APPENDIX - II

INFORMATION SCHEDULE

I  CREATION AND DEVELOPMENT OF ICC & CE (To know the development of teacher education programme)
   -- Status of ICC & CE
   -- Minutes of Different Executive Bodies
   -- Observation and Recommendations of Committees
      -- Mudaliyar Committee
      -- P.T.R. Pazhanivel Rajan Committee

II  COURSES OFFERED IN THE ICC & CE
   -- Names of the Courses
   -- Year of Starting of different Courses
   -- Year of Discontinuation of Courses (if any) with reasons
   -- Syllabi prescribed for B.Ed. and M.Ed. Courses

III  ADMISSION PROCEDURES
   -- Eligibility for admission in B.Ed/M.Ed Courses
   -- Norms suggested by the Deputy Director (Education)
   -- Norms approved by the authorities

IV  COURSE PREPARATION
   -- Lesson Scripts - Format
   -- No. of lesson - subject and course wise
Production and lessons: Decision taken for writing/reviewing/proof-reading of lessons; Selection of Personnel; Orientation/guidelines provided to the personnel.

System of despatch of Correspondence Lessons.

V PERSONAL CONTACT PROGRAMME

-- Allocation of Centres
-- Selection of Venue
-- Planning and Management of PCPs
-- Teachers involved in PCP activities

Their selection; Orientation
-- Activities organised during PCPs
-- Facilities available in PCPs.

VI ASSIGNMENTS

-- Nature of assignments
-- Time provided for preparation of assignments
-- Collection of assignments
-- Evaluation of assignments
-- Personnel involved in valuation of assignments
-- Method of giving feedback.
VII  RADIO - TALKS
--- Number of talks
--- Allotment of talks to various subjects
--- Selection topics
--- Selection of teachers for giving talk
--- Orientation for preparing & reading the script
--- System of sending communication
--- Remuneration

VIII  ICC & CE LIBRARY
--- Number of Books - Subjectwise
--- Number of Journals - Subjectwise
--- Facility of Membership of ICC & CE Students
--- Procedures of Issue of Books/Journals

IX  EXTERNAL EXAMINATIONS
--- System of Examinations: Correspondence and Formal Streams
--- Eligibility for appearing in the examinations
--- Conditions of re-appearing the examinations
--- Conduct of Examinations; role of ICC & CE and University
--- Examination Centres for Correspondence Course Students

X  STAFF
--- Full time teaching staff
--- Administrative staff
Outside Talents (OTs) involved in production of correspondence lessons, evaluation, activities and PCPs.

Procedures followed in selection of part-time staff (OTs)

Remuneration of OTs for writing lessons, reviewing lessons, proof-reading lessons, assignment valuation, test paper valuation, and taking classes.

XI PHYSICAL FACILITIES

Facilities available to the students in the ICC & CE building

Facilities available to the teachers in ICC & CE building

Facilities available to the administrative staff in ICC & CE building

Availability of facilities for Printing, Cyclostyling, Typing, Photostate and Xerox.