITUTE

- **Name Of The Institution:** Swami Ganesh Nand Sanatan Dharam College Of Education.
- **Date Of Establishment:** 15 May, 2007
- **Postal Address** : Swami Ganesh Nand Sanatan Dharam College Of Education, Uchana Kalan-126115, Jind, Haryana
- **Phone** : 01684-230436, 98969-93889, 94166-18175
- **Website** : <http://www.smscluchana.info>.
- **Nearest Railway Station** : Uchana Railway Station
- **Type Of Institution** : Co. Education
<Boys / Girls / Co-Education>
- **Chairman Of Trust** : Swami Ganeshanand Gissi Ji Maharaj
- **Institution is running under which Trust** : Swami Ganeshanand Dharamarth Trust
- **Principal of Institution** : Dr. Satraj Gakhar

Brief History.....

Acharya Mahamandleshwar Swami Ganeshanand Mahanaj Dharamanath Trust was established on 15 May 2007 by Swami Ganeshanand Gishiji Mahanaj as per the Trust Act of India vide registration number 281 dated 15 May 2007. Acharya Mahamandleshwar Swami Ganeshanand Mahanaj was a great saint of high moral values who has been conferred various titles like SAPTADHAM PITHADHISHAR ACHARYA, MAHAMANDLESHWAR, TYAGMURTY, ANANTSHREE, VIBHUSIT. ETC. for his sacrifices, devotion towards upliftment of the mankind. In his life span Swami ji has established more than 70 institutes all over India which includes, Goshala, Educational Institutes, Health Centres, Ashrams, Temples etc.

SWAMI GANESHANAND SANATAN DHARAM COLLEGE OF EDUCATION, UCHANA KALAN, DIST. DIND, HARYANA is to impart to its students high quality education, develop their skills, broaden their mental horizon and nurture them into competent and talented teachers to meet the challenges of the new millennium. In this institute, the teachers do not merely impart instructions in the classroom but develop a relationship with the students like a Guru with his disciples. The college stands amongst the best institutes of the city. The educational programme aims at all round development of the students' personality imbued with spiritual values and scientific

temperament. This institute has become the symbol of hard work and devotion leading to Inevitable Achievement.

In academic, social and cultural spheres accredited with a selfless services for the development of society through education, preaching and practicing noble values of truth, integrity and hard work.

Swami Ganeshanand Sanatan Dharam college of Education is situated in Uchana, Hrd. It has its own land in which there are well furnished rooms, library, laboratories, multipurpose hall and administrative offices.

S.G.N.S.D. College of Education has been established by Swami Ganeshanand Trust in the year 2007 with well defined motive of serving the people in the field of Teacher Education. Its thrust is the promotion of excellence in Teacher's Education through personal care and individual guidance. The college is situated in beautiful natural surrounding at village Uchana Kalan (Hrd), Near Railway Station. The college campus is ornamented with lush green lawns and flower beds. The building of the college is a living example of good architecture. There is ample conveyance facility.

OBJECTIVES.....

The journey to excellence and quality is a never ending one. It involves participation of everyone whole heartedly in a shared mission of excellence and customer orientation in our approaches and processes. This trust is in the process of improving education for students satisfaction socially satisfaction and employer satisfaction by improving quality of education for each one of you in this noble objective.

- to provide quality Education to the deprived children of Rural Areas especially to the girl child.
- to provide scholarship to the meritorious and financially weak students.
- to provide shelter to the milk less cows and to look after them by maintaining Gausshalas.
- to improve education, Moral and religious values of the people through mural segments.
- to improve overall literacy in rural segments.
- to prepare efficient teachers.
- to cultivate the spiritual and social values.
- to develop leadership qualities among the teachers.

OUR VISION :

"Bringing out the Best in Human Through Quality Teacher Education in Global Perspective."

We have aspired at the best quality education of this purified fragrance in all the directions, so that each can feel the difference and build the strong India whose edifice shall stand in all types of storms which may strike on its shores.

OUR MISSION :

The mission of S.G.N.S.O. College of Education, Uchana Kalan, Dist. Gnd, Haryana and D.Ed Centre is to impart to its students high quality education, develop their skills, broaden their mental horizon and nurture them into competent and talented teachers to meet the challenges of the new millenium. It is our firm belief that we do our utmost to unfold it and make him/her not only a top state teacher but also a good citizen for the country.

In this Institute, the teachers do not merely impart instructions in the classrooms but develop a relationship with the students like a Guru does with his disciples. The faculty takes full responsibility to mould and prepare students in every possible way for the challenges ahead so that when they leave the portals of the Institute they become winners in the fiercely competitive environment of modern day.

OUR METHODOLOGY:

The approach adopted at Swami Ganeshanand Dharmamarth Trust seeks to empower the students, harness their potential strengths, to emerge as positive, well informed and confident individuals. The design of the course is composed to knowledge domain and skill domain.

Academics

"Education is the sovereign remedy for all economic ills"

Education today is global in perspective and practice. Teachers and students have to keep themselves according to international developments in the field of education and technology.

Teachers and students have to update themselves in the field of their specialization also. Educational institutes should develop themselves according to the challenges and needs of the society in the present scenario.

S.G.N.S.D. College of Education is a pioneer institute for the fulfilment of the needs of the society. We are molding the students according to the need of the society, national as well as according to the challenges and changing in technology. We are ensuring to all round development of students through extension lectures, seminars, group discussion, co-curricular activities.

S.G.S.D College of Education is a premier teacher training institution which is dedicated for quality education and promoting excellence in every field of teaching learning process.

S.G.S.N.D. College of Education is in the way to spread the light of education into the health and home of the last; to harness and synergize the potential of the youth into nation-building.

tasks through providing them value-based education and creative life skills, to strive for excellence and benchmarking pedagogical initiatives suitable for new challenges in the emerging order of the contemporary knowledge-driven global society, to humbly contribute in the national efforts of making India a super world power through the medium of higher learning.

The college provides excellent infrastructure with spacious classrooms, well equipped modern method labs, smart classroom, workshops etc.

Academic Staff....

DETAILS OF TEACHING STAFF

Name Of College : Swami Ganesh Nand Sanatan Dharma College
Of Education, Uchana Kalan - 126115 (Jind) Haryana

Year Of Establishment : 2007

Website : <http://www.smsduchana.info>

Principal : Dr. Sanjay Grahhan

Sr.No.	Name of the Faculty Member	Designation
1	Dr. Sanjay	Principal
2	Mr. Umesh Kumar	Assistant Professor in Hindi
3	Susindera Kumar	Assistant Professor in Education
4	Mr. Parhamjeet	Assistant Professor in S.S.
5	Mr. Jagindera Kumar	Assistant Professor in Life Science
6	Mr. Pradeep Kumar	Assistant Professor in Education
7	Hoshiyar Singh	Assistant Professor in Computer Science
8	Smt. Parveen	Assistant Professor in Physical Education
9	Smt. Poonam	Assistant Professor in Fine Art
10		

NON-TEACHING STAFF

Sr.No.	Name Of the Faculty Member	Designation
1	Smt Neelam	Librarian
2	Amit Kumar	Office Manager
3	Devendra Singh	Technical Assistant
4	Vinod Kumar	Office Assistant
5	Amit Goyal	Accountant
6	Smt. Mallo Devi	Peon
7	Shri Vakil	Sweeper
8	Shri Gauri Shankar	Store Keeper / Gardener

FACILITIES.....

CLASSROOMS :

This Institute has well equipped classrooms with green board, flannel board, LCD Projectors, OHP, Smart Class are used for seminars power point presentation or any subject materials lesson planning. This Institute have spacious classrooms which provide the most conducive environment for dynamic and focused Teaching - Learning Process. The Classrooms of the Institution are well furnished, airy with proper light arrangement for effective teaching - Learning Process.

LIBRARY :

The world of books is the most remarkable creation of an institute. The soul of Swami Ganeshanand Santan Dharam College of Education lies in its vast and well equipped Library. The Institute Library has been developed on modern lines as Learning Resource Centre. Library provides open access facilities. The library of S.G.N.S.O College of Education is like integrated Knowledge Resource Centre that is stocked over three thousand Books in Total, National and International Journals, Text Books, Reference Books, magazines and a large no. of

e-resources Internet, Reprography facility is available to the students.

LABORATORIES :

1. COMPUTER LAB : Knowing that we are living in the age of technology, so basic knowledge of computers is crucial. This Institute has a well organised and advanced Computer lab that provides computer facilities of the latest technology linked with a wide range of software, communication and print service. The software setup has latest version of windows with Internet Connectivity. The students are encouraged to learn and use computer in their Teaching-Learning process. Internet connectivity through Wi-Fi system is available for the use by staff and students.

2. PSYCHOLOGY LAB : Psychology is the science / study of behaviour. It is fundamental for the teacher to study and practise the tools of psychology for the betterment of teaching-learning process. The college has well maintained psychology labs with requisite apparatus and tests. In the psychology lab, there are various psychology tests for assessing creativity, personality, intelligence, interest, aptitude and attitude of the students. The students are trained to use these tests in simulated conditions.

the mental energy of the students. The Institute has established excellent infrastructural facilities in sports. The Institute has well qualified instructor to guide and organise sport events.

OTHER FACILITIES :

CELLS, CLUBS AND COMMITTEES : Institute has framed different cells, clubs and committees which organise different academic and co-curricular activities and ensure maximum participation to bring about positive change and in development in the behaviour of student teachers. These are:

- CELLS :
1. Guidance and Counselling Cell.
 2. Women Cell.
 3. Grievances and Redressal Cell.

- CLUBS :
1. Sports Club
 2. Environment Club
 3. Science Club

- COMMITTEES :
1. Academic Committee
 2. Student Welfare Committee
 3. Cultural Committee
 4. Examination Committee

3. **LANGUAGE LAB :** The Language Lab is fully centred with computer Audio master control with different CD's in English, Hindi and Sanskrit language All well equipped and well furnished. Language Laboratory is established in the college for the development of various linguistic skills i.e. Listening, Speaking, Reading and Writing. It is well equipped with electronic devices like Amplifiers, Headphones, Speakers, Public Address System, CD/DVD Player, Linguaphone, Language Learning Cassettes and charts. The Language Lab is fully utilized to improve the linguistic skills of the students and the staff members.

4. **SCIENCE LAB :** The college has well maintained Teaching Learning Resource Centre for Science and with multiple sets of science apparatus and testing material and basic facilities for practical work and experiments. It is equipped with all facilities, essentials for training in methodology of science teaching. It's resource place (Qualitative and quantitative) of life science and Physical science teaching and material. A good collection of charts, models and specimens is in the science lab to develop scientific attitude and aptitude in the students.

4. **MATHEMATICS LAB :** The mathematics laboratory of the college is fully with all required material for effective teaching. It provides academic support to student to

further clarify and reinforce concepts. A good collection of charts and models is in the mathematics lab to develop attitude and habit of learning by doing.

MULTIMEDIA LAB : The Institute has multimedia lab with smart class system and equipped with latest equipments and materials so that the students learn better by understanding and using technology. It is equipped with advanced and latest learning resources other than books and journals of the library to impart information and keep pace with the ever changing trends and developments in technology related to education. Its basic aim is to create general awareness among prospective teachers about ICT and its use in Teaching-Learning process. It is well equipped with multimedia computers with broadband facilities, 4 printers with scan and copy facility.

SPORTS :

"Sound mind exists in a sound body." Keeping this proverb in mind, the college has well maintained playground for outdoor games like cricket, basketball, football etc. With a standard track of 400m to practice athletic events for the physical well being of the student and to develop the spirit of competition among them. Indoor games like Table Tennis, Carrom, chess etc provide a platform to channelise the

MULTI-PURPOSE HALL :

Ganeshanand Bhayamant Thrus Multi Purpose Hall acts as a common ground for students, faculty and renowned educationists for regular Intrafacel, conferences, seminars and other events. This is the venue where morning assemblies are being held. For cultural events and seminars this hall can be equipped with advanced presentation tools. It provides a platform for organising various co-curricular activities like extension lectures, workshops, festival celebration and other cultural programmes. Inter-house competitions are held regularly. The students get opportunity to exhibit their talent in various literary, cultural, craft activities.

SOME MORE FACILITIES :

The college has a separate common room with recreation facilities like carrom, chess etc. The college also provides canteen, parking facilities also. There is purified water supply in the college premises. It has lush green lawn, pantry and medical facilities etc. to the students.

SUGGESTED
COMPREHENSIVE
PLAN
OF
ACTION
TO IMPROVE TEACHER
EDUCATION
INSTITUTE

INDEX (PART B)

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ACTION PLAN

An action plan is a detailed plan outlining actions needed to reach one or more goals. Alternatively, an action plan is a "sequence of steps that must be taken, or activities that must be taken, or activities that must be performed well, for a strategy to succeed."

A sequence of steps that must be taken, or activities that must be performed well, for a strategy to succeed. An action plan has three major elements:

- 1) Specific tasks: What will be done and by whom
- 2) Timetablon : When will it be done
- 3) Resource Allocation: What specific funds are available for specific activities. Also called Action Program.

Developing an action plan can help change makers turn their visions into reality, and increase efficiency and accountability within an organisation. An action plan describes the way an organisation will meet its objectives through detailed action steps that describe how and when these steps will be taken. This section provides a guide for developing and utilising group's action plan.

WHAT IS AN ACTION PLAN?

In some ways, an action plan is a "heroic" act: it helps us turn our dreams into a reality. An action plan is a way to make sure an organisation's vision is made concrete. It describes the way the group will use its strategies to meet its objectives. An action plan consists of a number of action steps or changes to be brought about in community. Each action step or change to be sought should include the following information:

- What actions or changes will occur.
- Who will carry out these changes.
- By when they will take place and for how long.
- What resources (i.e. money, staff) are needed to carry out these changes.
- Communication (who should know what?)

What are the criteria for a good action plan?

The action plan for initiative should meet several criteria.

Is the action plan

- Complete? Does it list all the action steps or changes to be sought in all relevant parts of the community (e.g. schools, business, government, faith community)
- Clear? Is it apparent who will do what by when?

- Current? Does the action plan reflect the current work?
Does it anticipate newly emerging opportunities and barriers?

Why should we develop an action plan?

There is an inspirational adage that says, "People don't plan to fail. Instead they fail to plan." Because they certainly don't want to fail, it makes sense to take all of the steps necessary to ensure success, including developing an action plan.

There are lots of good reasons to work out the details of an organisation's work in an action plan, including:

- To lend credibility to organisation. An action plan shows members of the community (including grant makers) that organisation is well ordered and dedicated to getting things done.
- To be sure to don't overlook any of the details.
- To understand what is and isn't possible for organisation to do.
- For efficiency: to save time, energy and resources in the long run.
- For accountability: To increase the chances that people will do what needs to be done.

WHEN SHOULD WE CREATE AN ACTION PLAN?

Ideally, an action plan should be developed within the first six months to one year of the start of an activity. It is developed after we have determined the vision, mission, objectives and strategies on the topic we are going to make an action plan. If we develop an action plan we are ready to start getting things done, it will give us a blueprint for running our initiative.

Remember, though, that an action plan is always a work in progress. It is not something we can write, lock in your file drawers, and forget about. Keep it visible. Display it prominently. As an organisation changes and grows, we will want to continually (usually monthly) revise your action plan to fit the changing needs of our group and community.

How to write an Action Plan

Determine what people and sectors of the community should be changed and involved in finding solutions.

If we have been using the VMOSA (Vision, Mission, Objectives, Strategies, Action Plans) model, we might have already done this, when we were deciding upon our group's objectives.

Again, try to be inclusive. Most of the health and development issues that community partnerships deal with are community-wide and thus need a community-wide solution. Possible sectors include the media, the business community, religious organisations, schools, youth organisations, social service organisations, health organisations and others.

Some members of the community might consider asking to join the action planning group include:

- Influential people from all the parts of the community affected by our initiative.
- People who are directly involved in the problem.
- Members of the grass roots organisations.
- Members of the various ethnic and cultural groups in your community.
- People you know who are interested in the problem or issue.

- Newcomers or young people in the community who are not yet involved.

ADVANTAGES OF PLAN OF ACTION

Producing an action plan can be beneficial not only for individuals but also for business. For example, it allows project managers or any member of a group to monitor their progress and take step-by-step, therefore allowing them to handle the project efficiently. The advantage of doing this is, it allows you to execute a structured plan for the end goal you intend to achieve. Furthermore, it provides the team with appropriate foundations, therefore prioritising the amount of time you spend on each task. This will prevent any sidetracking that may occur. Lastly, it creates a bond within a team, as each member is aware of their individual role, as well as providing necessary information to ensure success of the project.

SUGGESTED COMPREHENSIVE PLAN OF ACTION TO IMPROVE S.G.N.S.D. COLLEGE OF EDUCATION UCHANA

India's higher education system is the world's third largest in terms of students, next to China and the United States, but it is unfortunate that almost two-third of our universities and 90 percent of our colleges are rated as below average on quality parameters. As a teacher trainee I observed that to fulfil the overall objectives of the institution there is need to change its approach to policymaking from project based to a more systemic approach of planning, design and implementation. For this, a first step is establishing clear, sharp and sustained goals / outcomes for students and institution. The Infrastructure of S.G.N.S.D. COLLEGE is constructed keeping in mind the norms provided by the NCTE. The sizes of all the classrooms, open space, playground, lab, halls and other facilities are according to the norms. All the teacher educators as well qualified and always ready to give their assistance to students in any time of need. Non-teaching staff is very

cooperative and helpful. But in the changing scenario and the age of information and communication technology I can offer some suggestions to make my institution a place of more learning for a life long journey and to become a ideal teacher.

• Improving student outcomes in literacy and numeracy

Improving weak students' performance and eliminating the gap between the weak and other students for this, it is necessary to establish clear definitions of what is meant by good learning and by high levels of literacy and numerical skills to be attained at the different levels. This can help students, teachers, Principal and owners to understand what is expected from them and respond accordingly.

• Improving teachers' classroom practices.

(i) Teaching is a social process and its quality depends on collective efficacy. Just changing individual teacher practice is not enough to succeed in changing teaching practice within and across institution. Trust needs to be developed for teachers to share, experiment, observe and comment on each other's instructional practices.

(ii) Reinforcing the instructional core: Strengthen the knowledge of subjects and pedagogy to deliver will give teachers greater confidence and skill in their work.

(iii) Better classroom management and instructional leadership. Teachers also need stronger skills to motivate and engage students in their classrooms.

To improve instructions

It is necessary to invest in developing teacher educators, who know how to manage the institution and focus on improving instruction.

Student - Centred Education and dynamic Methods

Methods in the teacher training institution have to be appropriate to the needs of learning to learn, learning to do, learning to be and learning to become. Student-centred education and employment of dynamic methods of education are expected from them. Methods of teaching through lectures will have to subordinate to the methods that will lay stress on self-study, personal consultation between teachers and pupils, and dynamic sessions of seminars and workshops.

Personality Development:

Education should be for the

flowering of personality but not for the suppression of creativity or natural skill. For the development of personality seminars and workshops can be organised by the institution.

• Give more challenging assignments to teams than individuals :

To realize the full educational potential of cooperative learning of the students the more challenging assignments should be given to teams than to individuals.

• Help students learn how to work effectively in teams :

Some teacher educators begin a course with instruction in teamwork skills and team-building exercises, while others prefer to wait for several weeks until the inevitable interpersonal conflicts begin to arise and then provide strategies for dealing with the problems. They should help students learn how to work effectively in teams and have the students brainstorm possible responses and select the best one.

• Student Support Programme :

It would be difficult to improve academic performance without providing sufficient individual student support. It includes: counselling, coaching, advice and guidance and tutoring. In addition, students can be

given academic support through extra lessons, remedial lessons etc. These should be facilitated by a teacher educator to support the college's vision.

• Parental Involvement:

Institution should not underestimate the role that involving families and parents can play in gaining the trust of students. Research indicates that students whose parents are involved tend to fare better academically and socially than those whose parents are not involved. For a teacher training course regular parents teachers meet is must.