

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 2012-2013**

**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 (B.Ed.)
7. Course(s) offered 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	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 checked="" type="checkbox"/> | <input 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	<input type="text" value="2"/>	<input type="text" value="7"/>	<input type="text" value="0"/>	<input type="text" value="5"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
	D	D	M	M	Y	Y
(b) Closure of admission	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="7"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
	D	D	M	M	Y	Y
(c) Start of teaching	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
	D	D	M	M	Y	Y
(d) Last teaching day	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="5"/>	<input type="text" value="1"/>	<input type="text" value="2"/>
(e) Number of teaching days	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="8"/>	<input type="text" value="0"/>
(f) Number of days of vacation/break during the academic session	<input type="text" value="3"/>	<input type="text" value="0"/>				

  

13. Practice Teaching at School and College	
(a) Total number of practicing teaching days	<input type="text" value="1"/> <input type="text" value="8"/>
(b) Minimum number of practice teaching lessons given by each student	<input type="text" value="1"/> <input type="text" value="8"/>

  

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

	1
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(b) Number of assignments for each paper

	1
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D D M M Y Y

(c) Date of commencement of annual examination

2	5	0	5	1	2
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D D M M Y Y

(d) Date of declaration of result

1	5	0	1	1	3
---	---	---	---	---	---

D D M M Y Y

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

1	6	0	7	1	2
---	---	---	---	---	---

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

1	6
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(b) Number of students who passed in the examination

1	6
---	---

(c) Number of students who failed in the examination

0	0
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(d) Number of students who joined higher studies

(e) Number of students who took up teaching employment

1	0
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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
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(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		0	
(d)	Number of teachers enrolled in Ph.D. programme			1	
(e)	Number of teachers who participated in seminars/ conferences/ workshops			3	
(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>5</td><td>1</td><td>8</td></tr></table> | 2 | 0 | 5 | 1 | 8 |
| 2   | 0   | 5 | 1 | 8 |   |   |
| (b) Number of books added to the library during the preceding year    | <table border="1"><tr><td>1</td><td>6</td><td>5</td></tr></table>                     | 1 | 6 | 5 |   |   |
| 1   | 6   | 5 |   |   |   |   |
| (c) Total Number of educational journals/periodicals being subscribed | <table border="1"><tr><td>2</td><td>9</td></tr></table>                               | 2 | 9 |   |   |   |
| 2   | 9   |   |   |   |   |   |
| (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>4</td><td>6</td></tr></table>           | 3 | 1 | 4 | 6 |   |
| 3   | 1   | 4 | 6 |   |   |   |
| (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>2</td><td>0</td><td>0</td><td>0</td></tr></table> |   | 1 | 2 | 0 | 0 | 0 |
|  | 1  | 2 | 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>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				
(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>3</td><td>1</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>	3	1	0	0	0	0
3	1	0	0	0	0			
(b)	Salaries paid to non-teaching staff during the preceding financial year	<table border="1"><tr><td></td><td>3</td><td>6</td><td>0</td><td>0</td><td>0</td></tr></table>		3	6	0	0	0
	3	6	0	0	0			
(c)	Amount spent on utilities during the preceding financial year	<table border="1"><tr><td></td><td>9</td><td>9</td><td>5</td><td>5</td><td>0</td></tr></table>		9	9	5	5	0
	9	9	5	5	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>2</td><td>8</td><td>8</td><td>8</td><td>7</td></tr></table>		2	8	8	8	7
	2	8	8	8	7			
(e)	Amount spent on purchase of equipment during the preceding financial year	<table border="1"><tr><td></td><td>5</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>		5	0	0	0	0
	5	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	<table border="1"><tr><td></td><td></td><td>8</td><td>9</td><td>9</td><td>2</td></tr></table>			8	9	9	2
		8	9	9	2			
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>3</td><td>6</td><td>7</td><td>5</td><td>0</td><td>0</td></tr></table>	3	6	7	5	0	0
3	6	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

Nil

30. Excess of expenditure over income

✓	
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Amount of excess expenditure over income.

4	3	5	4	3	6	1
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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 variety of enrichment programmes were planned for the 2012-13 batch of M.Ed. students. Out of the total strength of 16 in M.Ed. Examination 2011-12 batch 2 students got A, 7 students got B+, 6 students got B and 1 student got C+.

### Faculty Initiatives

**Mrs. SURAMYA MATHAI**

#### Publication:

- Published an article on 'Report on the present status of Adult education and Literacy Programmes in Kerala' in **Education at the crossroads**, an International Journal of Education and Humanities, January 2013.
- Published an article on 'Yoga as a tool in Peace Education' in **Gandhimarg** (international journal), April - June 2011.
- Published a Research abstract on 'Effectiveness of Yoga as an Educational Strategy for Practising Peace Education among Student Teachers' in **Edutracks**(national journal), June 2009.

**Paper Presentations:**

- Presented a paper on '**Yoga for Peace**' in the National Convention on Peace organized by Gandhi Smriti and Darsan Samiti, New Delhi on 14<sup>th</sup> and 15<sup>th</sup> December 2011
- Presented a paper on '**Human Rights Education for School Children**' in the UGC Sponsored National level Seminar on 'Human Rights Education: Relevance of Multicultural Education based on the Philosophy of Pluralism in the Contemporary Indian Context' organized by St. Joseph's Training College, Mannanam on 12<sup>th</sup> and 13<sup>th</sup> January 2012.
- Presented a paper on '**Education for Sustainable Development**' in the UGC Sponsored National level Seminar on 'Sustainable Development: Recent Trends in Meeting the Challenges' organized by School of Environmental Sciences, Mahatma Gandhi University on 20<sup>th</sup> and 21<sup>st</sup> January 2012.
- Presented a paper on '**Education for Sustainable Development and Cosmic Peace**' in the UGC Sponsored National level Seminar on 'Educational Renaissance for a New Generation' organized by St. Thomas College of Teacher Education, Pala on 28<sup>th</sup> and 29<sup>th</sup> November 2012.

**Workshops Attended:**

- Workshop on 'Evaluation' organized by Mahatma Gandhi University Social Science Teacher Educator's Consortium at S.N. College of Education, Muvattupuzha on 01.08.2008
- Workshop on 'Curriculum Transaction Based on Constructivist Paradigm' organized by School of Pedagogical Sciences, Mahatma Gandhi University on 28.03.2008
- State level workshop on 'Materialising Social Constructivism and Critical Pedagogy in the classroom' organized by N.S.S. Training College, Changanassery on 16<sup>th</sup> and 17<sup>th</sup> January, 2009.
- National Level Workshop on 'Research Methodology, Statistics and SPSS Package' organized by St. Joseph's Training College, Mannanam in collaboration with Mahatma Gandhi University from 26<sup>th</sup> September to 2<sup>nd</sup> October 2011.

**Seminars Attended:**

- Orientation Programme on 'A Gamut of Articulation to the felt issues and the Paradigmatic shifts of Recharging teachers at M.Ed. degree level' organized by the school of Pedagogical Sciences, Mahatma Gandhi University on 3<sup>rd</sup> and 4<sup>th</sup> May 2012.
- UGC SAP National Seminar on 'Contemporary Nonviolent Movements in India and abroad' held at School of Gandhian Thought and Development Studies, Mahatma Gandhi University on 23<sup>rd</sup> and 24<sup>th</sup> August 2012
- Seminar on 'Modern Educational Practices' organized by All Kerala Training College Teachers' Association at Mount Carmel College of Teacher Education on 20.10.2008
- Seminar on 'Curriculum Transaction in Social Science' organized by All Kerala Training College Teachers' Association at Carmel College of Teacher Education on 21.10.2008
- Seminar on 'Reconstructed B.Ed. Curriculum in Social Science' organized by All Kerala Training College Teachers' Association at St. Joseph's Training College, Mannanam on 06.11.2009.
- Seminar on 'Learning Disability, titled 'Know your child', organized by the School of Pedagogical Sciences and School of Behavioural Sciences, Mahatma Gandhi University on 03.08.2011.



**Mrs. DHANYA G.**

**Paper Presentation**

- Presented a paper on '**Graphic Organizers as Visual Learning Strategy for Smart Classrooms**' in the UGC Sponsored National level Seminar on 'Educational Renaissance for a New Generation' organized by St.Thomas College of Teacher Education, Pala on 28<sup>th</sup> and 29<sup>th</sup> November 2012.

**Seminar and Orientation Program**

- Orientation Program on 'A Gamut of Articulation to the felt issues and the Paradigmatic shifts of Recharging teachers at M.Ed. degree level' organized by the school of Pedagogical Sciences, Mahatma Gandhi University on 3<sup>rd</sup> and 4<sup>th</sup> May 2012.
- Participated in the National level Seminar on Education for sustainable development organized by WWF with the support of ministry of environment and forest, Govt. of India at Mangalam College of Teacher Education.

**Ms. JISMY RAJ**

**Paper Presentation**

1. Presented a paper in the National Seminar on "Education the sine qua non for sustainable Development on 20<sup>th</sup> & 21<sup>st</sup> August 2009 at St. Thomas College, Pala.

**Workshop**

1. Participate in the in the International workshop on Disaster Risk Reduction and Contingency Planning (Surakshaayanam 2012) jointly organized by Dept. of Revenue and Disaster Management, Govt. of Kerala, Kerala State Disaster Management Authority and institute of Land and Disaster Management during 9<sup>th</sup> - 10<sup>th</sup> March 2012 at Kanakakkunnu Palace Grunds, Thiruvananthapuram, Kerala, India.
2. Participated in the Inter University Workshop on 'The Orbit of Unified B.Ed. Degree Programme' organized by school of Pedagogical Science, M.G. University on 8<sup>th</sup> December 2009.

**Conference**

1. Participated in the Disaster, Risk Vulnerability Conference 2011 organized by the school of Environmental Science, M.G. University, Kottayam in association with State Disaster Management Authority, Kerala Disaster Management Cell, Indian Medical Association, Kerala and Advanced Centre of Environmental Studies and sustainable Development, M.G. University on 12 to 14 March 2011.

**National Seminar**

1. National Level Seminar on "Interactive Exploration towards quality Research continuum" organized by SPS, M.G. University on 26<sup>th</sup> March 2010.

N.G.O.

1. Executive member in an NGO named 'EHAEFT', Kottayam

(Signature of the Head of the Institution/Principal)

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