

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 personnels.
- 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
 - 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.