

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 2014-2015

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 | <table border="1" style="display: inline-table;"><tr><td style="width: 50%;"></td><td style="width: 50%; text-align: center;">✓</td></tr></table> | | ✓ |
| | ✓ | | |
| (b) Test conducted by the university | <table border="1" style="display: inline-table;"><tr><td style="width: 50%; text-align: center;">✓</td><td style="width: 50%;"></td></tr></table> | ✓ | |
| ✓ | | | |
| (c) Test conducted by the institution | <table border="1" style="display: inline-table;"><tr><td style="width: 50%;"></td><td style="width: 50%; text-align: center;">✓</td></tr></table> | | ✓ |
| | ✓ | | |
| (d) Test conducted by an independent agency | <table border="1" style="display: inline-table;"><tr><td style="width: 50%;"></td><td style="width: 50%; text-align: center;">✓</td></tr></table> | | ✓ |
| | ✓ | | |
| (e) Based on marks obtained in the qualifying examination | <table border="1" style="display: inline-table;"><tr><td style="width: 50%; text-align: center;">✓</td><td style="width: 50%;"></td></tr></table> | ✓ | |
| ✓ | | | |
| (f) By the management | <table border="1" style="display: inline-table;"><tr><td style="width: 50%; text-align: center;">✓</td><td style="width: 50%;"></td></tr></table> | ✓ | |
| ✓ | | | |

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	1	8	0	8	1	4
	D	D	M	M	Y	Y
(b) Closure of admission	3	0	1	0	1	4
	D	D	M	M	Y	Y
(c) Start of teaching	2	0	0	8	1	4
	D	D	M	M	Y	Y
(d) Last teaching day	3	0	0	7	1	5
(e) Number of teaching days				2	0	3
(f) Number of days of vacation/break during the academic session					3	0

13. Practice 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. Examinations

(a) Number of sessional tests held for each paper

	2
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(b) Number of assignments for each paper

	2
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D D M M Y Y

(c) Date of commencement of annual examination

1	3	0	8	1	5
---	---	---	---	---	---

D D M M Y Y

(d) Date of declaration of result

0	0	0	0	0	0
---	---	---	---	---	---

D D M M Y Y

(e) Date of submission of dissertation

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

(Post-graduate course)

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

3	5
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(b) Number of students who passed in the examination

3	5
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(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

0	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	1
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(e) Number of teachers on regular scale of pay

0	0
---	---

(f) Number of teachers on consolidated remuneration

0	5
---	---

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

0	4
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(h) Number of teachers yet to qualify NET/SLET

0	0
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(i) Number of teachers yet to obtain post-graduate degree in education Nil

(j) Number of teachers without school experience

0	0
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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
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(c) Number of teachers enrolled in full-time post-graduate course in education (M.Ed./M.A.(Education)/M.Phil)

0	0
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(d) Number of teachers enrolled in Ph.D. programme

	1
--	---

(e) Number of teachers who participated in seminars/ conferences/ workshops

	4
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(f) Number of papers published by the teachers

	7
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(g) Number of teachers who received professional recognition/ awards

0	1
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20. Land and Building

Yes No

(a) Institution functions from its own building

✓	
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(b) Institution functions from a rented building

	✓
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(c) Institution building is under construction

	✓
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(d) Institution building is shared for running another course(s)

	✓
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(e) Title of the land is on free-hold ownership basis

✓	
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(f) Title of the land is on long-lease as per law

	✓
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21. Educational Technology

(a) Number of computers with supporting accessories

4	0
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Yes No

(b) Access to Internet

✓	
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(c) Number of hands - on experience hours provided to each student per week

0	6
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(d) Number of education related CD-ROMs available

	2	2	8
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(e) Number of education related video-cassettes available

0	3
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(f) Number of education related audio-cassettes available

1	1
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Yes No

(g) Website of the institution

✓	
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(h) Availability of LCD projector

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

1	0	0	0	0
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(d) Per lecture honorarium paid to guest lecturers is

2	0	0
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Yes No

26. (a) Salaries are paid in cash

✓	
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(b) Salaries are paid through account payee cheque

✓	
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Yes No

27. (a) Salaries are disbursed each month

✓	
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(b) Teachers are paid salary for the vacation period
Expenditure and Receipts

✓	
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28. (a) Salaries paid to teaching staff during the preceding financial year

6	9	1	0	0	0
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(b) Salaries paid to non-teaching staff during the preceding financial year

	6	0	0	0	0
--	---	---	---	---	---

(c) Amount spent on utilities during the preceding financial year

2	5	3	4	1	6
---	---	---	---	---	---

(d) Amount spent on purchase of books and journals for the library during the preceding financial year

	3	3	0	8	1
--	---	---	---	---	---

(e) Amount spent on purchase of equipment during the preceding financial year

	5	7	4	8	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

		0	0	0	0
--	--	---	---	---	---

29. (a) Amount carried forward from the previous financial year

	1	9	6	8	2
--	---	---	---	---	---

(b) Receipts from fees (tuition and all other fees) during the preceding financial year

1	3	8	6	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

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

30. Excess of expenditure over income

✓	
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Amount of excess expenditure over income.

5	3	2	6	6	2	2
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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

7	0	7	3	8	9
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(b) Amount of Reserve fund

3	0	0	0	0	0
---	---	---	---	---	---

Yes No

(c) Endowment fund is maintained jointly with NCTE

✓	
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33. Resume of the institution

M.Ed. class of 2014-15 academic year commenced on 20th August 2014 with 35 students on the roll. A course induction ceremony was organized. Rev. Sebastian Chamathara CMI, manager of the college lighted the lamp and inaugurated the function. Principal Dr. Varghese K. Cheriyan welcomed the gathering. Dr. Thomas P.J., administrator of the college, Dr. Sibichen .K.K and Dr. Baby John .T spoke on the occasion. Dr. Suramya Mathai proposed the vote of thanks.

M.Ed. Association

M.Ed. Association, a body to foster democratic values and leadership qualities and to create cultural values and to develop personal talents was formed on 17th September 2014. The following office bearers was unanimously elected

President : Aju George

Secretary : Asha V. Nair

Internship

The internship programme aimed at acquainting the M.Ed students with B.Ed. teaching practice was conducted from september 34th to October 1st. The M.Ed. interns 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

Human Rights Day

Human Rights day was observed on 10th December 2014.

Colloquium

Preparation of the thesis is heart of the M.Ed. programme. Students have to be prepared well for this. Proper guidance was given to the students for the selection of the subject. The topic selected by each student was discussed in detail in the weekly discussion programme. All the staff (guides) and all M.Ed. students actively took part in the discussion. Thread and bare discussion about each student's topic was carried out. Every

student and every guide actively participated in it. As a result of this the topic was changed or modified or proper direction to the work was given.

One of main advantages of this discussion was that every guide as well every student was aware of the topic of other students. Everybody could contribute something to the work of each student. After this preliminary work each student was asked to prepare the research proposal.

The next step was organization of colloquium. For this subject experts as well as expert in the field of statistics were also invited. The key resource person of the colloquium was Prof. M.C. Jose of S.B. College, Changanacherry. The three-day colloquium was held on November 10, 11 & 12, 2014.

Christmas Celebration

The staff and students of the college celebrated Christmas on 19th December 2014 with Carol songs, cake cutting and cultural programmes. Dr. Prameela Devi, member Women's Commission of Kerala gave the Christmas message.

Cultural programme

The M.Ed. students conducted a cultural programme day in the college on 1st January 2015. The whole college community including B.Ed. students attended the programme. A variety of programmes like singing, dancing, folk arts and skits were presented in a colourful way.

Welcome to the New B.Ed. students

The M.Ed. association arranged a formal welcome programme too the new batch of B.Ed. students on 1st January 2015. The programme was attended by all members of Josephite community.

Study Tour

An one day study Tour was conducted on 20th February 2015. The staff and students visited ISRO and state Science and Technology museum at Thiruvananthapuram and Kovalam beach

Conduction of morning assembly

The morning assembly on 18th March 2015 was organized by M.Ed. students. All the staff and students of M.Ed. and B.Ed. were present on the assembly. Holy scriptures of all major religion were read out and reflected on. Morning prayer followed by college anthem and reading of important news of the week were special attraction to those assembled.

The sports day of the college

The sports day of the college was conducted on 7th March 2015. The M.Ed. students whole heartedly participated in all items including the parade

The Inter Training Collegiate Athletic Meet

The inter training Collegiate Athletic Meet of M.G. University hosted by our college was conducted on 21st March 2015. The M.Ed. students whole heartedly participated in the events and worked for the success of the events on the day.

Seminars

A UGC seminar on 'Stress coping strategies' was conducted in the college on 9th and 10th January 2015. The M.Ed. students participated in the seminar and in all discussions

and some of them presented papers.

A UGC sponsored seminar on 'Education for liberation: Contributions of Swami Vivekananda' was conducted in the college on 6th and 7th February 2015. The M.Ed. students participated and presented papers.

A two day UGC sponsored seminar on 'Scientific Excellence of Yoga' was organized in the college on 6th and 7th march 2015. The students participated and presented papers and teachers acted as resource person in the seminar.

Model Examination

The model examination for the First semester M.Ed. was conducted on 23rd, 28th and 29th January 2015.

University Examination

The first semester university examination was conducted on 4th, 6th, 9th and 10th February 2015.

Publications by the Faculty with Impact factor of the Publications

Dr. A. JOHN

Resource person in the "Alappuzha District, Higher Secondary School students' choir formation camp' on 23-01-2015 composed, animated and taught a patriotic song to the camp participants.

Resource person in the "Theatre Training Camp' organized by the Kerala Government Department of Culture conducted at Calicut University Teacher Education Centre, Nattika, Tripurayar on 07.02.2015.

Resource person in the National seminar (UGC sponsored) on 'Scientific Excellence of Yoga' at St. Joseph's Training College, Mannanam. A session on Ashtanga Yoga and Viniyoga for modern man was handled.

Dr. SURAMYA MATHAI

Publication

Research Abstract A study on the relationship between awareness of current affairs and achievement in social science of secondary school students published in 'Education Plus' An International journal of education and humanities.

Presentation

Enhancing metacognition through classroom practices" in UGC sponsored National seminar on "Reflective Practice A tool for professional development of teacher' organized by St. Joseph's Training College, Mannanam on 16th and 17th August 2013.

"Children with Attention deficit hyperactivity disorder" in the international seminar on 'Learning disabilities and inclusion' organized by Mount Carmel Training College, Kottayam in February 2014.

Seminars Attended

National Seminar on 'Reflections on reflective practices' held at St. Thomas College of Teacher Education, Pala on 21 & 22 November 2013.

Seminar on Education for 'Democratic citizenship and human rights in the parliamentary system' held in the college on 14, 15 December 2013.

UGC sponsored national seminar on 'Communication and Computing' organized by School of Pedagogical Sciences, M.G. University on 13-12-2013.

Ms. JISMY RAJ

Paper Presentation

Presented a paper in the National Seminar on "Education the sine qua non for sustainable Development" on August 2009 at St. Thomas training college, Pala.

Workshop

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 9th - 10th March 2012 at Kanakakkunnu Palace Grounds, Thiruvananthapuram, Kerala, India.

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 8th December 2009.

Participated "Teacher training workshop on water conservation and environment education", organized by St. Joseph's training college, Mannanam, on 14th March 2014.

Participated the workshop, "NVivo", organized by St. Joseph's training college, Mannanam, on 02nd Feb. 2014.

Participated the workshop, "Data analysis with the assistance of SPSS package", organized by St. Joseph's training college, Mannanam on 2014 March.

Conference

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 12th to 14th March 2011.

Participated in the one day conference on "Thinking skills", organized by St. Joseph's training college, Mannanam, on 30th November 2012.

National Seminar

Attended UGC sponsored national Level Seminar on "Interactive Exploration towards quality Research continuum" organized by SPS, M.G. University on 26th March 2010.

Attended the Bl. Chavara Kuriyakose Elias lecture series held at St. Joseph's college of teacher education for women, Ernakulum, on 19th August 2013.

Participated national seminar on "Reflective practice, a tool for professional development of teachers", organized by St. Joseph's training college, Mannanam, in collaboration with AKTCTA on 16th and 17th March 2014.

Participated UGC sponsored national seminar on "Reflections on reflective practices", organized by St. Thomas training college, Pala, held on 21st to 22nd November 2013.

Attended UGC sponsored national seminar on "Computing and Communication",

Organized by School of computer sciences, M.G.U., held on 13th to 15th December 2013.

Mrs. ANN MARY THOMAS

Participated and presented a paper on “Opioid Addiction, A Threat to Mental Health of India: An overview” in Dyuti 2015 “International symposium on Evidence in Global Mental Health” on 7-9th January 2015 organized by Rajagiri College of Social Science and International Centre for Mental Health Social Research, University of York, England.

Participated and presented a paper on “Comparative study of Buddhist and christian perspectives of world ethics” in an international conference on “Ethics in the New Millenium: Budhist Perspectives” organized by Tumkur University on Sunday 21st December 2014.

Presented a Paper on “Educational implications of moral values reflected in the first speech of Swami Vivekananda” in the UGC Sponsered National Seminar on “Education for Liberation: Contributions of Swami Vivekananda” on the 6th and 7th February 2015 organized by St. Joseph’s Training College, Mannanam

Seminars Attended

Took part in the UGC sponsored National level seminar on “Scientific Excellece of Yoga: A Multi Sectoral Dialogue” on 6th and 7th March 2015 organized by St. Joseph’s Training College, Mannanam

RAJI M.

Attended a UGC Sponsered National Seminar on “Education for Liberation: Contributions of Swami Vivekananda” on the 6th and 7th February 2015 organized by St. Joseph’s Training College, Mannanam.

Took part in the UGC sponsored National level seminar on “Scientific Excellece of Yoga: A Multi Sectoral Dialogue” on 6th and 7th March 2015 organized by St. Joseph’s Training College, Mannanam

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)