

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 2018-2019

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 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	2 year	2005	50

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
F. SRO/NCTE/APSO-3550/M.Ed./KL/
2015-16/68972 dtd. 30-6-2015

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 type="checkbox"/>	<input checked="" type="checkbox"/>
(c) Test conducted by the institution	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 (2017-19 batch)	D	D	M	M	Y	Y
(a) Start of admission	1	9	0	6	1	7
	D	D	M	M	Y	Y
(b) Closure of admission	0	1	0	7	1	7
	D	D	M	M	Y	Y
(c) Start of teaching	0	4	0	7	1	7
	D	D	M	M	Y	Y
(d) Last teaching day	3	1	0	3	1	8
(e) Number of teaching days				2	0	4
(f) Number of days of vacation/break during the academic session					1	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
--	---

(b) Number of assignments for each paper

	2
--	---

D D M M Y Y

(c) Date of commencement of annual examination

2	5	0	4	1	8
---	---	---	---	---	---

D D M M Y Y

(d) Date of declaration of result

1	4	0	9	1	8
---	---	---	---	---	---

D D M M Y Y

(e) Date of submission of dissertation

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

(Post-graduate course)

16. Scheme of examination

Yes No

(a) External examination only

	✓
--	---

(b) Internal and external examinations

✓	
---	--

(c) Internal examination only

	✓
--	---

17. Student 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. Teaching 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	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">0</td> </tr> </table>				0	0		
0	0								
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)	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px; text-align: center;">0</td> </tr> </table>					0		
	0								
(c)	Number of teachers enrolled in full-time post-graduate course in education (M.Ed./M.A.(Education)/M.Phil)	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">0</td> </tr> </table>				0	0		
0	0								
(d)	Number of teachers enrolled in Ph.D. programme	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px; text-align: center;">1</td> </tr> </table>					1		
	1								
(e)	Number of teachers who participated in seminars/ conferences/ workshops	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px; text-align: center;">0</td> </tr> </table>					0		
	0								
(f)	Number of papers published by the teachers	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px; text-align: center;">0</td> </tr> </table>					0		
	0								
(g)	Number of teachers who received professional recognition/ awards	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">0</td> </tr> </table>				0	0		
0	0								
20. Land and Building		Yes No							
(a)	Institution functions from its own building	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; text-align: center;">✓</td> <td style="width: 20px;"></td> </tr> </table>				✓			
✓									
(b)	Institution functions from a rented building	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px; text-align: center;">✓</td> </tr> </table>					✓		
	✓								
(c)	Institution building is under construction	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px; text-align: center;">✓</td> </tr> </table>					✓		
	✓								
(d)	Institution building is shared for running another course(s)	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px; text-align: center;">✓</td> </tr> </table>					✓		
	✓								
(e)	Title of the land is on free-hold ownership basis	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; text-align: center;">✓</td> <td style="width: 20px;"></td> </tr> </table>				✓			
✓									
(f)	Title of the land is on long-lease as per law	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px; text-align: center;">✓</td> </tr> </table>					✓		
	✓								
21. Educational Technology									
(a)	Number of computers with supporting accessories	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">0</td> </tr> </table>				3	0		
3	0								
(b)	Access to Internet	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; text-align: center;">✓</td> <td style="width: 20px;"></td> </tr> </table>				✓			
✓									
(c)	Number of hands - on experience hours provided to each student per week	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">6</td> </tr> </table>				0	6		
0	6								
(d)	Number of education related CD-ROMs available	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">8</td> </tr> </table>					2	2	8
	2	2	8						
(e)	Number of education related video-cassettes available	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">3</td> </tr> </table>				0	3		
0	3								
(f)	Number of education related audio-cassettes available	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">1</td> </tr> </table>				1	1		
1	1								
		Yes No							
(g)	Website of the institution	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; text-align: center;">✓</td> <td style="width: 20px;"></td> </tr> </table>				✓			
✓									
(h)	Availability of LCD projector	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; text-align: center;">✓</td> <td style="width: 20px;"></td> </tr> </table>				✓			
✓									

- | | | | |
|-----|---------------------------------------|-------------------------------------|--------------------------|
| (i) | Availability of OHP | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (j) | Availability of TV | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (k) | Availability of VCR | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (l) | Availability of public-address system | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

22. Library resources

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

23. Sports and Physical Education Resources

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

Organisation and Management

- | | | Yes | No |
|-----|-----------------------|-------------------------------------|-------------------------------------|
| 24. | Institution is | | |
| (a) | Government owned | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| (a) | Aided | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (b) | Unaided | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| (c) | University Department | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

25. (a) Minimum emoluments (basic pay and allowances) paid to teachers on regular appointment is

	1	4	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>2</td><td>0</td><td>0</td><td>0</td></tr></table>	1	2	0	0	0		
1	2	0	0	0					
(d)	Per lecture honorarium paid to guest lecturers is	<table border="1"><tr><td></td><td>0</td><td>0</td></tr></table>		0	0				
	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>5</td><td>7</td><td>5</td><td>0</td><td>0</td><td>0</td></tr></table>	5	7	5	0	0	0	
5	7	5	0	0	0				
(b)	Salaries paid to non-teaching staff during the preceding financial year	<table border="1"><tr><td></td><td>7</td><td>2</td><td>0</td><td>0</td><td>0</td></tr></table>		7	2	0	0	0	
	7	2	0	0	0				
(c)	Amount spent on utilities during the preceding financial year	<table border="1"><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>	0	0	0	0	0	0	
0	0	0	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>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>		0	0	0	0	0	
	0	0	0	0	0				
(e)	Amount spent on purchase of equipment during the preceding financial year	<table border="1"><tr><td></td><td></td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>			0	0	0	0	
		0	0	0	0				
(f)	Amount spent on purchase of furniture during the preceding financial year	<table border="1"><tr><td></td><td></td><td></td><td></td><td>Nil</td><td></td></tr></table>					Nil		
				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>4</td><td>8</td><td>2</td><td>0</td></tr></table>			4	8	2	0	
		4	8	2	0				
29. (a)	Amount carried forward from the previous financial year	<table border="1"><tr><td>1</td><td>5</td><td>8</td><td>0</td><td>5</td><td>1</td></tr></table>	1	5	8	0	5	1	
1	5	8	0	5	1				
(b)	Receipts from fees (tuition and all other fees) during the preceding financial year	<table border="1"><tr><td></td><td>5</td><td>7</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>		5	7	0	0	0	0
	5	7	0	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	0	3	0	7	9
--	---	---	---	---	---	---

30. Excess of expenditure over income

✓	
---	--

Amount of excess expenditure over income.

8	3	4	8	3	1	6
---	---	---	---	---	---	---

31. The institutional accounts of the preceding financial year have been audited

✓	
---	--

Endowment fund and Reserve Fund

32. (a) Amount of Endowment fund

	7	0	0	0	0	0
--	---	---	---	---	---	---

(b) Amount of Reserve fund

5	0	0	0	0	0
---	---	---	---	---	---

Yes No

(c) Endowment fund is maintained jointly with NCTE

✓	
---	--

33. Resume of the institution

The third semester of M.Ed. 2017-19 batch commenced on 4th June 2018 with one student on the roll. M.Ed. batch of 2018-20 academic year was commenced on July 2nd 2018 with two students on the roll. The students were given a two day orientation programme on M.Ed Programme and the activities of the college.

Thesis topic selection

The topics for the theses works of M.Ed. 2017-9 batch was discussed for confirmation on 8th August 2018. The resource person was Dr. Mollikkutty T.M, Assistant Professor, M.Ed Dept, St. Thomas College of Teacher Education, Pala.

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 13th August 2018 to 7th September 2018. And they have undergone a period of supervised training in primary schools too. It was from 21st September to 8th October 2018. 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 acquiring the M.Ed. students with B.Ed. teaching practice was conducted from January 17th to 15th February 2018. The M.Ed. interns took classes for the B.Ed. students in various subjects from the thematic Cluster 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

Nutshell of the major activities

Students engaged in activities like campus cleaning, planting trees on 10th August 2018 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.

M.Ed. batch 2017-19 conducted a field visit to 'Sasthayan 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.

The college students extended their helping hand during the ravaging floods that engulfed the State of Kerala. The onam celebration of the year 2018 was cancelled due to the floods and the fund was instead utilized for relief work. On 16th August, 2018, our staff and students visited a flood affected area in Kaipuzha and distributed 150 Relief Kits having essential grocery items to the distressed households. Staff of the college under the leadership of Fr. Dr. Sibichen Kalarickal volunteered for another relief work at Kainakary, Alappuzha on 1st September, 2018. Relief kits with new clothing materials and monetary help were also distributed to eight of our students who were affected by the floods.

The M.Ed students were actively participated in all activities conducted by the clubs like Cultural club, Debate club, Literary club, Nature and Tourism club, Social service club, Women's cell etc..

Teachers Day was celebrated on 06th September 2018. On the day, students handled classes (both optional and general classes) in the forenoon session followed by a formal meeting in the afternoon session where Dr. Varghese K. Cheriyan delivered the Principal's message and teachers were honoured in the Gurupooja organized by the students.

National Science Day was observed as a full day programme on 28th February 2018 organised by science club of the college. Dr. Jose Joseph, Principal, Govt. Medical College, Kottayam delivered a talk on 'Lifestyle Diseases'. A Science Exhibition for school students was organised in the afternoon.

As part of Saint Chavara Lecture Series, Dr. Alexander Jacob, I.P.S. (Rtd.) delivered the lecture on the topic "Futuristic Teaching and Learning" as part of the Lecture Series on 3rd November, 2018. Staff and students of the colleges participated in the event.

Alumni Association of the college, FOSSA organised a meeting to commemorate Rev. Fr. Sebastian Palathra CMI, the Former Principal of the college on November 12th, 2018. The meeting was presided by Rev. Fr. James Mullassery CMI, Educational Councillor, St. Joseph's Province, Thiruvanthapuram & Principal, K.E. English Medium School, Mannanam, Shri. Suresh Kurup M.L.A. inaugurated the meeting and Dr. Cyriac Thomas, Member of the National Commission for Minority Educational Institutions of India and the Former Vice- Chancellor of M.G University delivered the Memorial Lecture. The meeting was followed by a Quiz Competition from the students of around 25 neighboring schools. All the students enthusiastically participated in the events.

Staff and Students of the college attended a historico-cultural seminar on 'Saint Chavara- the Renaissance Leader' held at K.E. College, Mannanam on 10th February, 2019. The seminar was inaugurated by Rev. Fr. Sebastian Chamathara, Provincial, St. Joseph's Province, Thiruvananthapuram. Dr. Cyriac Thomas, Member of the National

Commission for Minority Educational Institutions of India and Former Vice- Chancellor of M.G University chaired the event. Sri. Dr. C.V. Ananda Bose I.A.S., and Dr. Jancy James, Former Vice- Chancellor of M.G University were the speakers.

M.Ed batch 2017-19 were allowed to collect data needed for their theses works. The scheduled period for **data collection** was 20 days. They went for data collection during the period of 4th February to 26th February 2019.

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)