

## **Introduction**

St. Joseph's Training College, Mannanam was established in 1957 and was then affiliated to Kerala University. Since 1983 the college is affiliated to Mahatma Gandhi University. The college is a co-educational institution since 1986. It is recognized by NCTE and re-accredited by the NAAC at B level in 2008.

As an effort to sustain excellence and to improve the quality, IQAC was constituted on 04-12-2003. The college was re-accredited by NAAC in 2008. The plan of action for 2008-09 academic year was chalked out by the IQAC. A review of plans executed during the academic year 2008-2009 is given below under Part A.

### **PART A**

#### **Plan of Action for 2008-09**

##### **Infrastructural Facilities**

The furnishing of the new building auditorium, stage and green room will be completed in the academic year 2008-09.

##### **Library Facilities and Up gradation of Technology**

The balance allotment of fund is expected from the UGC for the XIth Plan period. Using that fund it is proposed to purchase books, a fax machine, an OHP, Micro scope dissection, projection screen with stand, some mechanical equipments, a multi media projector, psychological equipments, mathematical equipments and CD Roms.

##### **Guest Faculty**

The NCTE has approved an intake of 150 students for the academic year 2008-09. It is proposed to appoint four guest lecturers to maintain the teacher pupil ratio stipulated by NCTE.

##### **Personality Development of Student Teachers**

In order to facilitate the integrated development of personality of student teachers, IQAC proposed to organize various activities for them. Such activities will be carried out through various clubs such as cultural club, Nature club, Debate club, Tourism club, women cell, Oratory club and AICUF. The teachers should be assigned to co-ordinate the activities of these clubs.

The suggested activities of these clubs are

- Organize weekly cultural evening of different optional subject students.
- Arrange cultural events in connection with celebration of festivals and important days.
- Conduct weekly debate on current issues.
- Visiting social service centres
- Conducting optional subject wise field trips
- Conducting a social survey
- Under take the project of constructing and maintaining a herbal garden.
- Organize study tour to historically and educationally important places in the country.

- Edit and publish magazines and journals.
- Organize guest lectures seminars and workshops
- Motivate and prepare students for participating inter collegiate competitions.
- It is proposed to conduct a 10 month computer class for Dalit families.
- Organize the third Inter Training Collegiate Athletic Meet
- Remedial Programmes in English Proficiency and Computer Literacy

The college also decided to conduct an Entry Behaviour Test on Computer Literacy and English Proficiency

### **Value Education**

Moral development of teacher trainees is one of the major goals of the college. In view of the realization of the goal, it is proposed to conduct programmes like 'Thought for the day', 'Spiritual Animation programmes' discourse on values and spirituality, sharing of experience sessions preparation of value education lesson plans, classes on value education during teaching practice, prayer meetings, General assembly and 'Samavarthana' ceremony.

### **Social Extension Service**

In continuation of social extension service, three programmes are proposed for the academic year 2008-09. They are

- A. To adopt a pre-school and celebrate important days with them.
- B. To conduct a social survey.
- C. To visit certain social service centres and support them with financial as well as human resources.
- D. Professional excellence of the teaching faculty

One national seminar on 'Equipping the Secondary School Teachers to Meet the Changing Roles' in tune with new class room transaction techniques are proposed for funding from the UGC.

### **Honouring the meritorious students**

It is proposed to organize an award day to facilitate the meritorious students of the previous batch and to distribute the scholarships and endowments to them.

### **FOSA**

The college has an Alumni Association called FOSA. It has instituted 2 scholarship for model schools an endowment for B.Ed. course. Every year an Annual Get-together is organized and an Annual Award Day is also organized along with this.

## **Review**

### **Infrastructural Facilities**

The furnishing of the new building is complete. The stage and green room of the Golden Jubilee Auditorium is well furnished. Cupboards and chairs were purchased for the up gradation of labs.

## **Library Facilities and up gradation of Technology**

The UGC release a balance of Rs. 164912/- (Rupees One lakh sixty four thousand nine hundred and twelve only) as four installments from the allotment a sum of Rs. 1,10,497/- (Rupees One lakh ten thousand four hundred and ninty seven only) was spend for books and journals. Rs. 15000/- (Rupees fifteen thousands only) was spend for one Panasonic Fax machine, One OHP liberty vision 285 delex and output. Rs. 3320/- (Rupees Three thousand three hundred and twenty only) spend for micro scope dissection. The remaining fund was use to purchase projection screen with stand, mechanical equipment, multi media projector Sony VP LE 85, Globe 30 cm. , 20 cm. Earth layer model of volcano, psychological equipments, mathematical equipments and 25 CDs.

In addition a 3 KV UPS worth Rs. 43000/- (Rupees Forty three thousand only) was purchased from the fund provided by the Management.

## **Guest Faculty**

The NCTE has approved an intake of 150 students for B.Ed. for the academic year 2008-09. Since the lecturer in English is on LWA for employment abroad, Mrs. Latha Joseph was appointed on contract basis. In addition three guest lecturers were appointed on contract basis to meet the pupil – teacher ratio requirements.

## **Personality Development of Student Teachers**

With a view to developing our student teachers into mature, integrated and resourceful persons programmes likes self introduction, thought for the day, classwise cultural activities, Debates, Seminars, Study tour, Community visit, Celebration of festivals, Sports and games and extension activities are organized.

In order to facilitate the integrated development of personality of teachers various activities were organized under the auspicious of various clubs such as cultural club, Nature club, Debate club, Tourism club, Women cell, Oratory club and AICUF. To facilitate the social exposure of students study tours were organize to different part of India. Our students visited Delhi and Agra under the supervision of teachers. A spoken English class wad conducted for the students. Manjooran a leading academy in this field was the resource unit.

Students participated in inter training collegiate competitions in dance elocution, quiz, debate, light music and secured various prizes. The college organized the MG University Inter training Collegiate Athletic Meet at Nehru stadium Kottayam on 21<sup>th</sup> march 2009.

College conducted a Entry behavior Test on Computer Literacy and English Proficiency. Remedial classes were conducted on the basis of the result.

This academic year started with a colourful opening ceremony organized by M.Ed. students of the college. That was followed by a one week orientation programme to the students. They have given orientation regarding the course college and the syllabi. Students were provided maximum freedom to express their ideas. Most of the public issues were put for votes. Use of mobile phone is strictly prohibited in the campus. Students attended a two days seminar on ‘Restructuring under graduate education conducted at K.E. College Mannanam, Kottayam on 19th and 20th February.

The college magazine of 2007-08 ‘Grace Abounding’ won third prize in All Kerala Inter Collegiate Competitions for College Magazine sponsored by St. John the Baptist Alumni Association Nedumkunnam, Kottayam.

## **Value Education**

Moral development of teacher trainees is one of the major goals of the college. In view of the realization of the goal ‘Thought for the day’ was arranged on every day. ‘Spiritual Animation

programmes' discourse on values and spirituality, sharing of experience sessions preparation of value educational lesson plan, classes on value education during teaching practice, prayer meetings, General assembly and 'Samavarthana' ceremony were conducted. Classes of the academic year 2008-09 began with a Holy mass.

### **Extension Services**

The college promotes extension services to meet community needs. Awareness programmes are regularly organized by the college to arouse social consciousness among students and to apply educational principals in dealing with social issues. As a part of social extension programmes the students of this college went to different houses and gave awareness talk about the harmful effects of mosquito bites. They also cleans the premises as the part of sanitation programme.

The college has adopted the near by Nirmala Balavady (Pre-school) and is supporting it financially. A see-saw costing Rs. 9000/- was donated to the Balavady. Competitions were conducted for the kids on the same day. Many toys, story books, picture books, drawing books and crayons were also gift. This year the college celebrated children's day with the kids of the Balavady.

Students from the college visited five social service centres, distributed sweets to the inmates and performed cultural programmes for them. On 14th January Social service club members visited 'Navajeevan Trust' and provided financial support. Mr. P.U. Thomas, director of this trust visited college and gave an orientation talk to the students.

### **Professional Excellence of the Teaching Faculty**

A workshop on SPSS was held in the college to improve the technical efficiency of our teachers in Research. All the members of the teaching faculty of the B.Ed. and M.Ed. courses of the college attended the programme. Teachers of this college attended a two days seminar on 'Re-structuring under graduate education on 19th and 20th February 2009 at K.E. College, Mannanam.

Fr. (Dr.) K.M. Rajan officiated as co-ordinating chairman of the B.Ed. practical board of M.G. University and co-authored a book on Science Educaiton. Mr. Varghese K. Cheriyan officiated as Zonal Chair person of the B.Ed. Degree Practical Examination of MG University. Fr. Thomas P.J has co-authored a book on 'Philosophical and sociological bases of Education'. The college organize a three day seminar on 'Equipping the Secondary School Teachers to Meet the Changing Roles' on 5th, 6th and 7th March 2009. Staff of the college attended a workshop on 'Issue based curriculum' on 16th and 17th January 2009 conducted by NSS Training College, Changanacherry. The members of the teaching faculty attend as resource persons in various subjects for re-structuring lesson plans based on 'issues based curriculum'.

### **Honouring the Meritorious students**

The award day to felicitate the meritorious students of the previous batch was held along with the college day celebration on 5th September 2008.

## Part B

### B1. Activities reflecting the goals and objectives of the institution:

The following activities were undertaken to reflect the goals and objectives of the institution.

1. To form teachers who are individually competent the following activities were undertaken.
  - a. Curriculum transaction as per revised University syllabi.
  - b. Change of Practice Teaching from 4 weeks to 6 weeks.
  - c. Subject related practicum.
  - d. Workshop for preparation of learning materials.
2. To inculcate spiritual maturity and moral uprightness spiritual animation programmes, value education classes, designing value education lesson plans and guest lectures were conducted. 'Inspirational' and 'Samavarthana' sessions were celebrated.
3. To develop psychologically integrated personality in students personality development programmes on 'Transactional Analysis & Emotional Intelligence' was conducted. Personality tests were administered to the students to assess their personality characteristics.
4. To ensure that our students are physically healthy we conduct medical check up programme. We organize regular sports and games events like Volley ball, Basket ball, Foot ball Throw ball, Tennis and Badminton. Students are given opportunity to participate in inter- collegiate competitions. Students conducted a social survey on Educational problems of Dalit students in collaboration with Samagra Vikas. Our students associated with the programmes of Snehabhavan, Arpookara, a home for the rehabilitation of the mentally challenged.
5. National days – Independence Day, Republic day, Teachers Day and festivals – Onam and Christmas were celebrated. Study tour to places of historical and national importance was conducted. (Hyderabad, Secunderabad, New Delhi, Agra & Kanyakumari)

### B.2. New academic programmes initiated (UG and PG):

1. We have applied for additional optional Subjects for B.Ed. course like Computer Science, Commerce and Malayalam.
2. We conduct certificate course in Computer Applications for B.Ed. Trainees.
3. We have applied for the status of Centre for excellence.

### B.3. Innovations in curricular design and transaction:

1. Modern and flexible designs of process-oriented issue based teaching manuals (lesson plans) for various optional subjects were developed in view of the changing trends in educational practices.
2. All the teachers actively involved in the process of restructuring the B.Ed. curriculum design of Mahatma Gandhi University.
3. All the teachers supervised and assessed the practicum associated with Core, Elective and Optional subjects.

### B.4. Inter-disciplinary programmes started:

We have organized interdisciplinary programme such as 'Mass Media Literacy Programme',

‘Environmental Awareness Programme’, ‘Herbal Garden Project’ and Personality Development Programme.

**B.5. Examination reforms implemented:**

The College follows the examination norms set by the Board of Studies and Board of Examiners of Mahatma Gandhi University.

**B.6. Number of candidates qualified: NET/SET:**

Approximately 10% of students were qualified NET/SET.

**B.7. Total number of seminars/workshops conducted:**

Seminars and Workshops were conducted on the following topics:

1. Equipping the Secondary School Teachers to Meet the Changing Roles
2. Spoken English
4. Personality Development in Education.
5. Influence of Multi-media on Education.
6. Value Education
7. Spiritual Animation.
8. Thoughts for the Day programme.

**B.8. Research projects:**

Fr. (Dr.) K.M. Rajan (Sel. Grade) Lecturer, submitted a research project on the topic ‘An Exploratory Study of the Phenomenological Primitives and Misconception of Students of Age group 11 -13 yrs.’

**B.9. Patents generated, if any:**

Nil.

**B.10. New collaborative research programmes:**

We collaborate with Chavara Institute of Research and Training (CIERT) and Samagra Vikas, a social service society functioning under the same management.

**B.11. Total research grants received from various agencies:**

Nil.

**B.12. Number of research scholars:**

Not applicable

**B.13. Citation index of faculty members and impact factor:**

Fr. Thomas P.J., co-authored a book on Philosophical and Sociological Bases of Education.

**B.14. Honors/Awards to the faculty:**

Nil.

**B.15. Internal resources generated:**

Nil

B.16. Details of departments getting SAP, COSIST/DST.FIST,etc.assistance/recognition:

Not applicable.

B.17. Community services:

1. Helping the Poor and the Disabled
2. Blood Donation Programme
3. Collection and distribution of old News papers to 'Sneha Bhavan' for the preparation of paper covers.
4. Collection and distribution of monitory fund and old cloths for social service centres.

B.18. Number of teachers and officers newly recruited:

One Lecture was appointed against the retirement vacancy.

Four Guest Lecturers were recruited.

B.19. Teaching – Non-teaching staff ratio:

1 : 1.5 (Permanent staff)

B.20. Improvements in the library services:

Purchase of books and CD Roms, Connection of DELNET

B.21. Number of new books/journals subscribed and their value:

Books - 179

Journals - 4

Periodicals - 1

CD - 25

Total cost: Rs. 1,10,497/-

B.22. Number of courses for which student assessment of teachers is introduced and the action taken on student feedback:

Developed a teacher evaluation scale and data was collected and analysed. Accordingly changes were made in the strategies of curriculum transaction.

And also developed

- Proforma for evaluation of student -teachers by mentores
- Proforma for evaluation of student - teachers by heads of practice teaching schools
- Rating scales for student evaluation of teachers
- Proforma for student evaluation of campus life
- Proforma for student evaluation of course
- Proforma for student evaluation of programme and teaching
- Proforma for feed back on administration and management process

B.23. Unit cost of education:

Rs. 15,345/-

B.24. Computerization of administration and the process of admissions and examination results, issue of certificates:

Computers are used for office procedures like preparation of salary bill, issue of certification, admission, preparation of student list etc.

B.25. Increase in the infrastructural facilities:

The furnishing of New building is completed.

Purchased steel cupboard to Library and Psychology Lab

B.26. Technology upgradation:

The following items were purchased during the academic year 2008-09

- Multi media projector VPLE 85
- Panasonic Fax Machine
- OHP Liberty vision 285 delex
- Micro scope dissection
- Projection screen with stand
- Mechanical equipments
- Globe 30 cm., 20 cm.
- Earth layer model of volcano
- Psychological equipments
- Mathematical equipments
- 25 CDS
- 3 KV UPS

B.27. Computer and Internet access and training to teachers and students:

Internet facility is accessible to students and teachers as and when required. DELNET connection is established.

B.28. Financial aid to students:

College maintains student welfare fund in order to give financial support to poor students.

B.29. Activities and support from the Alumni association:

FOSA decided to meet on the Second Saturday of the December every year. In the annual meeting they shared their experiences and made valuable and creative suggestions towards the effective functioning of the College. They attended important events and celebrations organized in the college.

B.30. Activities and support from the Parent-Teacher Association:

P.T.A. general body meeting was convened in the beginning of the year. Parents were informed of all the curricular and co-curricular activities that would be carried out in the college. Two executive committee meetings and a general body meeting of the P.T.A. were held in order to



assess the functioning of the college and to suggest necessary changes. They provided active support in mobilizing community resources such as availing the services of dignitaries to address students, raising development fund and facilitating the exposure of the students to the realities of the local community.

**B.31. Health services:**

The college conducted medical check up programme for the students and organized regular sports activities and games like Volleyball, Basketball and Badminton. There was provision for first aid in the vent of casualties.

**B.32. Performance in sports activities:**

There was annual sports meet in various events. Students and Teachers are encouraged to participate in intercollegiate competitions in sports and games. A full time physical education instructor gives regular coaching to the teacher trainees. Our college team won the runners up trophy in Inter-collegiate Volley Ball competition. College organized the MG University Inter training Collegiate Athletic Meet at Nehru Stadium Kottayam and secured prizes for various items.

**B.33. Incentives to outstanding sportspersons:**

Merit certificates and trophies were awarded to the winners in various events in the sports meet. Special trophies and prizes were awarded to the individual champions (men & women). Endowment instituted by former Director of Physical education was awarded to the individual champions of the annual athletic meet.

**B.34. Student achievements and awards:**

**(a) Curricular achievements:- Scholarships and Endowments:**

The college has awarded following endowments and scholarships to meritorious students.

1. 'FOSA' Scholarship to the highest mark scorer in the B.Ed. degree examination
2. 'Prof. M.A. Alexander Endowment Prize' to the highest mark scorer from among the Social Studies students.
3. 'Rev.Fr. Thomas V.Kalarickal endowment prize' to the highest mark scorer in Educational Psychology.
4. 'Prof. T.K. Thomas Endowment Prize' to the highest mark scorer in theory part in the B.Ed. degree examination.
5. 'Dr. T.T. Joseph Memorial Scholarship' to the highest mark scorer among the Physical Science students of this College.
6. 'Prof. C.K. Thomas Endowment prize' to the highest mark scorer among the Mathematics students.
7. 'Fr. Joseph James Endowment prize' to the highest mark scorer among the Natural Science students.
8. 'Prof. Ignatious John Endowment Prize for the Individual champions.
9. 'FOSA Scholarship' to the highest mark scorers in S.S.L.C. examination from the Model Schools.

We had exceptionally good results last year. Out of the 148 students, who appeared in B.Ed. degree examination 95% of students passed out with 11 distinctions 120 first classes and 9 second classes.

(b) Co-curricular achievements:

Students participated in various Inter-collegiate competitions. Two teams participated in the Shuttle badminton tournament organized by St. John the Baptist College of Education Nedumkunnamm on 19th January 2009 and secured first and second prizes respectively. And also participated in Elocution, Quiz and Group dance. Students of this college participated in competition conducted at Avila College of Education, Ernakulam and secured second prize. The same team secured second prize in a quiz competition held at St. Thomas College of Teacher Education Pala. On the same event Anjaly Vimala Stanley of this college crowned as Miss Personality. Students attended debate competition held on fifth February 2009. Students of the college also participated in Carmel Fest conducted by Mount Carmel College of Education Kottayam and secured third prize in Quiz competition.

35. Activities of the Guidance and Counseling unit:

Guidance and counseling cell in the college provided necessary psychological support to the needy students. Proper vocational guidance was provided to the average and low achievers. Our students were motivated and directed to higher studies in education. Guidance and Placement Cell data sheet was designed and recorded.

36. Placement services provided to students:

The Placement Cell in the college acted as a nodal agency for recruiting teachers to various schools in and outside Kerala. Students can register their names with the cell and get informed of the job opportunities.

37. Development programme for non-teaching staff:

An orientation programme was organized for the non-teaching staff. Three members of the Non-teaching staffs attended a seminar for Administrative staff conducted by M.G University at St. Joseph's College for Women, Ernakulam. All the members of the Non-teaching staff went for a one day trip to Malampuzha.

38. Healthy practices of the Institution.

Leadership in cluster college activities, grading and semestration in UG courses.

39. Linkages developed with National/International, Academic/Research Bodies.

The College associated with 'Jeevadhara', a socio-religious institution, Chavara Institute of research and training and SCERT. Our teachers are also associated with Board of studies and Board of Examinations of Mahatma Gandhi University and Board of question paper setters of Kerala, Calicut and Kannur Universities.

40. Any other relevant information the institution wishes to add

Nil

### **Part C**

The IQAC meeting is scheduled on 20th April 2009. Plan of action for the academic year 2009-10 will be chalked out in that meeting. The same will be communicated to you at the earliest.

Name & Signature of  
the Co-ordinator, IQAC

Name & Signature of  
the chairperson IQAC