Form IV

(See sub-rule (3) of rule 8 of NCTE Rules, 1997)

QUESTIONNAIRE FOR INSPECTION

Inspection of Recognised Institutions

(Under Section 13 of the National Council for Teacher Education Act, 1993)

Digitalized Format for Self Appraisal Report Year of Appraisal 2017-2018

Profile of the Teacher Education Institution

1.	Name of the institution		St. Joseph's Training College, Mannanam									
2.	Address for communication		St. Joseph's Training College, Mannanam P.O., Kottayam Dt. Kerala, Pin 686561									
3.	Phone No. (with STD Code)		0481 2597347, 2970011									
4.	Fax No.		0481 25973	47								
5.	E-mail		stjosephstra	ainingcollege@gmail.	com							
6.	Date of establishment of the inst	titution	1957 (B.Ed.)									
7.	Course(s) offered		M.Ed. (200	M.Ed. (2005) Self financing								
	1	2	3	4	5							
	Name of the course in full	Stage/level	Duration	Year of starting the course	Intake approved							
	Master of Education	Post graduate	2 year	2005	50							
8.	Name of the University/Examinir Body to which the institutio	•	Mahatama (Gandhi University, Ko	ttayam							
9.	Number and date of the order of Regional Committee grant recognition/Permission (course	ting	dtd. 26-08-2 F. SRO/NCT F. SRO/NCT	MEd/SRO/NCTE/2005 2005 FE/2010-11/20826 dtc FE/APSO-3550/M.Ed. 5-16/68972 dtd. 30-6-	I. 31-8-2010 /KL/							
10.	Mode of selection of candidates				Yes	No						
	(a) Centralised test at the state le	evel				✓						
	(b) Test conducted by the univer	sity				✓						
	(c) Test conducted by the institution											
	(d) Test conducted by an independent agency											
	(e) Based on marks obtained in	the qualifying exami	nation		\checkmark							
	(f) By the management				✓							

11.	Criteria for admission :						Yes	No
	(a)	As per NCTE norms					✓	
	(b)	Norms superior to NCTE						✓
	(c)	In relaxation of NCTE norms with respect to minimum percentage of mar	ks					✓
	(d)	In relaxation of NCTE norms with respect to qualifying course						✓
	(e) In relaxation of special eligibility provisions of NCTE norms such as participation in national/regional/state/university level events							
	(f) In relaxation of professional experience						✓	
	(g)	In relaxation of professional experience and performance in qualifying co	urse					✓
12.	Aca	demic calendar of the outgoing academic session (2016-18 batch)	D	D	М	М	Υ	Υ
	(a)	Start of admission	2	2	0	6	1	6
			D	D	M	М	Υ	Υ
	(b)	Closure of admission	2	7	0	7	1	6
			D	D	M	М	Υ	Υ
	(c)	Start of teaching	1	1	0	7	1	6
			D	D	M	М	Υ	Υ
	(d)	Last teaching day	3	1	0	3	1	7
	(e)	Number of teaching days				2	0	3
	(f)	Number of days of vacation/break during the academic session					1	0
13.	Prac	ctice Teaching at School and College						
	(a)	Total number of practicing teaching days/internship					2	0
	(b)	Minimum number of practice teaching lessons given by each student					0	0
14.	Pre-	practice teaching at the institution						
	(a)	Number of pre-practice teaching days (simulated/micro-teaching/any other)			N/A			
	(b)	Minimum number of pre-practice teaching lessons given by each student			N/A			
	(c)	Total number of demonstration lessons held			N/A			

15.	Exa	minations						
	(a)	Number of sessional tests held for each paper						2
	(b)	Number of assignments for each paper						2
			D	D	M	М	Υ	Υ
	(c)	Date of commencement of annual examination	2	5	0	4	1	8
			D	D	M	М	Υ	Υ
	(d)	Date of declaration of result	0	0	0	0	1	8
			D	D	M	М	Υ	Υ
	(e)	Date of submission of dissertation	0	8	0	3	1	8
		(Post-graduate course)						
16.	Sch	eme of examination					Yes	No
	(a)	External examination only						✓
	(b)	Internal and external examinations					✓	
	(c)	Internal examination only						✓
17.	Stud	lent support and progression						
	(a)	Number of students who appeared in the final examination					0	6
	(b)	Number of students who passed in the examination					0	5
	(c)	Number of students who failed in the examination					0	1
	(d)	Number of students who joined higher studies						2
	(e)	Number of students who took up teaching employment					0	1
	(f)	Number of students who secured employment through the institution						
18.	Tead	ching Resources					Yes	No
	(a)	Principal/Head of the Department is in position					√	
	(b)	Number of teachers employed on full-time basis					0	4
	(c)	Number of teachers employed on part-time basis					0	0
	(d)	Number of Guest lecturers engaged					0	0
	(e)	Number of teachers on regular scale of pay					0	0
	(f)	Number of teachers on consolidated remuneration					0	4
	(g)	Number of teachers with qualifications as per NCTE norms					0	4
	(h)	Number of teachers yet to qualify NET/SLET					0	0

	(i)	Number of teachers yet to obtain post-graduate degree in education	Nil			
	(j)	Number of teachers without school experience		0	0	
19.	Profe	essional Development of Teachers				
	(a)	Number of teachers who attended in-service courses during the preceding year				
	(b)	Number of teachers enrolled in part-time post-graduate course in education (M.Ed./M.A.(Education)/M.Phil)			0	
	(c)	Number of teachers enrolled in full-time post-graduate course in education (M.Ed./M.A.(Education)/M.Phil)		0	0	
	(d)	Number of teachers enrolled in Ph.D. programme			0	
	(e)	Number of teachers who participated in seminars/ conferences/ workshops			0	
	(f)	Number of papers published by the teachers			0	
	(g)	Number of teachers who received professional recognition/ awards		0	0	
20.	Land	and Building		Yes	No	
	(a)	Institution functions from its own building		✓		
	(b)	Institution functions from a rented building			✓	
	(c)	Institution building is under construction			✓	
	(d)	Institution building is shared for running another course(s)			✓	
	(e)	Title of the land is on free-hold ownership basis		✓		
	(f)	Title of the land is on long-lease as per law			✓	
21.	Educ	cational Technology				
	(a)	Number of computers with supporting accessories		3	0	
	/b)	Access to Internet			No	7
	(b)	Access to Internet		✓		╛
	(c)	Number of hands - on experience hours provided to each student per week		0	6	
	(d)	Number of education related CD-ROMs available	2	2	8	
	(e)	Number of education related video-cassettes available		0	3	
	(f)	Number of education related audio-cassettes available		1	1	
				Yes	No	
	(g)	Website of the institution		✓		
	(h)	Availability of LCD projector		✓		

	(i)	Availability of OHP				✓	
	(j)	Availability of TV				✓	
	(k)	Availability of VCR				✓	
	(I)	Availability of public-address system				✓	
22.	Libra	ary resources					
	(a) N	lumber of books in the library	1	9	6	9	2
	(b) N	lumber of books added to the library during the preceding year				1	4
	(c)	otal Number of educational journals/periodicals being subscribed				1	4
	(d) I	lumber of encyclopaedia available in the library				5	0
	(e) 1	lumber of books available in the reference section of the library		3	1	7	8
	(f) T	otal seating capacity in the library				7	5
23.	•	ts and Physical Education Resources				Yes	No
	(a)	Playground (football/hockey etc.)					✓
	(b)	Playground (football/hockey etc.) of another institution on sharing basis				√	
	(c)	Gymnasium/Multipurpose hall				✓	
	(d)	Facilities for gymnasium				✓	
	(e)	Facilities for athletics				✓	
	(f)	Facilities for Health Education				√	
	(g)	Facilities for Anatomy Lab					✓
	(h)	Facilities for Physiology Lab					✓
Orga	anisat	ion and Management					
24.	Insti	ution is				Yes	No
	(a)	Government owned					✓
	(a)	Aided				✓	
	(b)	Unaided					√
	(c)	University Department					✓
25.	(a)	Minimum emoluments (basic pay and allowances) paid to teachers on regular appointment is	1	4	0	0	0

	(b)	paid to teachers on adhoc service is						
	(c)	Minimum consolidated remuneration paid to teachers is		1	2	0	0	0
	(d)	Per lecture honorarium paid to guest lecturers is					0	0
							Yes	No
26.	(a)	Salaries are paid in cash					✓	
	(b)	Salaries are paid through account payee cheque					✓	
							Yes	No
27.	(a)	Salaries are disbursed each month					✓	
	(b)	Teachers are paid salary for the vacation period Expenditure and Receipts					√	
28.	(a)	Salaries paid to teaching staff during the preceding financial year	8	4	0	0	0	0
	(b)	Salaries paid to non-teaching staff during the preceding financial year		7	2	0	0	0
	(c)	Amount spent on utilities during the preceding financial year	0	0	0	0	0	0
	(d)	Amount spent on purchase of books and journals for the library during the preceding financial year		0	0	0	0	0
	(e)	Amount spent on purchase of equipment during the preceding financial year			0	0	0	0
	(f)	Amount spent on purchase of furniture during the preceding financial year					Nil	
	(g)	Amount spent on capital expenditure during the preceding financial year					Nil	
	(h)	Amount spent on contingencies during the preceding financial year			1	2	0	0
29.	(a)	Amount carried forward from the previous financial year		2	4	2	0	3
	(b)	Receipts from fees (tuition and all other fees) during the preceding financial year	4	3	7	5	0	0
	(c)	Receipts from donation during the preceding financial year		Nil				
	(d)	Receipts from consultancies and extension programmes during the preceding financial year		Nil				
	(e)	Amount of grants received from the governments during the preceding financial year		Nil				

	(f)	Income from investments during the preceding financial year		3	3	2	1	5	5
30.	Exce	ess of expenditure over income						✓	
	Amo	unt of excess expenditure over income.	7	8	8	1	0	4	5
21. The institutional accounts of the proceeding financial year									
JI.	 The institutional accounts of the preceding financial year have been audited 							✓	
Endowment fund and Reserve Fund									
32.	(a)	Amount of Endowment fund	1	0	3	9	5	4	4
	(b)	Amount of Reserve fund		3	7	0	3	0	4
								Yes	No
	(c)	Endowment fund is maintained jointly with NCTE						✓	

33. Resume of the institution

The third semester of M.Ed. 2016-18 batch commenced on 1st June 2017 with six students on the roll. M.Ed. batch of 2017-19 academic year was commenced on July 4th 2017 with 1 students on the roll. The students were given a tw0day orientation programme.

Thesis topic selection

The topics for the theses works at M.Ed. 2016-18 batch were discussed for confirmation of the same, on 29th march 2-017 The resource person was Mr. Jose M.C. Assistant Professor, Dept. of Statistics, SB College, Changanacherry. Students presented their research proposals through power point. Then it was opened for discussion.

Internship

The internship programme of third semester M.Ed. batch aimed at acquisition of students with working of primary Teacher Education institutions. The internship programme with these institutions was held from 8th August 2017 to 26th August 2017. And they have undergone a period of supervised training in primary schools too. It was from 1st September to 8th September 2017. The aim of the same was to get familiarized with the ongoing practices including administration curricular and co-curricular activities that are being imparted there.

The internship programme of the fourth semester of M.Ed. batch aimed at dcquiring the M.Ed. students with B.Ed. teaching practice was conducted from January 8th to 8th February 2018. The M.Ed. interns took classes for the B.Ed. students in various subjects from the thematic clusters A, B and C as per their syllabus. They also observed the practice teaching classes of B.Ed. students and also they gained direct experience of all aspects of the institution including the history of the institution and all its material and human resources. It was during the period of 20th February to 6th March 2018.

Nutshell of the major activities

Students conducted a rally on the remembrance of **Quit India** movement on its 76th anniversary on 09-08-2017. They created slogans and celebrated the day with true spirit of nationalism.

Students engaged in activities like campus cleaning, planting trees on 14th August 2017 as a part of **Nature club activities** though the club was formally inaugurated. Flag hoisting, sweet distribution and independence day message by Principal Dr. Varghese K Cheriyan and other teachers were there as **Independence day celebration's** part.

The **clubs** like Cultural club, Debate club, Literary club, Nature and Tourism club, Social service club, Women's cell etc were formally inaugurated by **Mr. Sebin S. Kottaram**, International motivational speaker, Journalist, Writer) on 09-08-2017. Cultural programmes by the students made the event brighter.

Teachers' day was duly celebrated on 05th September 2017. A **'Gurupooja'** session was functioned. The staff and students of this college celebrated the Onam on 30th August 2017. Onam message was delivered by Rev. Fr. Thomas Choolaparambil, Principal, St. Ephrems Higher Secondary School Mannanam. As part of **Onam celebrations** there had

games, competitions and then the traditional 'Onasadya'.

Gandhi jayanthi was observed as cleaning day. Campus and the neighbouring environment were cleaned by students along with B.Ed students. It was on 03-10-2017.

M.Ed batch 2016-18 were allowed to collect data needed for their theses works. The scheduled period for **data collection** was 20 days.

The **inauguration of College union** of activities was done by Padmasree Dr. Kurian John Melamparambil and it was held on 27-09-2017. Ms. Rosamma Kurian was elected as the representative of M.ED 2016-'18 BATCH. After the Christmas day celebrations, college closed for the vacation and then re-opened on January 1th 2018.

National Science Day sponsored by KSCSTE was celebrated on 28-02-2018. **Mr. Abraham Thomas**, Asso. Professor, Peet Memorial Training College, Mavelikkara and **Dr. Sebastian Mathew**, Former HOD, Department of Physics, K.E. College, Mannanam delivered on the day. Collage competition was held as a part of it.

On March 1st 2018, college conducted its 61th Annual **Sports Meet** and it was inaugurated by Rev. Fr. Thomas Choolaparambil, Principal of St. Ephrem's HSS, Mannanam.

The **Arts Fest** was organized on 06-03-2018 with competitions in various arts and literary events.

Field Visit

M.Ed. batch 2016-18 conducted a field visit to 'Sasthrayan Exhibition organized by Mahatma Gandhi University on 26th and 27th February 2018. In addition to the exhibion displays set up by the teaching /research departments, the university had arranged facilities for visitors to the international, national and interuniversity centers under the Mahatma Gandhi University, Museum and library.

FUTURE PLANS

M.Ed. Department intends to start M.Phil. course in Education. The M.Ed. department also applied for Research Center in Education of M.G. University. The department intends to bring out a compact edition of the complete research works carried out in this institution along with its C.D.

(Signature of the Head of the Institution/Principal)

(Signature of the Manager/Secretary of the Society/Trust)