

## **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. It was 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 plan of action for 2009-10 academic year was chalked out by the IQAC. A review of plans executed during the academic year 2009-2010 is given below under Part A.

### **PART A**

#### **Plan of Action for 2009-10**

##### **Infrastructural Facilities**

Maintenance and painting works of the college building will be undertaken during the academic year 2009-10.

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

Additional books to the Library will be purchased. It is planned to buy an LCD Projector. It is also proposed to purchase shelves for furnishing the laboratories.

##### **Guest Faculty**

The NCTE has approved an intake of 150 students for the academic year 2009-10. 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 Spiritual Animation Cell. 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 a social survey
- Undertake 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.

- 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 2009-10. 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. To enhance professional excellence of the teaching faculty One National Seminar on Quality Improvement in Educational Research: Innovative Trends is proposed with funding from the UGC.

### **Honouring the meritorious students**

It is proposed to organize an award day to felicitate the meritorious students especially Ms. Sunitha C.R. who secured second rank in the University of the previous batch and to distribute the scholarships and endowments to them.

### **FOSSA**

The college has an Alumni Association called FOSSA. It has instituted 2 scholarships for model schools and 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 maintenance and painting works of the college building were completed.

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

Additional books to the Library were purchased. An LCD Projector was purchased. Shelves were bought for furnishing the Mathematics laboratory.

## **Guest Faculty**

The NCTE has approved an intake of 150 students for B.Ed. for the academic year 2009-10. Since the lecturer in English, Mrs. Babitha Suresh resigned her job while on 5 year L.W.A, Mrs. Latha Joseph was appointed on a contract basis. In addition four 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 Spiritual Animation Cell. To facilitate the social exposure of students study tours were organize to different part of India. Our students visited Goa under the supervision of teachers. A spoken English class wad conducted for the students by experts.

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 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.

## **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 2009-10 began with a Holy mass.

A spiritual animation programme was organized on 19th and 20th of May, which was led by Fr. Roy Kannanchira CMI, Kochettan, Deepika. The programme was concluded with the talk by the music legend Padmasree Dr. K.J. Yesudas. Sri. Yesudas emphasised the importance of religious harmony in shaping a better society. Yoga practice and talk on Indian Yogic Practice was arranged by the club. A class on value education was also held by Sri. Padmanabha Swamikal on 18th May 2009.

## **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. They also cleaned the premises as the part of sanitation programme.

The college has adopted the near by Nirmala Balavady (Pre-school) and is supporting it financially. Competitions were conducted for the kids on the same day. Toys, story books, picture books, drawing books and crayons were gifted to the students. This year the college celebrated children's day with the kids of the Balavady.

A visit to Navajeevan was conducted on 13th and 14th May 2009 and one week was spent there by helping them in preparing food to be distributed to the needy people in the major hospitals in and around Kottayam.

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

#### ***Faculty Initiatives***

##### **Mrs. Alice Mathew**

- Resource person in the one day Orientation Programme on Restructured B.Ed. Curriculum held in the College, organised by M.G. University.
- Organized the UGC Sponsored National level seminar on Quality Improvement In Educational Research : Innovative Trends organized on 5<sup>th</sup> and 6<sup>th</sup> of March 2010 at St Joseph's Training College, Mannanam. Fr. Sibichen K.K. was the co-ordinator of the seminar.
- Resource person in various programmes conducted in neighbouring schools.
- Organized various programmes in the college under the auspices of various clubs for the benefit of students of the college.
- Organized various programmes in the college for the benefit of the neighbouring community like visit to social service centres, conducting social surveys etc.

##### **Fr. (Dr.) K.M. Rajan**

- Officiated as Co-ordinating Chairman of the B.Ed. practical Board of M.G. University.
- Co-authored a book in 'Physical Science Education'.
- Principal Investigator - UGC funded Minor Research Project titled "An exploratory study of the phenomenological primitives and misconception of students of age group 11 -13 years."
- Mrs. Nisha S. Dharan has registered for Ph.D. in Education under the guideship of Fr. (Dr.) K.M. Rajan in School of Pedagogical Sciences, M.G. University, Kottayam.

##### **Mr. Varghese K. Cheriyan**

- Nominated as the member of Board of Studies in Education, M.G. University.
- Officiated as the Zonal Chairman of the B.Ed. Degree Practical Examination of M.G. University.
- Worked as the consultant of Christ College, Rajkhot for class appraisal system. He served as resource person in the workshops for teacher educators Conducted at Christ College,

Rajkhot, Mount Carmel College of Teacher Education, Kottayam and Mangalam College of Education, Ettumanoor.

- Resource person in the two day Orientation Programme on Restructured B.Ed. Curriculum on 21st & 22nd October 2009 organised by M.G. University.
- Resource person for the orientation programme on Restructured B.Ed. curriculum on 5th November 2009 of St. Thomas Training College, Pala.
- Resource person for the orientation programme at St. Joseph's College of Education for Women, Ernakulam on 8th November.
- Resource person for the orientation programme at N.S.S. Training College, Changanacherry on 3rd November.
- Resource person for the orientation programme at Al-Azhar Training College, Thodupuzha on 12th November.
- Resource Person in Orientation Training Programme for Post Graduate teachers held at Mar Athanasious College of Advanced Studies, Thiruvalla
- Resource person for seminar on Historical development of Mathematics held at Titus II Teachers college, Thiruvalla.
- Resource person for seminar on materializing lesson plans based on constructivism and critical pedagogy held at NSS Training college Changanasserry.
- Participated in the Seminar on Mathematics Modelling held at K.E. Colege, Mannanam
- Presentaed a paper in the National Seminar on Quality Improvement In Educational Research : Innovative Trends organized on 5<sup>th</sup> and 6<sup>th</sup> of March 2010 at St Joseph's Training College, Mannanam.
- Participated in the Workshop on Research Report Writing organized by NCERT, held at Sri Venkateswara University, Tirupati.

**Fr. Thomas P.J**

- Published an article on the topic "Leadership Behaviour of The Heads of Higher Secondary Schools in Kerala" in 'Ushus' Journal of Busines Management Christ University, Bangalore.
- Published an article on the topic "Student Related Problems Of The Heads Of Higher Secondary Schools In Kerala" in 'Artha' Journal of Social Sciences Christ University, Bangalore.
- Presented a paper on the topic "Facts of meaningful life "in the international conference on education for mitigation of human conflicts on 18-19 February 2010 in the department of education Annamalai Unversity.
- Presented a paper on "Interview as a basic strategy in qualitative research" in the National level seminar on "Quality improvement in educational research : Innovative trends" at St. Joseph's Training College Mannanam on March 5<sup>th</sup> and 6<sup>th</sup> 2010.

**Dr. Benny K.M.**

- Published the third edition of the book "A text book of Health and Physical Education"

### **Mrs. Tessy Joseph Kallarackal**

- Presented a paper on the topic “ Appropriate use of various conflicts management styles for minimizing human conflicts ” in the International Conference On Education For Mitigation Of Human Conflicts on 18-19 February, 2010 in the Department of Education, Annamalai University.
- Presented a paper on “Observation as tool in ethnographic research” in the National level seminar on “Quality improvement in educational research : Innovative trends” at St. Joseph’s Training College, Mannanam on March 5<sup>th</sup> and 6<sup>th</sup> 2010.
- Published an article on the topic ‘Multimedia Approach \_An Effective Strategy for Teaching Biology in Higher Secondary Schools’ in the Journal of Education ‘ Pedagogics’.

### **Fr. Sibichen K.K.**

- Published a book titled ‘ An Introduction to Psychological Bases of Education’.
- Published an article on the topic “Thinking skills of secondary teacher education students” in the International Journal of Education ‘ New Frontiers in Education’.
- Presented a paper on “Critical thinking and decision making skills in teaching : a Paradigm Shift “ in the National level seminar on “Quality improvement in educational research : Innovative trends” at St. Joseph’s training college Mannanam on March 5<sup>th</sup> and 6<sup>th</sup> 2010.
- Coordinator of UGC sponsored National level seminar on “Quality improvement in educational research: Innovative trends” at St. Joseph’s training college Mannanam on March 5<sup>th</sup> and 6<sup>th</sup> 2010.

### **Mrs. Latha Joseph**

- Presented a paper on “Exploring Complementary Respective in Research in Education” in the National level seminar on “Quality improvement in educational research : Innovative trends” at St. Joseph’s training college Mannanam on March 5<sup>th</sup> and 6<sup>th</sup> 2010.

All our staff members have participated in various seminars and workshops in the field of teacher education.

### **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 14th August 2009.

## **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. With a view to developing our student teachers into mature, integrated and resourceful persons programmes like 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 Spiritual Animation Cell. To facilitate the social exposure of students study tours were organized to different parts of India. Our students visited Goa under the supervision of teachers. A spoken English class was conducted for the students by experts.

4. To ensure that our students are physically healthy we conducted a free eye testing camp in the college. 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.
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.

### **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 qualified NET/SET.

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

Seminars and Workshops were conducted on the following topics:

1. Quality Improvement in Educational Research: Innovative Trends
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:

A research project on the topic 'An Exploratory Study of the Phenomenological Primitives and Misconception of Students of Age group 11 -13 yrs.' submitted by Fr. (Dr.) K.M. Rajan (Sel. Grade) Lecturer is approved for UGC funding.

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:

One

B.12. Number of research scholars:

Two Doctoral Level research scholars are working under the guidance of Dr. K.M. Rajan.

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

Nil

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 of monitory fund for helping the blind.
4. Collection and distribution of old News papers to 'Sneha Bhavan' for the preparation of paper covers.
5. Collection and distribution of monitory fund and old cloths for social service centres.
6. Collection of a fund for our model school, St. Ephrem's HSS, Mannanam.

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

Five 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 - 42

Journals - 6

Periodicals - 1

CD - 9

Total cost: Rs. 19231/-

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 mentors

○ 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. 31028.63

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:

Maintenance and painting works of buildings were undertaken.

Shelves were purchased to the laboratories.

B.26. Technology upgradation:

The following items were purchased during the academic year 2009-10

- LCD Projector
- CDS

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

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

Fr. William Memorial Resource Centre was established.

B.28. Financial aid to students:

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

UGC XI Plan Scheme: Colleges Located in Rural/Remote/Boarder/Hill/Tribal areas.

UGC Grant under the scheme: Colleges with Relatively Higher Proportion of SC/ST/OBC (Excluding creamy layer) and Monorities/Econoically deprived/Physically Challenged - XI Plan.

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. PTA sponsored the christmas cake for students as part of the christmas celebrations held in the college.

**B.31. Health services:**

The college conducted free eye testing camp with the help of Vasan Eye Care, Kottayam 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. 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 98.6% of students passed with 18 distinctions, 115 first classes and 13 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 Nedumkunnam 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. Saji Jacob won third prize in poster designing competition held as part of Mahatma Gandhi University Youth Festival. Students of the college also participated in Carmel Fest conducted by Mount Carmel College of Education Kottayam Suparna K. Mathew won second prize in light music. College team also won 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. Two Members attended Two members attended a one day programme on e-grantz organized Government of Kerala in November 2009. A two day programme on Disbursement of e-grantz organized by Government of Kerala in December 2009. Four members of the Non-teaching staff attended a one day training programme 'SPARK' conducted by Government of Kerala on January 22, 2010.

38. Healthy practices of the Institution.

Leadership in cluster college activities, grading and semestrization 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 2010. Plan of action for the academic year 2010-11 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