

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 2011-2012

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
4. Fax No. 0481 2597347
5. E-mail stjosephstrainingcollege@gmail.com
6. Date of establishment of the institution 1957
7. Course(s) offered M.Ed.

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	1 year	2005	35

8. Name of the University/Examining Body to which the institution is affiliated Mahatama Gandhi University, Kottayam
9. Number and date of the order of the Regional Committee granting recognition/Permission (course wise)
M.Ed.FKL/MEd/SRO/NCTE/2005-06/2512;
dtd. 26-08-2005
F. SRO/NCTE/2010-11/20826 dtd. 31-8-2010
(Increased intake of 35)

- | | | |
|---|-------------------------------------|-------------------------------------|
| 10. Mode of selection of candidates | Yes | No |
| (a) Centralised test at the state level | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| (b) Test conducted by the university | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (c) Test conducted by the institution | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| (d) Test conducted by an independent agency | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| (e) Based on marks obtained in the qualifying examination | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| (f) By the management | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

11. Criteria for admission :	Yes	No
(a) As per NCTE norms	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(b) Norms superior to NCTE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(c) In relaxation of NCTE norms with respect to minimum percentage of marks	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(d) In relaxation of NCTE norms with respect to qualifying course	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(e) In relaxation of special eligibility provisions of NCTE norms such as participation in national/regional/state/university level events	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(f) In relaxation of professional experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(g) In relaxation of professional experience and performance in qualifying course	<input type="checkbox"/>	<input checked="" type="checkbox"/>

12. Academic calendar of the outgoing academic session	D	D	M	M	Y	Y
(a) Start of admission	0	5	0	4	1	0
	D	D	M	M	Y	Y
(b) Closure of admission	1	0	0	5	1	0
	D	D	M	M	Y	Y
(c) Start of teaching	1	2	0	4	1	0
	D	D	M	M	Y	Y
(d) Last teaching day	2	8	0	2	1	1
(e) Number of teaching days				1	8	0
(f) Number of days of vacation/break during the academic session					3	0

13. Practice Teaching at School	
(a) Total number of practicing teaching days	N/A
(b) Minimum number of practice teaching lessons given by each student	N/A
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. Examinations

(a) Number of sessional tests held for each paper

	3
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(b) Number of assignments for each paper

	5
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D D M M Y Y

(c) Date of commencement of annual examination

1	1	0	3	1	1
---	---	---	---	---	---

D D M M Y Y

(d) Date of declaration of result

1	5	0	6	1	1
---	---	---	---	---	---

D D M M Y Y

(e) Date of submission of dissertation
(Post-graduate course)

0	7	0	2	1	1
---	---	---	---	---	---

16. Scheme of examination

Yes No

(a) External examination only

	✓
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(b) Internal and external examinations

✓	
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(c) Internal examination only

	✓
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17. Student support and progression

(a) Number of students who appeared in the final examination

2	5
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(b) Number of students who passed in the examination

2	4
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(c) Number of students who failed in the examination

0	1
---	---

(d) Number of students who joined higher studies

(e) Number of students who took up teaching employment

1	5
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(f) Number of students who secured employment through the institution

18. Teaching Resources

Yes No

(a) Principal/Head of the Department is in position

✓	
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(b) Number of teachers employed on full-time basis

0	4
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(c) Number of teachers employed on part-time basis

0	0
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(d) Number of Guest lecturers engaged

0	2
---	---

(e) Number of teachers on regular scale of pay

0	0
---	---

(f) Number of teachers on consolidated remuneration

0	6
---	---

(g) Number of teachers with qualifications as per NCTE norms

0	4
---	---

(h) Number of teachers yet to qualify NET/SLET

0	2
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(i)	Number of teachers yet to obtain post-graduate degree in education	Nil			
(j)	Number of teachers without school experience				
19. Professional 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		1	
(d)	Number of teachers enrolled in Ph.D. programme			2	
(e)	Number of teachers who participated in seminars/ conferences/ workshops			1	
(f)	Number of papers published by the teachers			3	
(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. Educational Technology					
(a)	Number of computers with supporting accessories	3		1	
		Yes	No		
(b)	Access to Internet	✓			
(c)	Number of hands - on experience hours provided to each student per week	0		1	
(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 | <table border="1"><tr><td>✓</td><td></td></tr></table> | ✓ | |
| ✓ | | | |
| (j) Availability of TV | <table border="1"><tr><td>✓</td><td></td></tr></table> | ✓ | |
| ✓ | | | |
| (k) Availability of VCR | <table border="1"><tr><td>✓</td><td></td></tr></table> | ✓ | |
| ✓ | | | |
| (l) Availability of public-address system | <table border="1"><tr><td>✓</td><td></td></tr></table> | ✓ | |
| ✓ | | | |

22. Library resources

- | | | | | | | |
|---|---|---|---|---|---|---|
| (a) Number of books in the library | <table border="1"><tr><td>2</td><td>0</td><td>4</td><td>9</td><td>5</td></tr></table> | 2 | 0 | 4 | 9 | 5 |
| 2 | 0 | 4 | 9 | 5 | | |
| (b) Number of books added to the library during the preceding year | <table border="1"><tr><td>4</td><td>0</td><td>7</td></tr></table> | 4 | 0 | 7 | | |
| 4 | 0 | 7 | | | | |
| (c) Total Number of educational journals/periodicals being subscribed | <table border="1"><tr><td>3</td><td>6</td></tr></table> | 3 | 6 | | | |
| 3 | 6 | | | | | |
| (d) Number of encyclopaedia available in the library | <table border="1"><tr><td>4</td><td>8</td></tr></table> | 4 | 8 | | | |
| 4 | 8 | | | | | |
| (e) Number of books available in the reference section of the library | <table border="1"><tr><td>3</td><td>1</td><td>6</td><td>0</td></tr></table> | 3 | 1 | 6 | 0 | |
| 3 | 1 | 6 | 0 | | | |
| (f) Total seating capacity in the library | <table border="1"><tr><td>7</td><td>5</td></tr></table> | 7 | 5 | | | |
| 7 | 5 | | | | | |

23. Sports and Physical Education Resources

- | | | | |
|---|--|---|---|
| Institution has | Yes No | | |
| (a) Playground (football/hockey etc.) | <table border="1"><tr><td></td><td>✓</td></tr></table> | | ✓ |
| | ✓ | | |
| (b) Playground (football/hockey etc.) of another institution on sharing basis | <table border="1"><tr><td>✓</td><td></td></tr></table> | ✓ | |
| ✓ | | | |
| (c) Gymnasium/Multipurpose hall | <table border="1"><tr><td></td><td>✓</td></tr></table> | | ✓ |
| | ✓ | | |
| (d) Facilities for gymnasium | <table border="1"><tr><td></td><td>✓</td></tr></table> | | ✓ |
| | ✓ | | |
| (e) Facilities for athletics | <table border="1"><tr><td>✓</td><td></td></tr></table> | ✓ | |
| ✓ | | | |
| (f) Facilities for Health Education | <table border="1"><tr><td>✓</td><td></td></tr></table> | ✓ | |
| ✓ | | | |
| (g) Facilities for Anatomy Lab | <table border="1"><tr><td></td><td>✓</td></tr></table> | | ✓ |
| | ✓ | | |
| (h) Facilities for Physiology Lab | <table border="1"><tr><td></td><td>✓</td></tr></table> | | ✓ |
| | ✓ | | |

Organisation and Management

- | | | | |
|---------------------------|--|---|---|
| 24. Institution is | Yes No | | |
| (a) Government owned | <table border="1"><tr><td></td><td>✓</td></tr></table> | | ✓ |
| | ✓ | | |
| (a) Aided | <table border="1"><tr><td></td><td>✓</td></tr></table> | | ✓ |
| | ✓ | | |
| (b) Unaided | <table border="1"><tr><td>✓</td><td></td></tr></table> | ✓ | |
| ✓ | | | |
| (c) University Department | <table border="1"><tr><td></td><td>✓</td></tr></table> | | ✓ |
| | ✓ | | |

- | | | | | | | | |
|--|--|---|---|---|---|---|---|
| 25. (a) Minimum emoluments (basic pay and allowances) paid to teachers on regular appointment is | <table border="1"><tr><td></td><td>1</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table> | | 1 | 0 | 0 | 0 | 0 |
| | 1 | 0 | 0 | 0 | 0 | | |

(b)	Minimum emoluments (basic pay and allowances) paid to teachers on adhoc service is							
(c)	Minimum consolidated remuneration paid to teachers is	<table border="1"><tr><td></td><td>7</td><td>0</td><td>0</td><td>0</td></tr></table>		7	0	0	0	
	7	0	0	0				
(d)	Per lecture honorarium paid to guest lecturers is	<table border="1"><tr><td>2</td><td>0</td><td>0</td></tr></table>	2	0	0			
2	0	0						
		Yes No						
26. (a)	Salaries are paid in cash	<table border="1"><tr><td>✓</td><td></td></tr></table>	✓					
✓								
(b)	Salaries are paid through account payee cheque	<table border="1"><tr><td>✓</td><td></td></tr></table>	✓					
✓								
		Yes No						
27. (a)	Salaries are disbursed each month	<table border="1"><tr><td>✓</td><td></td></tr></table>	✓					
✓								
(b)	Teachers are paid salary for the vacation period							
	Expenditure and Receipts	<table border="1"><tr><td>✓</td><td></td></tr></table>	✓					
✓								
28. (a)	Salaries paid to teaching staff during the preceding financial year	<table border="1"><tr><td>7</td><td>4</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>	7	4	0	0	0	0
7	4	0	0	0	0			
(b)	Salaries paid to non-teaching staff during the preceding financial year	Nil						
(c)	Amount spent on utilities during the preceding financial year	<table border="1"><tr><td></td><td>2</td><td>5</td><td>0</td><td>0</td><td>0</td></tr></table>		2	5	0	0	0
	2	5	0	0	0			
(d)	Amount spent on purchase of books and journals for the library during the preceding financial year	<table border="1"><tr><td></td><td>3</td><td>7</td><td>0</td><td>5</td><td>5</td></tr></table>		3	7	0	5	5
	3	7	0	5	5			
(e)	Amount spent on purchase of equipment during the preceding financial year	<table border="1"><tr><td></td><td>7</td><td>1</td><td>3</td><td>1</td><td>8</td></tr></table>		7	1	3	1	8
	7	1	3	1	8			
(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	<table border="1"><tr><td></td><td>2</td><td>6</td><td>9</td><td>7</td><td>9</td></tr></table>		2	6	9	7	9
	2	6	9	7	9			
29. (a)	Amount carried forward from the previous financial year							
(b)	Receipts from fees (tuition and all other fees) during the preceding financial year	<table border="1"><tr><td></td><td>3</td><td>5</td><td>0</td><td>0</td><td>0</td></tr></table>		3	5	0	0	0
	3	5	0	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

30. Excess of expenditure over income

✓	
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Amount of excess expenditure over income.

3	6	3	3	1	7	9
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31. The institutional accounts of the preceding financial year have been audited

✓	
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Endowment fund and Reserve Fund

32. (a) Amount of Endowment fund

5	0	0	0	0	0
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(b) Amount of Reserve fund

3	0	0	0	0	0
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Yes No

(c) Endowment fund is maintained jointly with NCTE

✓	
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33. Resume of the institution

As per the M.G. University academic calendar, regular classes began on 01-06-2012. The college provides excellent academic atmosphere for students to engage in academic endeavours and entrepreneurs. The supportive and enriching educational experience facilitated by the faculty and the college is of utmost significance. Interactions among students is fostered through co-operative efforts to achieve their goals and objectives. The mission of this college is to provide the best possible post graduate programme in Education (M.Ed.) in a caring, value-oriented and peaceful atmosphere which integrates faith, learning and life.

The first week of the course was considered as an orientation week and orientations were given on access to library, access to e-resources, innovations on research and statistical packages. Before finalizing the research topics a research colloquium was conducted. The students were fortunate enough to interact with all faculty members. The students were given chance to visit and explore various libraries. They were also allowed to participate various national level seminars organised by educational institutions. A workshop on Research Methodology, Statistics and SPSS package was organized from 26th September to 2nd October 2011. Prof. D.N. Sansanwal, former Professor and head of the department of education, Devi Ahalya University, Indore was the resource person. A variety of enrichment programmes were planned for the 2011-12 batch of M.Ed. students.

Faculty Initiatives

Mrs. Suramya Mathai

Paper Published

1. Published an article titled "Yoga as a tool in Peace Education" in Gandhi Marg, April - June 2011, pp. 57-74.

Paper Presented

1. Presented a paper titled "Yoga for Peace" in the National Conference Peace conducted by Gandhi Smriti and Darshan Samiti, New Delhi on 14th and 15th December 2011.
2. Presented a paper titled "Human Rights Education for School Children" in the UGC sponsored National Seminar on Human Rights Education: Relevance of Multicultural Education on the Philosophy of pluralism in the contemporary Indian Context held at St.

Joseph's Training College, Mannanam, from on 12th and 13th January, 2012.

3. Presented a paper titled "Education for Sustainable Development" in the National Seminar on Education for Sustainable Development: Recent Trends in meeting the challenges" held at School of Environmental Sciences, M.G. University on 20th and 21st January, 2012.

Seminar Attended

1. Participated in a seminar on Learning Disability titled 'Know Your Child' organized by School of pedagogical sciences and school of behavioural sciences, M. G. university in collaboration with Association for Learning Disabilities India held at M.G. University on 3-08-2011

Workshop Attended

1. Participated in the workshop on Research Methodology, Statistics and SPSS package organized by St. Joseph's Training College, Mannanam from 26th September to 2nd October 2011.

Mrs. Sheeja K.G.

Seminar Attended

1. Participated in a seminar on "Human Rights the elixir & life" organized by Career Guidance Cell, K.E. College, Mannanam. on 10th to 11th February 2012.

(Signature of the Head of the Institution/Principal)

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