

2.4.6. Report on Development of Competence 2020 - 2021



**N.K.T. National College of Education for Women
(Autonomous)**

Report on Development of Competence for Organizing Academic, Cultural, Sports and Community related Events by Students



Apart from academics, the student-teachers need involvement in co-scholastic and non-scholastic activities to grow into a holistic personality. The College provides ample scope for participating in co-scholastic activities of the College and also opportunities for student-teachers to develop competencies for organizing academic, cultural, sports and community related events, in order to organize the same in their internship schools.

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Organization of any event requires planning, executing and reporting and the student-teachers learn to plan and execute by participating in the activities organized by the College from preparatory stage to conducting the event.

1. Planning and Scheduling Academic, Cultural and Sports Events in Schools



Whether organizing a small meeting or orchestrating a large conference, event planning is a huge task! Every event, no matter how simple or complex, requires detailed planning and organization. From establishing an accurate budget to promoting the event, there are a number of components one should start to consider early to make the process as stress-free as possible.

Organization of any event necessitates the following:

- Defining goals and objectives that will support the ultimate goal in terms of dates, attendees, location, type of event, etc.
- Establishing an event budget to avoid unwanted surprises
- Creating teams for smooth conduct of the event and to ensure accountability.

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- Finalizing the dates and venue
- Planning the event
- Confirming the speakers and sponsors
- Identifying apt technology required for conducting the event
- Listing the food and beverages and
- Evaluating the event before it takes place.

Events on College campus come in all shapes and sizes, for the benefit of the students. Organizing and managing an event on campus is a way to gain that much needed experience to be recognized as a leader before you graduate. When students organize events, they will be building skills for the “real world” and these skills are impressive on a resume. Hence, the student-teachers of the College exhibit interest in conducting various events for having rich experience in such activities of the College. The College divides the students into groups in order to facilitate planning, executing and reporting. The groups of students meet under the guidance of their mentors and endeavour to organize the various events/programmes of the College, be it academic, cultural or sport events.

As a part of B.Ed. Curriculum, the student-teachers are instructed to participate in academic, cultural and sports events, in school, too. The importance of co-scholastic and non-scholastic activities is oriented to the student-teachers and they understand that these activities awaken creativity, cultural awareness and development of aesthetic senses. They are motivated to plan for such activities and also to organize a few in their respective Internship schools. The student-teachers plan and organize activities like Morning Assembly, Gandhi Jayanthi, Women's Day, Awareness Programmes on Gender Equality, Women Empowerment, Cyber Security, on environmental issues, etc.

For organization of such activities, the student-teachers adopt the following criteria:

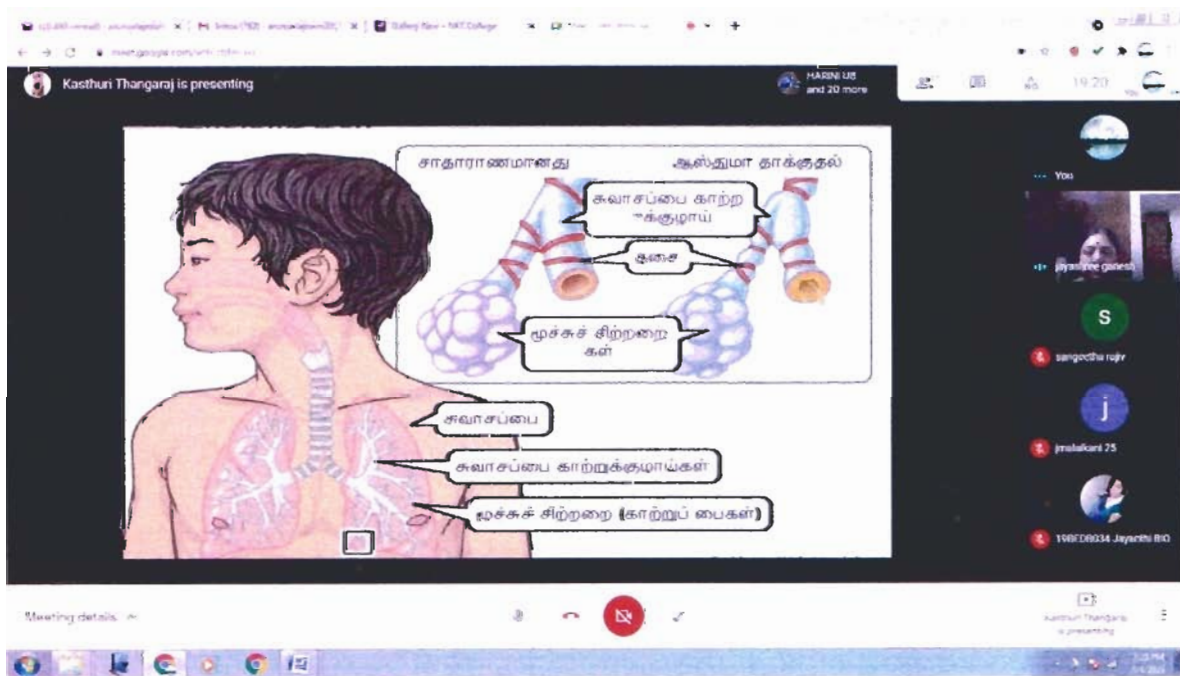
- Choosing the event according to the requirements of the school and school students


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- Selecting dates that are conducive to the faculty and students
- Fixing of venue in the school campus
- Selecting appropriate equipments and technology for the conduct of the event
- Collecting fund for the organization of the event from the people of the school
- Constituting a committee comprising of Teacher educators, school mentors, peers and school students/class representatives
- Arranging for Video recording
- Publishing the event in school newspaper, if available
- Evaluating the event for preparing a report of the same

As organization of Non-scholastic activities in the internship schools is a part of the Curriculum, they submit a report of any four non-scholastic activities for scoring and for presenting the same during Practical Examination.

2. Planning and Execution of Community related Events



The word 'community' is a broad term used to define groups of people, whether they are stakeholders, interest groups, or citizen groups. A community may be a geographic


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location - community of place, a community of similar interest - community of practice or a community of affiliation or identity such as industry or sporting club. Similarly, Community Engagement is the process of working collaboratively with and through groups of people affiliated by geographic proximity, special interest, or similar situations to address issues affecting the well-being of those people. It is a powerful vehicle for bringing about environmental and behavioural changes that will improve the health of the community and its members. It often involves partnerships and coalitions that help mobilize resources and influence systems, change relationships among partners, and serve as catalysts for changing policies, programs and practices. Community engagement is therefore a strategic process with the specific purpose of working with identified groups of people, whether they are connected by geographic location, specific interest, or affiliation to identify and address issues affecting their well-being. It can be complex and labour-intensive and require dedicated resources such as time, funding, and people with the necessary skills.


With the rise in deepening and expanding public engagement globally, the importance of community engagement has become pivotal for well-functioning of any Institution or individual. Constructive relationships between communities and the Institutions make community engagement not only desirable, but necessary and viable as it is likely to lead to more equitable, sustainable public decisions and improve the livability of local communities. Hence, community engagement is important for individuals and organisations, both public and government.

Outreach Programmes play a vital role in shaping the students towards a sense of responsibility and social concern. The College organizes a lot of social outreach programmes for community development and students' holistic growth by involving all the students while planning and execution of community related events. The College organizes community related events like Adult Literacy, Street play, visit to old age homes, awareness programmes, etc. The student-teachers identify an adult for Adult Literacy Programme and orient them for the basic skills like Speaking, Reading, Writing and Numbers for basic calculation. Similarly, the student-teachers plan a visit to old age



homes under the guidance of the faculty members, where they organize a few events for the senior citizens. In addition to such visits, programmes and seminars are organized for the benefit of students and the community. When the faculty members and the students felt that it is mandatory to bring about awareness regarding the health benefits of Siddha Medicine for curing epidemic diseases like corona, a State Level Webinar on the Significance of Siddha Medicine was organized on 6th June 2020 for the community by the student population of the College. Similarly, webinars like A Five-Day State Level Training Programme on Chess, A National Webinar on Empowering Women through Physical Fitness and a webinar on Role of Physical Activity during the pandemic, were organized.

As community engagement enhances the performance of individuals and group of individuals, it is adopted by the students for supporting the growth and progress of all individuals in the adjoining community. Having participated in such activities and events such as Rallies, Street plays, Visit to Orphanages and old age homes, Eye Screening Test, Programmes on importance of traditional food, usage of leisure time activities, value of medicinal plants and natural medicine, etc., the students try ways of conducting such events in their respective schools during school internship. When the authorities of the school organize rallies, food stalls during days of significance, games for the nearby community, saplings distribution for the locality, the student-teachers participate in such events enthusiastically by rendering their support in planning and organization of the event along with their mentors.



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3. Building Teams and helping them to Participate



Organising an event is a lot of work that requires the co-ordination of many people and numerous factors. Though much of the work to be done can be accomplished by one person, when it comes to the actual event, a team of people is necessary and mandatory. As everyone has different strengths and abilities, working as a team will ensure that productivity is maximized. As a team, it is possible to accomplish the work easily and as and when the organiser delegates the duties to the appropriate persons. Teamwork promotes innovation and problem solving as different members will approach a problem in different ways. Hence, working together can help to fix any problem that might arise. An event involves the pulling together of many different facets so that things don't go wrong. By working together, one can take advantage of the different skill sets of each team member as one person might be good at negotiating while another person might be skill oriented in drafting things necessary for the event.

When it is important to conduct an event all of a sudden, then an individual or an organization requires a good team for support. Working with a few trustworthy, reliable and resourceful individuals with expert knowledge can mean quick turnaround on


decisions, rapid problem solving and being able to meet shorter targets or deadlines by delegating and saving time. Similarly, working with others and sharing opinions can make one's event unique and memorable. In addition, working together takes pressure off the concerned individual. Knowing that one is working towards a common goal and that one's peers are experiencing the same, one can create a shared, bonding experience.

Working as a team broadens one's range of skills from deepening one's understanding of a particular subject to developing interpersonal, leadership and motivational skills. It would also give one a greater sense of belonging and recognition, allowing one to take more pride in one's work and Institution. Working with and learning from others can help one to push oneself in directions that one wouldn't have otherwise considered. It improves one's knowledge and understanding of different topics and allows a person to grow as a person. Pushing oneself in a team environment is the real challenge with the best individual and collective outcome. The importance of teamwork in events cannot be underestimated. Events are stressful to organise and a lot of work for one individual. However, putting together a team of people to manage it will bring many benefits, from increased initiative and productivity to help solving problems or issues that arise. Good teamwork can result in an event that is unique and memorable for everyone. The team leader or the organiser must make sure that the whole team is equally involved and keep lines of communication open for the most successful outcome.

As the College firmly believes in Team Spirit, the students are usually divided into groups for activities like Co-scholastic, Non-scholastic, National Programmes, Outreach Programmes, etc. For practicing Mini Teaching, students are divided into groups of 12 or 15, and they learn the ways of writing lesson plans thereby developing Teaching Competencies by practicing the skills in the presence of their respective mentors. The student-teachers are sometimes given Pair work for drafting assignments, presenting seminar, organization of quizzes, debates, and dramatization. When the College organizes a Five-Day Citizenship Training Programme, the students are again grouped for the different activities of the Camp. Similarly, for conduct of Sports Day and College

Day, the student-teachers are clubbed together for the different sport events and cultural events. When the College conducts events for the community, the students play a vital role in groups for conduct of the programme and by participating in all the activities and events. During the academic year, 2019-2020, a community development programme namely Unavu Thiruvizha (Food Festival) was organized by the College with the support of the student population for the community on 22nd and 23rd January 2020, wherein the students planned, organized and participated in the Thiruvizha (Festival) with the help and assistance of the faculty members.

Having experienced the benefits of team work, most of the student-teachers wish to perform in teams for performing a task or organizing an event. When opportunities are bestowed to the student-teachers like conduct of academic activities, cultural events, sports and community events, they endeavour to give their best in the organization of the same. They assist their mentors and the head of the Institution in planning and executing. They work together to organize cultural events for the students of the school and the neighbouring schools. For Sports Day, the student-teachers help in teams in organizing drills, aerobics, yoga demonstration, march past, etc., by selecting group of students from different standards and sections and also training them for the events. Organization of community related events necessitates a lot of people in teams; hence, the mentors themselves divide the students into teams for organization of the same.



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4. Involvement in Preparatory Arrangements



The students who join a professional programme like B.Ed. and M.Ed. are expected to involve themselves in all the activities, programmes and endeavours of the Professional programme for continuous learning in order to achieve the prerequisites of their teaching career. The College provides ample opportunities for the student-teachers to chisel their personality into a holistic one through the tasks, academic and social events that unfurl from time to time. With the guidance and support of the faculty members, the students-teachers venture into accomplishing the goals required for a successful future. As and when events and programmes occur, the students get involved in the planning, executing and reporting of the event.

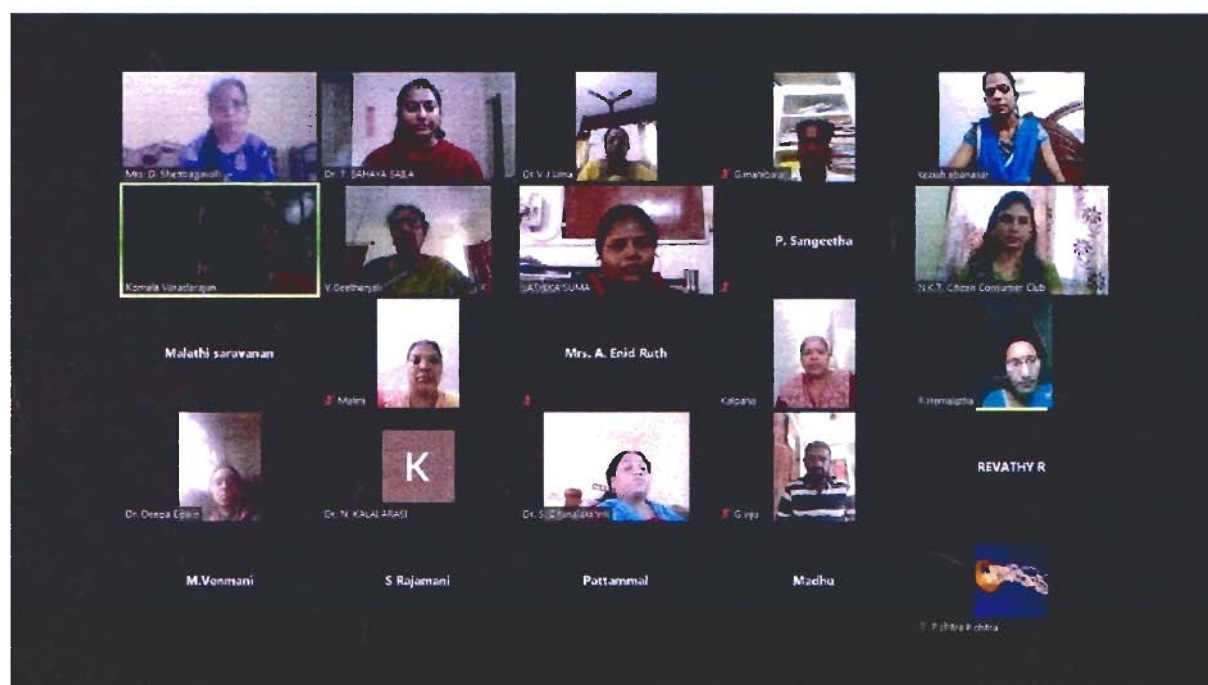
The faculty members of the College ensure that the student-teachers participate in all the activities of the College with involvement by rendering appropriate support and motivation. They continuously monitor them for assisting them in their doubts and suggestions. They get into teams and try to chalk out every happening meticulously for successfully executing the event. Similarly, the College ensures that the student-teachers get involved in the activities of the College to learn the different roles of a teacher. Citizenship Training Camp, Sports Day and College Day are the major programmes of the College and the students are advocated to participate in all these programmes from the preparatory stage itself. The students who wish to participate in the events are motivated for better performance and the other students volunteer for the arrangements and organization, with the help and guidance of the faculty members. During the Citizenship Training Camp, every student participates without fail as it

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becomes a part of the B.Ed. Curriculum. In some of the departmental activities and tasks too, the student-teachers are motivated to involve themselves. In other programmes, the student-teachers participate in their own interest from the preparatory stage itself and throughout the conduct of the programme. Arranging and preparing for any programme requires manpower and the student-teachers provide their active contribution. The dedication and involvement of the student-teachers are observed well during Sports Day and College Day. For the academic year 2020-2021, the College Day was organized online on 22nd September 2021 with the support of faculty members and enthusiastic student-teachers.

5. Executing/ Conducting the Event




Event execution is an organization's ability to execute their defined event strategy. The effectiveness of Event execution lies in its resourcing and staffing, and the systems and tools used to plan and execute the event. Although it does take plenty of creativity to design an event that is memorable and meaningful, it also takes careful attention to detail, adaptability, effective delegating, and a lot of work. The process of planning an

event from start to finish may be divided into five basic phases, which are Concept, Coordination, Control, Culmination, Control, Culmination and Closeout. Having selected the concept, the event organizers coordinate the activities that lead towards the event with full control. Finally, Event culmination is the highest point of every event, where the result of all the previous planning is seen. It is the result of team management, frontline management, backend management and communication. It is followed by event closeout, which includes review and evaluation, reporting, reward and recognition to team members.

The College organizes all the events with scrupulous planning and with complete coordination of the faculty members and the student community. It designates the work to its human resource prudently and manages the team for effective execution of the event. When the work is allotted to the faculty members, they accomplish the task with the help and assistance of the students. As the students will be divided into groups or as pairs, they work as a team carrying out the allotted work and also thereby learning the trick of the trade. The students learn that they need a few attributes for successful execution of any event like, people skills, flexibility, listening skills, organizational skills, passion, communication skills, ability to stay calm under pressure, problem-solving skills and experience.

When the College organizes a Five-Day Citizenship Training Camp for the students of B.Ed. and B.Ed. Special Education, all the students of the two programmes are involved to learn numerous things by actually doing it. They will be guided by their respective mentors for selection of concepts and to coordinate all the students of their respective group for planning and execution of the different events from venue, equipment required, financial aid, media, etc.



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2019-2020

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1. Planning and Scheduling Academic, Cultural and Sports Events in Schools

Whether organizing a small meeting or orchestrating a large conference, event planning is a huge task. Every event, no matter how simple or complex, requires detailed planning and organization. From establishing an accurate budget to promoting the event, there are a number of components one should start to consider early to make the process as stress-free as possible.

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For organization of such activities, the student-teachers adopt the following criteria:

- Choosing the event according to the requirements of the school and school students
- Selecting dates that are conducive to the faculty and students
- Fixing of venue in the school campus
- Selecting appropriate equipments and technology for the conduct of the event
- Collecting fund for the organization of the event from the people of the school
- Constituting a committee comprising of Teacher educators, school mentors, peers and school students/class representatives
- Arranging for Video recording
- Publishing the event in school newspaper, if available
- Evaluating the event for preparing a report of the same

As organization of Non-scholastic activities in the internship schools is a part of the Curriculum, they submit a report of any four non-scholastic activities for scoring and for presenting the same during Practical Examination. During this academic year, student-teachers conducted National Days such as 73rd Independence Day on 15th August 2019, Teachers Day on 05th September 2019, 150th Birth Anniversary of Mahatma Gandhi on 24th September 2019, 70th Birth Anniversary of Ambedkar Jayanthi on 26th November 2019 and National Science Day on 28th February 2020 in their respective schools with the help of their mentors, peers and school students.

2. Planning and Execution of Community related Events

The word 'community' is a broad term used to define groups of people, whether they are stakeholders, interest groups, or citizen groups. A community may be a geographic location - community of place, a community of similar interest - community of practice or a community of affiliation or identity such as industry or sporting club. Similarly,

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events for the senior citizens. In addition to such visits, programmes and seminars are organized for the benefit of students and the community.

As community engagement enhances the performance of individuals and group of individuals, it is adopted by the students for supporting the growth and progress of all individuals in the adjoining community. Having participated in such activities and events such as Rallies, Street plays, Visit to Orphanages and old age homes, Eye Screening Test, Programmes on importance of traditional food, usage of leisure time activities, value of medicinal plants and natural medicine, etc., the students try ways of conducting such events in their respective schools during school internship. When the authorities of the school organize rallies, food stalls during days of significance, games for the nearby community, saplings distribution for the locality, the student-teachers participate in such events enthusiastically by rendering their support in planning and organization of the event along with their mentors. During this academic year, Awareness Programme on Dengue and Swine Flu on 24th January 2020, Awareness on Symptoms, Treatment and Prevention of Hansen's Disease on 13th February 2020, Yoga for student-teachers from 12th to 25th September 2019 and Awareness on Corona Virus from 10th to 12th March 2020 were organized for the benefit of student-teachers and the community.

3. Building Teams and helping them to Participate

Organising an event is a lot of work that requires the co-ordination of many people and numerous factors. Though much of the work to be done can be accomplished by one person, when it comes to the actual event, a team of people is necessary and mandatory. As everyone has different strengths and abilities, working as a team will ensure that productivity is maximized. As a team, it is possible to accomplish the work easily and as and when the organiser delegates the duties to the appropriate persons. Teamwork promotes innovation and problem solving as different members will approach a problem in different ways. Hence, working together can help to fix any problem that might arise. An event involves the pulling together of many different facets so that things don't go wrong. By working together, one can take advantage of the different skill sets

of each team member as one person might be good at negotiating while another person might be skill oriented in drafting things necessary for the event.

When it is important to conduct an event all of a sudden, then an individual or an organization requires a good team for support. Working with a few trustworthy, reliable and resourceful individuals with expert knowledge can mean quick turnaround on decisions, rapid problem solving and being able to meet shorter targets or deadlines by delegating and saving time. Similarly, working with others and sharing opinions can make one's event unique and memorable. In addition, working together takes pressure off the concerned individual. Knowing that one is working towards a common goal and that one's peers are experiencing the same, one can create a shared, bonding experience.

Working as a team broadens one's range of skills from deepening one's understanding of a particular subject to developing interpersonal, leadership and motivational skills. It would also give one a greater sense of belonging and recognition, allowing one to take more pride in one's work and Institution. Working with and learning from others can help one to push oneself in directions that one wouldn't have otherwise considered. It improves one's knowledge and understanding of different topics and allows a person to grow as a person. Pushing oneself in a team environment is the real challenge with the best individual and collective outcome. The importance of teamwork in events cannot be underestimated. Events are stressful to organise and a lot of work for one individual. However, putting together a team of people to manage it will bring many benefits, from increased initiative and productivity to help solving problems or issues that arise. Good teamwork can result in an event that is unique and memorable for everyone. The team leader or the organiser must make sure that the whole team is equally involved and keep lines of communication open for the most successful outcome.

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or 15, and they learn the ways of writing lesson plans thereby developing Teaching Competencies by practicing the skills in the presence of their respective mentors. The student-teachers are sometimes given Pair work for drafting assignments, presenting seminar, organization of quizzes, debates, and dramatization. When the College organizes a Five-Day Citizenship Training Programme, the students are again grouped for the different activities of the Camp. Similarly, for conduct of Sports Day and College Day, the student-teachers are clubbed together for the different sport events and cultural events. When the College conducts events for the community, the students play a vital role in groups for conduct of the programme and by participating in all the activities and events. During the academic year, 2019-2020, a community development programme namely Unavu Thiruvizha (Food Festival) was organized by the College with the support of the student population for the community on 22nd and 23rd January 2020, wherein the students planned, organized and participated in the Thiruvizha (Festival) with the help and assistance of the faculty members.

Having experienced the benefits of team work, most of the student-teachers wish to perform in teams for performing a task or organizing an event. When opportunities are bestowed to student-teachers like conduct of academic activities, cultural events, sports and community events, they endeavour to give their best in the organization of the same. They assist their mentors and the head of the Institution in planning and executing. They work together to organize cultural events for the students of the school and the neighbouring schools. For Sports Day, the student-teachers help in teams in organizing drills, aerobics, yoga demonstration, march past, etc., by selecting group of students from different standards and sections and also training them for the events. Organization of community related events necessitates many people in teams; hence, the mentors themselves divide the students into teams for organization of the same. During the academic year, a Two-Day Training Programme for training Teachers for Student Induction Programme on 30th October 2019 and 31st October 2019, Orientation and Training in Effective Use of Smart Interactive Boards on 15th November 2019, Training Programme on Effective Use of Smart Interactive Boards on 20th January 2020, Training in Bio-degradable Waste Management on 03rd February 2020, Webinar

on ICT Application in Teaching and Learning on 11th April 2020, Webinar on 21st Teaching Skills Lecture Series and Opportunities and Challenges in Artificial Intelligence on 26th April 2020, Workshop on Preparation of Face Mask and Workshop on Cyber Skills on 30th and 31st May 2020 were organized.

4. Involvement in Preparatory Arrangements

The students who join a professional programme like B.Ed. and M.Ed. are expected to involve themselves in all the activities, programmes and endeavours of the Professional programme for continuous learning in order to achieve the prerequisites of their teaching career. The College provides ample opportunities for the student-teachers to chisel their personality into a holistic one through the tasks, academic and social events that unfurl from time to time. With the guidance and support of the faculty members, the students-teachers venture into accomplishing the goals required for a successful future. As and when events and programmes occur, the students get involved in the planning, executing and reporting of the event.

Faculty members of the College ensure that student-teachers participate in all the activities of the College with involvement by rendering appropriate support and motivation. They continuously monitor them for assisting them in their doubts and suggestions. They get into teams and try to chalk out every happening meticulously for successfully executing the event. Similarly, the College ensures that the student-teachers get involved in the activities of the College to learn the different roles of a teacher. Citizenship Training Camp, Sports Day and College Day are the major programmes of the College and the students are advocated to participate in all these programmes from the preparatory stage itself. The students who wish to participate in the events are motivated for better performance and the other students volunteer for the arrangements and organization, with the help and guidance of the faculty members. During the Citizenship Training Camp, every student participates without fail as it becomes a part of the B.Ed. Curriculum. In some of the departmental activities and tasks too, the student-teachers are motivated to involve themselves. In other

programmes, the student-teachers participate in their own interest from the preparatory stage itself and throughout the conduct of the programme. Arranging and preparing for any programme requires manpower and student-teachers provide their active contribution. The dedication and involvement of the student-teachers are observed well during Sports Day and College Day. For the academic year 2019-2020, the College Day was organized on 11th March 2020 with the support of faculty members and enthusiastic student-teachers.

5. Executing/ Conducting the Event

Event execution is an organization's ability to execute their defined event strategy. The effectiveness of Event execution lies in its resourcing and staffing, and the systems and tools used to plan and execute the event. Although it does take plenty of creativity to design an event that is memorable and meaningful, it also takes careful attention to detail, adaptability, effective delegating, and a lot of work. The process of planning an event from start to finish may be divided into five basic phases, which are Concept, Coordination, Control, Culmination, Control, Culmination and Closeout. Having selected the concept, the event organizers coordinate the activities that lead towards the event with full control. Finally, Event culmination is the highest point of every event, where the result of all the previous planning is seen. It is the result of team management, frontline management, backend management and communication. It is followed by event closeout, which includes review and evaluation, reporting, reward and recognition to team members.

The College organizes all the events with scrupulous planning and with complete coordination of faculty members and the student community. It designates the work to its human resource prudently and manages the team for effective execution of the event. When the work is allotted to faculty members, they accomplish the task with the help and assistance of students. As the students will be divided into groups or as pairs, they work as a team carrying out the allotted work and also thereby learning the trick of the trade. The students learn that they need a few attributes for successful execution of



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any event like, people skills, flexibility, listening skills, organizational skills, passion, communication skills, ability to stay calm under pressure, problem-solving skills and experience.

When the College organizes a Five-Day Citizenship Training Camp for the students of B.Ed. and B.Ed. Special Education, all the students of the two programmes are involved to learn numerous things by actually doing it. They will be guided by their respective mentors for selection of concepts and to coordinate all the students of their respective group for planning and execution of the different events from venue, equipment required, financial aid, media, etc. During this year, student-teachers involved themselves in the conduct of Sport Days on 06th March 2020, National Webinar on Biology of Childhood Cancer on 24th May 2020 and National Webinar on Strengthening the Mental Health of Teachers and Learners on 30th May 2020.


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**N.K.T. National College of Education for Women
(Autonomous)**

**Report on Development of Competence for Organizing Academic,
Cultural, Sports and Community related Events by Students**

2018-2019

Apart from academics, the student-teachers need involvement in co-scholastic and non-scholastic activities to grow into a holistic personality. The College provides ample scope for participating in co-scholastic activities of the College and also opportunities for student-teachers to develop competencies for organizing academic, cultural, sports and community related events, in order to organize the same in their internship schools. Organization of any event requires planning, executing and reporting and the student-teachers learn to plan and execute by participating in the activities organized by the College from preparatory stage to conducting the event.

1. Planning and Scheduling Academic, Cultural and Sports Events in Schools

Whether organizing a small meeting or orchestrating a large conference, event planning is a huge task! Every event, no matter how simple or complex, requires detailed planning and organization. From establishing an accurate budget to promoting the event, there are a number of components one should start to consider early to make the process as stress-free as possible.

Organization of any event necessitates the following:

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- Defining goals and objectives that will support the ultimate goal in terms of dates, attendees, location, type of event, etc.
- Establishing an event budget to avoid unwanted surprises
- Creating teams for smooth conduct of the event and to ensure accountability.
- Finalizing the dates and venue
- Planning the event
- Confirming the speakers and sponsors
- Identifying apt technology required for conducting the event
- Listing the food and beverages and
- Evaluating the event before it takes place.

Events on College campus come in all shapes and sizes, for the benefit of the students. Organizing and managing an event on campus is a way to gain that much needed experience to be recognized as a leader before you graduate. When students organize events, they will be building skills for the “real world” and these skills are impressive on a resume. Hence, the student-teachers of the College exhibit interest in conducting various events for having rich experience in such activities of the College. The College divides the students into groups in order to facilitate planning, executing and reporting. The groups of students meet under the guidance of their mentors and endeavour to organize the various events/programmes of the College, be it academic, cultural or sport events.

As a part of B.Ed. Curriculum, the student-teachers are instructed to participate in academic, cultural and sports events, in school, too. The importance of co-scholastic and non-scholastic activities is oriented to the student-teachers and they understand that these activities awaken creativity, cultural awareness and development of aesthetic senses. They are motivated to plan for such activities and also to organize a few in their respective Internship schools. The student-teachers plan and organize activities like Morning Assembly, Gandhi Jeyanthi, Women’s Day, Awareness Programmes on Gender Equality, Women Empowerment, Cyber Security, on environmental issues, etc.



For organization of such activities, the student-teachers adopt the following criteria:

- Choosing the event according to the requirements of the school and school students
- Selecting dates that are conducive to the faculty and students
- Fixing of venue in the school campus
- Selecting appropriate equipments and technology for the conduct of the event
- Collecting fund for the organization of the event from the people of the school
- Constituting a committee comprising of Teacher educators, school mentors, peers and school students/class representatives
- Arranging for Video recording
- Publishing the event in school newspaper, if available
- Evaluating the event for preparing a report of the same

As organization of Non-scholastic activities in the internship schools is a part of the Curriculum, they submit a report of any four non-scholastic activities for scoring and for presenting the same during Practical Examination. During this academic year, Independence Day on 15th August 2018, Teachers Day on 05th September 2018, World Braille Day on 04th January 2019 and Women's Day on 08th March 2019 were planned, scheduled and organized.

2. Planning and Execution of Community related Events

The word 'community' is a broad term used to define groups of people, whether they are stakeholders, interest groups, or citizen groups. A community may be a geographic location - community of place, a community of similar interest - community of practice or a community of affiliation or identity such as industry or sporting club. Similarly, Community Engagement is the process of working collaboratively with and through groups of people affiliated by geographic proximity, special interest, or similar situations to address issues affecting the well-being of those people. It is a powerful vehicle for bringing about environmental and behavioural changes that will improve the health of



the community and its members. It often involves partnerships and coalitions that help mobilize resources and influence systems, change relationships among partners, and serve as catalysts for changing policies, programs and practices. Community engagement is therefore a strategic process with the specific purpose of working with identified groups of people, whether they are connected by geographic location, specific interest, or affiliation to identify and address issues affecting their well-being. It can be complex and labour-intensive and require dedicated resources such as time, funding, and people with the necessary skills.

With the rise in deepening and expanding public engagement globally, the importance of community engagement has become pivotal for well-functioning of any Institution or individual. Constructive relationships between communities and the Institutions make community engagement not only desirable, but necessary and viable as it is likely to lead to more equitable, sustainable public decisions and improve the livability of local communities. Hence, community engagement is important for individuals and organisations, both public and government.

Outreach Programmes play a vital role in shaping the students towards a sense of responsibility and social concern. The College organizes a lot of social outreach programmes for community development and students' holistic growth by involving all the students while planning and execution of community related events. The College organizes community related events like Adult Literacy, Street play, visit to old age homes, awareness programmes, etc. The student-teachers identify an adult for Adult Literacy Programme and orient them for the basic skills like Speaking, Reading, Writing and Numbers for basic calculation. Similarly, the student-teachers plan a visit to old age homes under the guidance of the faculty members, where they organize a few events for the senior citizens. In addition to such visits, programmes and seminars are organized for the benefit of students and the community.

As community engagement enhances the performance of individuals and group of individuals, it is adopted by the students for supporting the growth and progress of all



individuals in the adjoining community. Having participated in such activities and events such as Rallies, Street plays, Visit to Orphanages and old age homes, Eye Screening Test, Programmes on importance of traditional food, usage of leisure time activities, value of medicinal plants and natural medicine, etc., the students try ways of conducting such events in their respective schools during school internship. When the authorities of the school organize rallies, food stalls during days of significance, games for the nearby community, saplings distribution for the locality, the student-teachers participate in such events enthusiastically by rendering their support in planning and organization of the event along with their mentors. During this academic year, awareness programmes on Communicable Diseases and Leprosy on 30th August 2018, Prevention of Dengue on 16th November 2018 and Disaster Management on 20th February 2019 were organized for the benefit of all.

3. Building Teams and helping them to Participate

Organising an event is a lot of work that requires the co-ordination of many people and numerous factors. Though much of the work to be done can be accomplished by one person, when it comes to the actual event, a team of people is necessary and mandatory. As everyone has different strengths and abilities, working as a team will ensure that productivity is maximized. As a team, it is possible to accomplish the work easily and as and when the organiser delegates the duties to the appropriate persons. Teamwork promotes innovation and problem solving as different members will approach a problem in different ways. Hence, working together can help to fix any problem that might arise. An event involves the pulling together of many different facets so that things don't go wrong. By working together, one can take advantage of the different skill sets of each team member as one person might be good at negotiating while another person might be skill oriented in drafting things necessary for the event.

When it is important to conduct an event all of a sudden, then an individual or an organization requires a good team for support. Working with a few trustworthy, reliable and resourceful individuals with expert knowledge can mean quick turnaround on



decisions, rapid problem solving and being able to meet shorter targets or deadlines by delegating and saving time. Similarly, working with others and sharing opinions can make one's event unique and memorable. In addition, working together takes pressure off the concerned individual. Knowing that one is working towards a common goal and that one's peers are experiencing the same, one can create a shared, bonding experience.

Working as a team broadens one's range of skills from deepening one's understanding of a particular subject to developing interpersonal, leadership and motivational skills. It would also give one a greater sense of belonging and recognition, allowing one to take more pride in one's work and Institution. Working with and learning from others can help one to push oneself in directions that one wouldn't have otherwise considered. It improves one's knowledge and understanding of different topics and allows a person to grow as a person. Pushing oneself in a team environment is the real challenge with the best individual and collective outcome. The importance of teamwork in events cannot be underestimated. Events are stressful to organise and a lot of work for one individual. However, putting together a team of people to manage it will bring many benefits, from increased initiative and productivity to help solving problems or issues that arise. Good teamwork can result in an event that is unique and memorable for everyone. The team leader or the organiser must make sure that the whole team is equally involved and keep lines of communication open for the most successful outcome.

As the College firmly believes in Team Spirit, the students are usually divided into groups for activities like Co-scholastic, Non-scholastic, National Programmes, Outreach Programmes, etc. For practicing Mini Teaching, students are divided into groups of 12 or 15, and they learn the ways of writing lesson plans thereby developing Teaching Competencies by practicing the skills in the presence of their respective mentors. The student-teachers are sometimes given Pair work for drafting assignments, presenting seminar, organization of quizzes, debates, and dramatization. When the College organizes a Five-Day Citizenship Training Programme, the students are again grouped for the different activities of the Camp. Similarly, for conduct of Sports Day and College



Day, the student-teachers are clubbed together for the different sport events and cultural events. When the College conducts events for the community, the students play a vital role in groups for conduct of the programme and by participating in all the activities and events.

Having experienced the benefits of team work, most of the student-teachers wish to perform in teams for performing a task or organizing an event. When opportunities are bestowed to the student-teachers like conduct of academic activities, cultural events, sports and community events, they endeavour to give their best in the organization of the same. They assist their mentors and the head of the Institution in planning and executing. They work together to organize cultural events for the students of the school and the neighbouring schools. For Sports Day, the student-teachers help in teams in organizing drills, aerobics, yoga demonstration, march past, etc., by selecting group of students from different standards and sections and also training them for the events. Organization of community related events necessitates a lot of people in teams; hence, the mentors themselves divide the students into teams for organization of the same. During this academic year, the student-teachers formed teams to work together for Women's Day Celebration on 08th March 2019 and for a Three-Day Workshop on Fevicryl from 20th to 22nd February 2019.

4. Involvement in Preparatory Arrangements

The students who join a professional programme like B.Ed. and M.Ed. are expected to involve themselves in all the activities, programmes and endeavours of the Professional programme for continuous learning in order to achieve the prerequisites of their teaching career. The College provides ample opportunities for the student-teachers to chisel their personality into a holistic one through the tasks, academic and social events that unfurl from time to time. With the guidance and support of the faculty members, the students-teachers venture into accomplishing the goals required for a successful future. As and when events and programmes occur, the students get involved in the planning, executing and reporting of the event.

The faculty members of the College ensure that the student-teachers participate in all the activities of the College with involvement by rendering appropriate support and motivation. They continuously monitor them for assisting them in their doubts and suggestions. They get into teams and try to chalk out every happening meticulously for successfully executing the event. Similarly, the College ensures that the student-teachers get involved in the activities of the College to learn the different roles of a teacher. Citizenship Training Camp, Sports Day and College Day are the major programmes of the College and the students are advocated to participate in all these programmes from the preparatory stage itself. The students who wish to participate in the events are motivated for better performance and the other students volunteer for the arrangements and organization, with the help and guidance of the faculty members. During the Citizenship Training Camp, every student participates without fail as it becomes a part of the B.Ed. Curriculum. In some of the departmental activities and tasks too, the student-teachers are motivated to involve themselves. In other programmes, the student-teachers participate in their own interest from the preparatory stage itself and throughout the conduct of the programme. Arranging and preparing for any programme requires manpower and the student-teachers provide their active contribution. The dedication and involvement of the student-teachers are observed well during Sports Day and College Day. For the academic year 2018-2019, Citizenship Training Camp on 04th February 2019 and the College Day on 09th March 2019 were organized with the support of faculty members and enthusiastic student-teachers.

5. Executing/ Conducting the Event

Event execution is an organization's ability to execute their defined event strategy. The effectiveness of Event execution lies in its resourcing and staffing, and the systems and tools used to plan and execute the event. Although it does take plenty of creativity to design an event that is memorable and meaningful, it also takes careful attention to detail, adaptability, effective delegating, and a lot of work. The process of planning an event from start to finish may be divided into five basic phases, which are Concept, Coordination, Control, Culmination, Control, Culmination and Closeout. Having selected

the concept, the event organizers coordinate the activities that lead towards the event with full control. Finally, Event culmination is the highest point of every event, where the result of all the previous planning is seen. It is the result of team management, frontline management, backend management and communication. It is followed by event closeout, which includes review and evaluation, reporting, reward and recognition to team members.

The College organizes all the events with scrupulous planning and with complete coordination of the faculty members and the student community. It designates the work to its human resource prudently and manages the team for effective execution of the event. When the work is allotted to the faculty members, they accomplish the task with the help and assistance of the students. As the students will be divided into groups or as pairs, they work as a team carrying out the allotted work and also thereby learning the trick of the trade. The students learn that they need a few attributes for successful execution of any event like, people skills, flexibility, listening skills, organizational skills, passion, communication skills, ability to stay calm under pressure, problem-solving skills and experience.

When the College organizes a Five-Day Citizenship Training Camp for the students of B.Ed. and B.Ed. Special Education, all the students of the two programmes are involved to learn numerous things by actually doing it. They will be guided by their respective mentors for selection of concepts and to coordinate all the students of their respective group for planning and execution of the different events from venue, equipment required, financial aid, media, etc. During this academic year, Talents Day on 10th November 2018, World Science Day on 29th May 2018 and Seminar on Health and Fitness for Student-teachers on 26th and 27th September 2018 were organized by the College.



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**N.K.T. National College of Education for Women
(Autonomous)**

**Report on Development of Competence for Organizing Academic,
Cultural, Sports and Community related Events by Students**

2017-2018

Apart from academics, the student-teachers need involvement in co-scholastic and non-scholastic activities to grow into a holistic personality. The College provides ample scope for participating in co-scholastic activities of the College and also opportunities for student-teachers to develop competencies for organizing academic, cultural, sports and community related events, in order to organize the same in their internship schools. Organization of any event requires planning, executing and reporting and the student-teachers learn to plan and execute by participating in the activities organized by the College from preparatory stage to conducting the event.

1. Planning and Scheduling Academic, Cultural and Sports Events in Schools

Whether organizing a small meeting or orchestrating a large conference, event planning is a huge task! Every event, no matter how simple or complex, requires detailed planning and organization. From establishing an accurate budget to promoting the event, there are a number of components one should start to consider early to make the process as stress-free as possible.

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Organization of any event necessitates the following:

- Defining goals and objectives that will support the ultimate goal in terms of dates, attendees, location, type of event, etc.
- Establishing an event budget to avoid unwanted surprises
- Creating teams for smooth conduct of the event and to ensure accountability.
- Finalizing the dates and venue
- Planning the event
- Confirming the speakers and sponsors
- Identifying apt technology required for conducting the event
- Listing the food and beverages and
- Evaluating the event before it takes place.

Events on College campus come in all shapes and sizes, for the benefit of the students. Organizing and managing an event on campus is a way to gain that much needed experience to be recognized as a leader before you graduate. When students organize events, they will be building skills for the “real world” and these skills are impressive on a resume. Hence, the student-teachers of the College exhibit interest in conducting various events for having rich experience in such activities of the College. The College divides the students into groups in order to facilitate planning, executing and reporting. The groups of students meet under the guidance of their mentors and endeavour to organize the various events/programmes of the College, be it academic, cultural or sport events.

As a part of B.Ed. Curriculum, the student-teachers are instructed to participate in academic, cultural and sports events, in school, too. The importance of co-scholastic and non-scholastic activities is oriented to the student-teachers and they understand that these activities awaken creativity, cultural awareness and development of aesthetic senses. They are motivated to plan for such activities and also to organize a few in their respective Internship schools. The student-teachers plan and organize activities like

Morning Assembly, Gandhi Jeyanthi, Women's Day, Awareness Programmes on Gender Equality, Women Empowerment, Cyber Security, on environmental issues, etc.

For organization of such activities, the student-teachers adopt the following criteria:

- Choosing the event according to the requirements of the school and school students
- Selecting dates that are conducive to the faculty and students
- Fixing of venue in the school campus
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- Collecting fund for the organization of the event from the people of the school
- Constituting a committee comprising of Teacher educators, school mentors, peers and school students/class representatives
- Arranging for Video recording
- Publishing the event in school newspaper, if available
- Evaluating the event for preparing a report of the same

As organization of Non-scholastic activities in the internship schools is a part of the Curriculum, they submit a report of any four non-scholastic activities for scoring and for presenting the same during Practical Examination. During this academic year, the student-teachers were taken a trip to National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD) on 11th August 2017.

2. Planning and Execution of Community related Events

The word 'community' is a broad term used to define groups of people, whether they are stakeholders, interest groups, or citizen groups. A community may be a geographic location - community of place, a community of similar interest - community of practice or a community of affiliation or identity such as industry or sporting club. Similarly, Community Engagement is the process of working collaboratively with and through groups of people affiliated by geographic proximity, special interest, or similar situations to address issues affecting the well-being of those people. It is a powerful vehicle for

bringing about environmental and behavioural changes that will improve the health of the community and its members. It often involves partnerships and coalitions that help mobilize resources and influence systems, change relationships among partners, and serve as catalysts for changing policies, programs and practices. Community engagement is therefore a strategic process with the specific purpose of working with identified groups of people, whether they are connected by geographic location, specific interest, or affiliation to identify and address issues affecting their well-being. It can be complex and labour-intensive and require dedicated resources such as time, funding, and people with the necessary skills.

With the rise in deepening and expanding public engagement globally, the importance of community engagement has become pivotal for well-functioning of any Institution or individual. Constructive relationships between communities and the Institutions make community engagement not only desirable, but necessary and viable as it is likely to lead to more equitable, sustainable public decisions and improve the livability of local communities. Hence, community engagement is important for individuals and organisations, both public and government.

Outreach Programmes play a vital role in shaping the students towards a sense of responsibility and social concern. The College organizes a lot of social outreach programmes for community development and students' holistic growth by involving all the students while planning and execution of community related events. The College organizes community related events like Adult Literacy, Street play, visit to old age homes, awareness programmes, etc. The student-teachers identify an adult for Adult Literacy Programme and orient him/ her for the basic skills like Speaking, Reading, Writing and Numbers for basic calculation. Similarly, the student-teachers plan a visit to old age homes under the guidance of the faculty members, where they organize a few events for the senior citizens. In addition to such visits, programmes and seminars are organized for the benefit of students and the community.



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As community engagement enhances the performance of individuals and group of individuals, it is adopted by the students for supporting the growth and progress of all individuals in the adjoining community. Having participated in such activities and events such as Rallies, Street plays, Visit to Orphanages and old age homes, Eye Screening Test, Programmes on importance of traditional food, usage of leisure time activities, value of medicinal plants and natural medicine, etc., the students try ways of conducting such events in their respective schools during school internship. When the authorities of the school organize rallies, food stalls during days of significance, games for the nearby community, saplings distribution for the locality, the student-teachers participate in such events enthusiastically by rendering their support in planning and organization of the event along with their mentors. During this academic year, CRE Programme on Preparation of TLM – Charts and Flash Cards - and Worksheets for Children with Special Needs was organized in collaboration with National Institute for the Empowerment of Persons with Multiple Disabilities from 27th to 31st March 2018 and students played a pivotal role in planning and execution of the events.

3. Building Teams and helping them to Participate

Organising an event is a lot of work that requires the co-ordination of many people and numerous factors. Though much of the work to be done can be accomplished by one person, when it comes to the actual event, a team of people is necessary and mandatory. As everyone has different strengths and abilities, working as a team will ensure that productivity is maximized. As a team, it is possible to accomplish the work easily and as and when the organiser delegates the duties to the appropriate persons. Teamwork promotes innovation and problem solving as different members will approach a problem in different ways. Hence, working together can help to fix any problem that might arise. An event involves the pulling together of many different facets so that things don't go wrong. By working together, one can take advantage of the different skill sets of each team member as one person might be good at negotiating while another person might be skill oriented in drafting things necessary for the event.



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When it is important to conduct an event all of a sudden, then an individual or an organization requires a good team for support. Working with a few trustworthy, reliable and resourceful individuals with expert knowledge can mean quick turnaround on decisions, rapid problem solving and being able to meet shorter targets or deadlines by delegating and saving time. Similarly, working with others and sharing opinions can make one's event unique and memorable. In addition, working together takes pressure off the concerned individual. Knowing that one is working towards a common goal and that one's peers are experiencing the same, one can create a shared, bonding experience.

Working as a team broadens one's range of skills from deepening one's understanding of a particular subject to developing interpersonal, leadership and motivational skills. It would also give one a greater sense of belonging and recognition, allowing one to take more pride in one's work and Institution. Working with and learning from others can help one to push oneself in directions that one wouldn't have otherwise considered. It improves one's knowledge and understanding of different topics and allows a person to grow as a person. Pushing oneself in a team environment is the real challenge with the best individual and collective outcome. The importance of teamwork in events cannot be underestimated. Events are stressful to organise and a lot of work for one individual. However, putting together a team of people to manage it will bring many benefits, from increased initiative and productivity to help solving problems or issues that arise. Good teamwork can result in an event that is unique and memorable for everyone. The team leader or the organiser must make sure that the whole team is equally involved and keep lines of communication open for the most successful outcome.

As the College firmly believes in Team Spirit, the students are usually divided into groups for activities like Co-scholastic, Non-scholastic, National Programmes, Outreach Programmes, etc. For practicing Mini Teaching, students are divided into groups of 12 or 15, and they learn the ways of writing lesson plans thereby developing Teaching Competencies by practicing the skills in the presence of their respective mentors. The student-teachers are sometimes given Pair work for drafting assignments, presenting



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seminar, organization of quizzes, debates, and dramatization. When the College organizes a Five-Day Citizenship Training Programme, the students are again grouped for the different activities of the Camp. Similarly, for conduct of Sports Day and College Day, the student-teachers are clubbed together for the different sport events and cultural events. When the College conducts events for the community, the students play a vital role in groups for conduct of the programme and by participating in all the activities and events.

Having experienced the benefits of teamwork, most of the student-teachers wish to perform in teams for performing a task or organizing an event. When opportunities are bestowed to the student-teachers like conduct of academic activities, cultural events, sports and community events, they endeavour to give their best in the organization of the same. They assist their mentors and the head of the Institution in planning and executing. They work together to organize cultural events for the students of the school and the neighbouring schools. For Sports Day, the student-teachers help in teams in organizing drills, aerobics, yoga demonstration, march past, etc., by selecting group of students from different standards and sections and also training them for the events. Organization of community related events necessitates a lot of people in teams; hence, the mentors themselves divide the students into teams for organization of the same. During this academic year, student-teachers of 2017-2018 batch formed teams and organized Talents Day on 10th August 2017.

4. Involvement in Preparatory Arrangements

The students who join a professional programme like B.Ed. and M.Ed. are expected to involve themselves in all the activities, programmes and endeavours of the Professional programme for continuous learning in order to achieve the prerequisites of their teaching career. The College provides ample opportunities for the student-teachers to chisel their personality into a holistic one through the tasks, academic and social events that unfurl from time to time. With the guidance and support of the faculty members, the students-teachers venture into accomplishing the goals required for a successful future.



As and when events and programmes occur, the students get involved in the planning, executing and reporting of the event.

The faculty members of the College ensure that the student-teachers participate in all the activities of the College with involvement by rendering appropriate support and motivation. They continuously monitor them for assisting them in their doubts and suggestions. They get into teams and try to chalk out every happening meticulously for successfully executing the event. Similarly, the College ensures that the student-teachers get involved in the activities of the College to learn the different roles of a teacher. Citizenship Training Camp, Sports Day and College Day are the major programmes of the College and the students are advocated to participate in all these programmes from the preparatory stage itself. The students who wish to participate in the events are motivated for better performance and the other students volunteer for the arrangements and organization, with the help and guidance of the faculty members. During the Citizenship Training Camp, every student participates without fail as it becomes a part of the B.Ed. Curriculum. In some of the departmental activities and tasks too, the student-teachers are motivated to involve themselves. In other programmes, the student-teachers participate in their own interest from the preparatory stage itself and throughout the conduct of the programme. Arranging and preparing for any programme requires manpower and the student-teachers provide their active contribution. The dedication and involvement of student-teachers are observed well during Citizenship Training Camp, Sports Day and College Day. For the academic year 2017-2018, Citizenship Training Camp was organized between 19th and 23rd February 2018.

5. Executing/ Conducting the Event

Event execution is an organization's ability to execute their defined event strategy. The effectiveness of Event execution lies in its resourcing and staffing, and the systems and tools used to plan and execute the event. Although it does take plenty of creativity to design an event that is memorable and meaningful, it also takes careful attention to



detail, adaptability, effective delegating, and a lot of work. The process of planning an event from start to finish may be divided into five basic phases, which are Concept, Coordination, Control, Culmination, Control, Culmination and Closeout. Having selected the concept, the event organizers coordinate the activities that lead towards the event with full control. Finally, Event culmination is the highest point of every event, where the result of all the previous planning is seen. It is the result of team management, frontline management, backend management and communication. It is followed by event closeout, which includes review and evaluation, reporting, reward and recognition to team members.

The College organizes all the events with scrupulous planning and with complete coordination of the faculty members and the student community. It designates the work to its human resource prudently and manages the team for effective execution of the event. When the work is allotted to faculty members, they accomplish the task with the help and assistance of students. As the students will be divided into groups or as pairs, they work as a team carrying out the allotted work and also thereby learning the trick of the trade. The students learn that they need a few attributes for successful execution of any event like, people skills, flexibility, listening skills, organizational skills, passion, communication skills, ability to stay calm under pressure, problem-solving skills and experience.

When the College organizes a Five-Day Citizenship Training Camp for the students of B.Ed. and B.Ed. Special Education, all the students of the two programmes are involved to learn numerous things by actually doing it. They will be guided by their respective mentors for selection of concepts and to coordinate all the students of their respective group for planning and execution of the different events from venue, equipment required, financial aid, media, etc. Similarly, for conduct of Talents Day, the student-teachers formed teams and conducted the programmes on 10th August 2017.



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**Report on Development of Competence for Organizing Academic,
Cultural, Sports and Community related Events by Students**

2016-2017

Apart from academics, the student-teachers need involvement in co-scholastic and non-scholastic activities to grow into a holistic personality. The College provides ample scope for participating in co-scholastic activities of the College and also opportunities for student-teachers to develop competencies for organizing academic, cultural, sports and community related events, in order to organize the same in their internship schools. Organization of any event requires planning, executing and reporting and the student-teachers learn to plan and execute by participating in the activities organized by the College from preparatory stage to conducting the event.

1. Planning and Scheduling Academic, Cultural and Sports Events in Schools

Whether organizing a small meeting or orchestrating a large conference, event planning is a huge task! Every event, no matter how simple or complex, requires detailed planning and organization. From establishing an accurate budget to promoting the event, there are a number of components one should start to consider early to make the process as stress-free as possible.


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Organization of any event necessitates the following:

- Defining goals and objectives that will support the ultimate goal in terms of dates, attendees, location, type of event, etc.
- Establishing an event budget to avoid unwanted surprises
- Creating teams for smooth conduct of the event and to ensure accountability.
- Finalizing the dates and venue
- Planning the event
- Confirming the speakers and sponsors
- Identifying apt technology required for conducting the event
- Listing the food and beverages and
- Evaluating the event before it takes place.

Events on College campus come in all shapes and sizes, for the benefit of the students. Organizing and managing an event on campus is a way to gain that much needed experience to be recognized as a leader before you graduate. When students organize events, they will be building skills for the “real world” and these skills are impressive on a resume. Hence, the student-teachers of the College exhibit interest in conducting various events for having rich experience in such activities of the College. The College divides the students into groups in order to facilitate planning, executing and reporting. The groups of students meet under the guidance of their mentors and endeavour to organize the various events/programmes of the College, be it academic, cultural or sport events.

As a part of B.Ed. Curriculum, the student-teachers are instructed to participate in academic, cultural and sports events, in school, too. The importance of co-scholastic and non-scholastic activities is oriented to the student-teachers and they understand that these activities awaken creativity, cultural awareness and development of aesthetic senses. They are motivated to plan for such activities and also to organize a few in their respective Internship schools. The student-teachers plan and organize activities like


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Morning Assembly, Gandhi Jeyanthi, Women's Day, Awareness Programmes on Gender Equality, Women Empowerment, Cyber Security, on environmental issues, etc.

For organization of such activities, the student-teachers adopt the following criteria:

- Choosing the event according to the requirements of the school and school students
- Selecting dates that are conducive to the faculty and students
- Fixing of venue in the school campus
- Selecting appropriate equipments and technology for the conduct of the event
- Collecting fund for the organization of the event from the people of the school
- Constituting a committee comprising of Teacher educators, school mentors, peers and school students/class representatives
- Arranging for Video recording
- Publishing the event in school newspaper, if available
- Evaluating the event for preparing a report of the same

As organization of Non-scholastic activities in the internship schools is a part of the Curriculum, they submit a report of any four non-scholastic activities for scoring and for presenting the same during Practical Examination. During this academic year, Rashtriya Ekta Diwas (National Unity Day) was planned and scheduled to commemorate the Birth Anniversary of Late Vallabhai Patel on 31st October 2016.

2. Planning and Execution of Community related Events

The word 'community' is a broad term used to define groups of people, whether they are stakeholders, interest groups, or citizen groups. A community may be a geographic location - community of place, a community of similar interest - community of practice or a community of affiliation or identity such as industry or sporting club. Similarly, Community Engagement is the process of working collaboratively with and through groups of people affiliated by geographic proximity, special interest, or similar situations to address issues affecting the well-being of those people. It is a powerful vehicle for

bringing about environmental and behavioural changes that will improve the health of the community and its members. It often involves partnerships and coalitions that help mobilize resources and influence systems, change relationships among partners, and serve as catalysts for changing policies, programs and practices. Community engagement is therefore a strategic process with the specific purpose of working with identified groups of people, whether they are connected by geographic location, specific interest, or affiliation to identify and address issues affecting their well-being. It can be complex and labour-intensive and require dedicated resources such as time, funding, and people with the necessary skills.

With the rise in deepening and expanding public engagement globally, the importance of community engagement has become pivotal for well-functioning of any Institution or individual. Constructive relationships between communities and the Institutions make community engagement not only desirable, but necessary and viable as it is likely to lead to more equitable, sustainable public decisions and improve the livability of local communities. Hence, community engagement is important for individuals and organisations, both public and government.

Outreach Programmes play a vital role in shaping the students towards a sense of responsibility and social concern. The College organizes a lot of social outreach programmes for community development and students' holistic growth by involving all the students while planning and execution of community related events. The College organizes community related events like Adult Literacy, Street play, visit to old age homes, awareness programmes, etc. The student-teachers identify an adult for Adult Literacy Programme and orient them for the basic skills like Speaking, Reading, Writing and Numbers for basic calculation. Similarly, the student-teachers plan a visit to old age homes under the guidance of the faculty members, where they organize a few events for the senior citizens. In addition to such visits, programmes and seminars are organized for the benefit of students and the community.



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As community engagement enhances the performance of individuals and group of individuals, it is adopted by the students for supporting the growth and progress of all individuals in the adjoining community. Having participated in such activities and events such as Rallies, Street plays, Visit to Orphanages and old age homes, Eye Screening Test, Programmes on importance of traditional food, usage of leisure time activities, value of medicinal plants and natural medicine, etc., the students try ways of conducting such events in their respective schools during school internship. When the authorities of the school organize rallies, food stalls during days of significance, games for the nearby community, saplings distribution for the locality, the student-teachers participate in such events enthusiastically by rendering their support in planning and organization of the event along with their mentors. During this academic year, Awareness Programmes on Safety Measures to celebrate Diwali at Ram Nagar on 27th October 2016 and Awareness on Silk Products by Silk Mark Organization of India on 30th November 2016 were conducted for the benefit of student-teachers and community.

3. Building Teams and helping them to Participate

Organising an event is a lot of work that requires the co-ordination of many people and numerous factors. Though much of the work to be done can be accomplished by one person, when it comes to the actual event, a team of people is necessary and mandatory. As everyone has different strengths and abilities, working as a team will ensure that productivity is maximized. As a team, it is possible to accomplish the work easily and as and when the organiser delegates the duties to the appropriate persons. Teamwork promotes innovation and problem solving as different members will approach a problem in different ways. Hence, working together can help to fix any problem that might arise. An event involves the pulling together of many different facets so that things don't go wrong. By working together, one can take advantage of the different skill sets of each team member as one person might be good at negotiating while another person might be skill oriented in drafting things necessary for the event.



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When it is important to conduct an event all of a sudden, then an individual or an organization requires a good team for support. Working with a few trustworthy, reliable and resourceful individuals with expert knowledge can mean quick turnaround on decisions, rapid problem solving and being able to meet shorter targets or deadlines by delegating and saving time. Similarly, working with others and sharing opinions can make one's event unique and memorable. In addition, working together takes pressure off the concerned individual. Knowing that one is working towards a common goal and that one's peers are experiencing the same, one can create a shared, bonding experience.

Working as a team broadens one's range of skills from deepening one's understanding of a particular subject to developing interpersonal, leadership and motivational skills. It would also give one a greater sense of belonging and recognition, allowing one to take more pride in one's work and Institution. Working with and learning from others can help one to push oneself in directions that one wouldn't have otherwise considered. It improves one's knowledge and understanding of different topics and allows a person to grow as a person. Pushing oneself in a team environment is the real challenge with the best individual and collective outcome. The importance of teamwork in events cannot be underestimated. Events are stressful to organise and a lot of work for one individual. However, putting together a team of people to manage it will bring many benefits, from increased initiative and productivity to help solving problems or issues that arise. Good teamwork can result in an event that is unique and memorable for everyone. The team leader or the organiser must make sure that the whole team is equally involved and keep lines of communication open for the most successful outcome.

As the College firmly believes in Team Spirit, the students are usually divided into groups for activities like Co-scholastic, Non-scholastic, National Programmes, Outreach Programmes, etc. For practicing Mini Teaching, students are divided into groups of 12 or 15, and they learn the ways of writing lesson plans thereby developing Teaching Competencies by practicing the skills in the presence of their respective mentors. The student-teachers are sometimes given Pair work for drafting assignments, presenting



seminar, organization of quizzes, debates, and dramatization. When the College organizes a Five-Day Citizenship Training Programme, the students are again grouped for the different activities of the Camp. Similarly, for conduct of Sports Day and College Day, the student-teachers are clubbed together for the different sport events and cultural events. When the College conducts events for the community, the students play a vital role in groups for conduct of the programme and by participating in all the activities and events.

Having experienced the benefits of team work, most of the student-teachers wish to perform in teams for performing a task or organizing an event. When opportunities are bestowed to the student-teachers like conduct of academic activities, cultural events, sports and community events, they endeavour to give their best in the organization of the same. They assist their mentors and the head of the Institution in planning and executing. They work together to organize cultural events for the students of the school and the neighbouring schools. For Sports Day, the student-teachers help in teams in organizing drills, aerobics, yoga demonstration, march past, etc., by selecting group of students from different standards and sections and also training them for the events. Organization of community related events necessitates a lot of people in teams; hence, the mentors themselves divide the students into teams for organization of the same. During this year, the student-teachers participated in teams in the celebration of Women's Day on 08th March 2017 and Sports Day on 03rd April 2017.

4. Involvement in Preparatory Arrangements

The students who join a professional programme like B.Ed. and M.Ed. are expected to involve themselves in all the activities, programmes and endeavours of the Professional programme for continuous learning in order to achieve the prerequisites of their teaching career. The College provides ample opportunities for the student-teachers to chisel their personality into a holistic one through the tasks, academic and social events that unfurl from time to time. With the guidance and support of the faculty members, the students-teachers venture into accomplishing the goals required for a successful future.

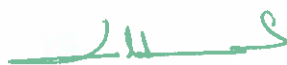


As and when events and programmes occur, the students get involved in the planning, executing and reporting of the event.

The faculty members of the College ensure that the student-teachers participate in all the activities of the College with involvement by rendering appropriate support and motivation. They continuously monitor them for assisting them in their doubts and suggestions. They get into teams and try to chalk out every happening meticulously for successfully executing the event. Similarly, the College ensures that the student-teachers get involved in the activities of the College to learn the different roles of a teacher. Citizenship Training Camp, Sports Day and College Day are the major programmes of the College and the students are advocated to participate in all these programmes from the preparatory stage itself. The students who wish to participate in the events are motivated for better performance and the other students volunteer for the arrangements and organization, with the help and guidance of the faculty members. During the Citizenship Training Camp, every student participates without fail as it becomes a part of the B.Ed. Curriculum. In some of the departmental activities and tasks too, the student-teachers are motivated to involve themselves. In other programmes, the student-teachers participate in their own interest from the preparatory stage itself and throughout the conduct of the programme. Arranging and preparing for any programme requires manpower and the student-teachers provide their active contribution. The dedication and involvement of student-teachers are observed well during Citizenship Training Camp, Sports Day and College Day. For the academic year 2016-2017, Citizenship Training Camp was organized between 08th and 12th July 2016.

5. Executing/ Conducting the Event

Event execution is an organization's ability to execute their defined event strategy. The effectiveness of Event execution lies in its resourcing and staffing, and the systems and tools used to plan and execute the event. Although it does take plenty of creativity to design an event that is memorable and meaningful, it also takes careful attention to detail, adaptability, effective delegating, and a lot of work. The process of planning an



event from start to finish may be divided into five basic phases, which are Concept, Coordination, Control, Culmination, Control, Culmination and Closeout. Having selected the concept, the event organizers coordinate the activities that lead towards the event with full control. Finally, Event culmination is the highest point of every event, where the result of all the previous planning is seen. It is the result of team management, frontline management, backend management and communication. It is followed by event closeout, which includes review and evaluation, reporting, reward and recognition to team members.

The College organizes all the events with scrupulous planning and with complete coordination of the faculty members and the student community. It designates the work to its human resource prudently and manages the team for effective execution of the event. When the work is allotted to the faculty members, they accomplish the task with the help and assistance of the students. As the students will be divided into groups or as pairs, they work as a team carrying out the allotted work and also thereby learning the trick of the trade. The students learn that they need a few attributes for successful execution of any event like, people skills, flexibility, listening skills, organizational skills, passion, communication skills, ability to stay calm under pressure, problem-solving skills and experience.

When the College organizes a Five-Day Citizenship Training Camp for the students of B.Ed. and B.Ed. Special Education, all the students of the two programmes are involved to learn numerous things by actually doing it. They will be guided by their respective mentors for selection of concepts and to coordinate all the students of their respective group for planning and execution of the different events from venue, equipment required, financial aid, media, etc. During this academic year, the student-teachers participated actively in the celebration of Founders Day on 13th February 2017 and National Science Day on 28th February 2017.



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