



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

1. Name of the Institution	ST. JOSEPH'S TRAINING COLLEGE
Name of the head of the Institution	Dr. Varghese K. Cheriyan
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04812597347
Mobile no.	9447353546
Registered Email	stjosephstrainingcollege@gmail.com
Alternate Email	mannanamtrainingcollege@gmail.com
Address	Mannanam P.O., Kottayam, Kerala
City/Town	Kottayam
State/UT	Kerala
Pincode	686561

#### 2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Latha Joseph
Phone no/Alternate Phone no.	04829288434
Mobile no.	9946256326
Registered Email	lathashine@gmail.com
Alternate Email	lathashine@yahoo.co.in

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://stjosephstrainingcollege.org/wp-content/uploads/2021/06/AQAR-2017-18.pdf">http://stjosephstrainingcollege.org/wp-content/uploads/2021/06/AQAR-2017-18.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="http://stjosephstrainingcollege.org/academic-calendar/">http://stjosephstrainingcollege.org/academic-calendar/</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	Four Star	00	2001	05-Nov-2001	05-Nov-2006
2	B	2.85	2008	28-Mar-2008	27-Mar-2014
3	A	3.17	2014	24-Sep-2014	23-Sep-2019

<b>6. Date of Establishment of IQAC</b>	10-Dec-2003
-----------------------------------------	-------------

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Implemented course in Functional English	30-Jul-2018 15	50
Workshop on Learning Aids	28-Jul-2018 1	49
IQAC meeting	11-Jun-2018 1	19
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
St Josephs Training College (Institution)	Indoor stadium	UGC	2015 1495	2400000
Fr. Dr. Thomas P. J. (Faculty)	Major Research Project	UGC	2015 1011	65800
St Josephs Training College (Institution)	Seminar	UGC	2014 2	20000
St Josephs Training College (Institution)	National Science Day observation	KSCSTE	2018 1	20000
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

**Yes**

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

**2**

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

**Yes**

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

**No**

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

1. Completion of construction of Indoor stadium 2. Formed Project Monitoring Unit (PMU) and submitted DPR for availing RUSA funding 3. Flood relief activities 4. Introduced a certificate course in Self Regulatory Pedagogic Practice 5. Organised Fr. Palathra Memorial Quiz Programme in collaboration with alumni

No Files Uploaded !!!

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Organise St. Chavara lecture series	Organised St. Chavara lecture series
Continue organising courses in Computer Proficiency, Theatre Arts, and Functional English	Organised Courses in Functional English, Computer Proficiency, and Theatre Arts
Redesign the institutional website.	Initiated redesigning of the institutional website and provided training in website maintenance for staff.
Organise academic activities in collaboration with stakeholders.	FOSSA (Former Staff and Students Association) organised 'Fr. Sebastian Palathra Memorial Inter School Quiz Competition' for the students from practice teaching schools.
Initiate a course in Self Regulatory Pedagogic Practice	Implemented a Certificate Course in Self Regulatory Pedagogic Practice
Monitor the progress of UGC funded Indoor stadium construction.	Completed the construction of Indoor stadium
Take necessary steps to avail RUSA funding.	Constituted Project Monitoring Unit (PMU) to avail RUSA funding and got approval for a funding of two hundred lakhs
Continue E-content dissemination drive	E-content development and sharing was undertaken
Organise Inter-training Collegiate Athletic Meet	Organised Inter Training Collegiate Athletic Meet
Continue to organise the field trip and health survey at R Block, Kuttanad	Organised a field trip to R Block, Kuttanad and conducted a health survey there

No Files Uploaded !!!

**14. Whether AQAR was placed before statutory body ?**

No

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2019
Date of Submission	15-Feb-2019
<b>17. Does the Institution have Management Information System ?</b>	No

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

As an affiliated institution, the curricular aspects of the college are governed by university regulations. The college faculty who hold positions as Chairman and members of the Board of Studies in Education, and members of Faculty of Education and Academic Council of the University play a key role in framing the University curriculum for the teacher education programmes. The faculty took the lead in the curriculum revision of the two -year B.Ed. programme completed in July 2018. • At the start of every academic year, the Curriculum Planning Committee reviews the analysis of the detailed feedback of the previous academic year and frames its decisions considering the needs of the stakeholders and the demands of the upcoming academic year. • The Staff Council then deliberates over the curriculum for the B.Ed./M.Ed. programmes and plans a detailed Academic Calendar for the year. It also allocates responsibilities for curriculum transaction to the faculty based on their expertise and interests. • The relevant aspects of the academic calendar are informed in advance to the stakeholders including the Management, PTA, Alumni and the practice teaching schools and suggestions are sought and clarifications provided. • Periodic review of curriculum delivery is carried out during Staff Council meetings utilising periodic feedback from students and mid-semester re-planning is done if necessary. Changes made, if any, are also communicated to the relevant stakeholders as needed. Grievances from staff and students concerning curriculum delivery are resolved in a three-tier mechanism. • Students are made aware of the Academic Calendar and Programme Objectives in the Orientation Programme itself. The handbook providing details of institutional activities is provided to the students at the beginning of each academic year. The printed copy of the syllabus is also provided to the students. Internal assessment is done transparently in accordance with university guidelines. • Besides regular lectures, a variety of practicals and practicum such as community living camp, workshops, projects, assignments, portfolio which form the part of the prescribed curriculum are carried out in great rigour. Faculty also uses and trains students in innovative teaching learning methods using ICT. The college also organises certificate courses, value added courses, guest lectures, seminars, debates, quiz programmes, demonstration classes by SRGs, DRGs and subject experts from DIET/SCERT and interaction with eminent personalities from various walks of life to enhance academic learning. • Measures like mentoring, tutoring, remedial classes, peer tutoring, enrichment programmes are also integrated into the curriculum to cater to student diversity. • Practice teaching is implemented with great care and discipline strictly following the University guidelines. • Apart from

academics, activities under various clubs, workshop in drama and theatre arts, personality development programmes, communication and soft skills development programmes, annual study tour, a secular spiritual animation programme and Inter Training Collegiate Athletic Meet form a regular feature of the curriculum. • Along with regular social extension activities like e-content dissemination drive, visits to special schools, field trips, community surveys, maintenance of vegetable and herbal gardens, this year the students conducted various flood relief activities too.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Course in Self-Regulatory Pedagogic Practice	None	01/11/2018	15	Employability	Teaching skill development

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
No file uploaded.		

#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BEd	Health and Physical Education	02/07/2018
BEd	Guidance and Counselling	02/07/2018
MEd	Environmental Education	02/07/2018
MEd	Educational Evaluation	02/07/2018

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	50	Nil

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Course in Functional English	30/07/2018	50
Course in Computer Proficiency	16/10/2018	50
Course in Self-Regulatory Pedagogic Practice	01/11/2018	50

Course in Theatre Arts	03/12/2018	50
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	School Induction	50
BEd	School Internship	49
MEd	Field internship	1
BEd	Student Projects	49
<a href="#">View File</a>		

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>The institution has a system of taking feedback from the stakeholders for continuous improvement in the quality of education. Feedback Collection: Feedback is collected formally and informally from Students, Teachers, Employers, Alumni and Parents during the year. The institution has installed a suggestion box which is accessible to all the stakeholders, especially students so that they can give their feedback/ suggestions for improvements. Open discussions between the Management, Principal, students, teachers and other stakeholders regarding the curriculum is invited on every occasion. Teacher feedback is collected from the students on various teaching/learning aspects. Student Council meetings and mentoring sessions are utilised for informal student feedback. A comprehensive feedback regarding the programme and institution (Student Satisfaction Survey) is collected from the out-going students every year. Exit evaluation of the students done by the principal also provides valuable student feedback. Feedback from faculty is also taken for their suggestions in curriculum implementation and institutional development. PTA General Body Meetings and Executive meetings are utilised to access informal feedback from the parents, by encouraging open and warm interaction with them. In addition, formal feedback from parents is also obtained at the end of the programme. Informal feedback from Alumni Association is constantly sought all through the year. Formal feedback is also obtained from the Alumni during the Annual Alumni Meet. Feedback from external examiners on quality of the students is also utilised for the improvement of the programme. Feedback is also collected from the Employers, where our Alumni are working. Analysis of Feedback: The formal feedback obtained from various sources is qualitatively and quantitatively analysed to identify the strengths and areas providing scope for further improvement. The feedback collected are properly tabulated and item wise summaries prepared. Analysis of this tabulated data is done methodically to ensure ease, clarity and transparency. Systematic processing of feedback enables the stakeholders to easily comprehend the essence of the feedback</p>

obtained. This quantitative feedback is coupled with the feedback procured informally from various stakeholders to provide a wholistic analysis of the functioning of the institution. Utilisation of Feedback: The feedback analysis is communicated to IQAC, Governing Body, Curriculum Planning Committee and various other forums wherein it is discussed from various perspectives. It is also presented and thoroughly discussed in the Staff Council to help teachers make informed decisions regarding changes that need to be implemented to improve the teaching and learning outcomes as well as for overall improvement of the institution. Every activity and rule in the college bears some reflection of the feedback received in the previous years. The curricular feedback obtained from various stakeholders is also utilised to promote quality decisions in the University by communicating it to the apex academic bodies of the University such as Board of Studies, Faculties and Academic Council through our faculty, who are members of those bodies.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Education	50	662	50
MEd	Education	50	10	2
<a href="#">View File</a>				

### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	99	3	10	4	2

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
16	16	21	7	2	15
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

- Mentoring System: The college has an efficiently functioning mentoring system for student support. Each teacher (mentor) is specially in charge of a few students (mentees). He takes special interest in the academic and personal wellbeing of students under his/her care. Clear guidelines exist for reference of the mentors regarding the mentoring process. The Principal directly supervises and co-ordinates the mentoring activities.
- Mentoring Process: The mentoring groups are decided and the list is published at the beginning of each academic year. Normally, the number of mentees assigned to a mentor is kept to a maximum of ten. A Student Profile for each mentee, containing the academic and personal details of the mentee is collected and filed by the



mentor in the beginning of the mentoring process. Mentoring Sheets regarding the details of the interactions with the mentees are also maintained by the mentors. The mentor tries to maintain a close rapport with each of the mentees yet, takes care not to make the mentee emotionally dependent on him/her. The mentees are assured of the absolute secrecy of the details they reveal to the mentor. Apart from the mentor, only the Principal can read the mentoring records kept by any mentor. The interactions as part of the mentoring process are limited within the campus and are conducted during lunch break and before/after class hours. In the interactions, priority is given to discussing academic problems of the mentee. Personality disorders, family problems, social issues or learning disabilities or, rarely, minor or major psychological disorders may also be considered during the interactions. If need arises, the mentor consults the Principal. Any personal interaction with the mentee's parents, or other counselling professionals, if needed, is done with the knowledge of the Principal. Fr. Leju Thekkekkalam CMI provides counselling services to our students, as required. • Effectiveness of Mentoring System: Students have shown great interest in the mentoring process. They are always open and happy to interact with the mentors. At the end of each academic year the mentors analyse the record of their interactions with the mentees and assess the effectiveness of the process and report to the Principal. Changes if needed, are planned and implemented in the next academic year. The mentoring process helps the institution to plan value added programmes and other student support activities as per student needs. The whole programme is completed under the strict surveillance and guidance of the Principal. The mentors also continue their support and relationship with the mentee even beyond the period of study in this college. Mentors provide help for placement, higher studies and help in tackling personal issues too. The mentor- mentee relationship often builds into a lasting relationship of trust and positivity.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
99	11	1:9

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
16	16	Nil	Nil	12

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Varghese K.Cheryan	Principal	Best Administration and Management for the Year 2018
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MEd	M. Ed	4	07/06/2019	06/11/2019
BEd	B.Ed	4	17/04/2019	13/06/2019
No file uploaded.				

### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

• The institution strictly adheres with the evaluation system mandated by the Mahatma Gandhi University regarding both Internal and External Evaluation. The college academic calendar prepared in harmony with the university calendar, cuts out clear slots for evaluation procedures including internal and external evaluations. Timely evaluation procedures help teachers in tracking and assessing student performance and providing timely feedback aimed at student progress and development. • The College Academic Co-ordinator ensures the smooth conduct and quality of Internal Examinations and Internal Assessment as prescribed in the University norms. The internal examination for each course is followed by the model examination which strictly follows the university pattern prescribed for theory examinations. Model examinations are held just before the commencement of the University Examinations and answer sheets are marked and returned to students with proper feedback. It is followed by a brief period of study leave for students to ensure enough time for preparations for University examinations. Other internal evaluation components like class tests and practicums are also conducted in accordance with University guidelines regarding the same. It helps teachers to ensure consistency in student performance. Students are also provided opportunities for seminar presentations followed by effective discussions under the supervision of the teacher. Innovative methods of assessment like use of various ICT tools, open book examinations and performance-based evaluation strategies are also utilised for internal assessment. All the phases of the internal assessment like the conduct of internal assessment components, evaluation and publication of marks and its final uploading on the University portal are closely supervised by the Principal. • Preparatory classes for teaching practice are meticulously organised. Elaborate facilities for preparatory teaching sessions are provided by bringing in students from our sister schools. • Theory and Practical External examinations are also organised strictly adhering to the University norms regarding the same. Mock viva sessions and opportunity for practicing teaching sessions prior to the Practical Examinations are provided to students in the third semester. The external and internal evaluation procedures together ensure continuous and comprehensive student assessment. • Student attendance is closely monitored. Monthly list of shortage of attendance of students is monitored by the tutor. The institution follows systematic mentoring and tutoring systems which help to solve academic and personal problems that may negatively affect optimal student performance. Underachievers or absentees for internal evaluation procedures are provided with chances to take a retest. If low performance is repeated, remedial programmes are specially designed and carried out for them by the course teachers. • A three-tier system of grievance redressal advocated by the University is implemented in the institution, wherein the grievances regarding assessment, if any, are resolved through the teacher, Principal and the University. • The semester-wise results and the annual programme results are subjected to quantitative analysis to reach at informed conclusions which is further used to reform instruction and assessment. • Every year, the college also collects students' feedback on the continuous evaluation system and necessary steps are taken to correct, modify and strengthen the system.

### 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

• The Staff Council is entrusted with the task of preparing the academic calendar of the year in accordance with the University Calendar. It executes it in consultation with the IQAC and the Curriculum Planning Committee. The preparation and distribution of the calendar is done with great care as it forms the overall framework for the academic activities of the year. Special attention is taken to include all important academic details regarding the programmes offered. The calendar is planned to ensure enough time for completing each course. • The College Academic Co-ordinator ensures the smooth

and efficient conduct of the Internal Assessment as prescribed in the University norms. All the phases of the internal assessment viz., the conduct of internal assessment components, their evaluation and publication of marks and its final uploading on the University portal are completed in a timely manner as per the academic calendar. • A tentative schedule of internal examination is given in academic calendar Teachers take care to adhere to the schedule of internal evaluation as far as possible. Loss of working days due to unforeseen emergencies is compensated by means of special classes. • Along with regular teaching-learning sessions, the college provides students with opportunities to engage in sports, cultural, social and academic extension activities like value added courses, seminars, workshops, study tour, nature camp, field trip and quiz competitions which are included in the Academic Calendar well in advance for the smooth conduct of CIE.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://stjosephstrainingcollege.org/wp-content/uploads/2021/05/BEd-syllabus-2021-1.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
00	MEd	Education	1	1	100
00	BEd	Education	49	49	100
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://stjosephstrainingcollege.org/wp-content/uploads/2021/06/Analysis-of-Student-Satisfaction-Survey-2018-19.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1011	UGC	1173400	65800
Any Other (Specify)	2	UGC	90000	20000
Any Other (Specify)	1	KSCSTE	20000	20000
<a href="#">View File</a>				

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Learning Aids	Education	28/07/2018
Seminar on 'Futuristic Teaching and Learning'	Education	12/11/2018
Fr. Sebastian Palathra Memorial Quiz Programme	Education	12/11/2018
Seminar on 'Unmask the Persona'	Education	31/12/2018
Seminar on 'Personality Development'	Education	01/01/2019
Seminar on Being Human	Education	02/01/2019
Seminar on 'Nature and Science'	Education	03/01/2019
Seminar on Secular Spirituality	Education	04/01/2019
Seminar on Life style diseases cum Science Exhibition	Education	28/02/2019
E content development and dissemination drive	Education	07/01/2019

### 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Award for the Best administration and management	Dr. Varghese K. Cheriyan	CTEF	08/01/2019	Teacher
<a href="#">View File</a>				

### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	Nil

### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	Nil

### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Education	1	7.3

International	Education	1	5.8
International	Education	2	4.8
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Education	6
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Effect of home environment on academic achievement of higher secondary students	Fr. (Dr) Thomas P. J	Review of Research	2018	Nill	Nill	Nill
<a href="#">View File</a>						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Social adjustment among secondary school students	Jeevamol N. Raju and Dr. Anne Mary Thomas	The ground Builder an Attempt to Recast Quality Education	2019	Nill	Nill	St. Joseph's Training College, Mannanam
Relation ship between emotional Maturity and Stress management Among B.Ed. Students	Mekhala Joseph and Dr. Anne Mary Thomas	The ground Builder an Attempt to Recast Quality Education	2019	Nill	Nill	St. Joseph's Training College, Mannanam
Peer group influence among	Aswathy Valsitta O manakuttan and Mrs.	The ground Builder an Attempt to	2019	Nill	Nill	St. Joseph's Training College,

Students at Higher Secondary Level	Bibitha A. B.	Recast Quality Education				Mannanam
Resilience of college students in relation to their self concept	Nina Kurian and Mrs. Bibitha A. B.	The ground Builder an Attempt to Recast Quality Education	2019	Nill	Nill	St. Joseph's Training College, Mannanam
Parental Consciousness towards Cerebral Palsy	Sony Liya Mathew	The ground Builder an Attempt to Recast Quality Education	2019	Nill	Nill	St. Joseph's Training College, Mannanam
<a href="#">View File</a>						

### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	10	12	12
Presented papers	1	2	Nill	Nill
Resource persons	1	2	2	2
<a href="#">View File</a>				

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Flood relief activities	Social Extension club	1	5
Collaborating with community endeavors	Social Extension club	1	49
Health Survey	Social Extension club	1	49
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited

Nil	Nil	Nil	Nil
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Extension Activities	St. Kuriakose Elias Chavara Archives and Research Centre	A course on learning Syriac	1	25
Extension Activities	CMI Social Service Department	Flood Relief activities at Kaipuzha	1	55
Community Living Camp	Shishu Vihar Aganwadi	A day with Aganwadi Students	1	50
<a href="#">View File</a>				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Research Guidance	Research Scholars	Nil	365
Student exchange	Teacher trainees from St. Joseph's Training College, Mannanam and St. Joseph College of Teacher Education for Women, Ernakulam	Nil	1
<a href="#">View File</a>			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship for. M.Ed. students	Field internship in secondary school	St. Sebastians Public School, and Junior College	01/03/2019	28/03/2019	M.Ed. Teacher Trainee
Internship for. M.Ed. students	Project	St. Sebastians Public School, and	27/02/2019	20/03/2019	M.Ed. Teacher Trainee

		Junior College			
Internship for. M.Ed. students	Field Internship in Secondary Teacher Education Institutions	St. Josephs Training College, Mannanam	17/01/2019	15/02/2019	M.Ed. Teacher Trainee
Internship for. M.Ed. students	Field internship in primary schools	Cluny Public School, and Junior College, Cheppupara, Kottayam	22/09/2018	22/10/2018	M.Ed. Teacher Trainee
Internship for. B.Ed. students	School Internship	Secondary Schools	25/07/2018	23/11/2018	B.Ed. Teacher Trainees
Internship for. M.Ed. students	Field internship in primary teacher education institution	Sree Mahadeva TTI, Vaikom	13/07/2018	13/08/2018	M.Ed. Teacher Trainee
Internship for. B.Ed. students	School Induction	Secondary Schools	23/01/2019	22/02/2019	B.Ed. Teacher Trainees
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
St. Kuriakose Elias Chavara Archives and Research Centre, Mannanam	22/06/2018	Library reference	25
Archana Women Centre, Vettimukal	31/12/2018	Training on Skill development	49
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2415500	2415500

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added



Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Others	Existing
<a href="#">View File</a>	

## 4.2 – Library as a Learning Resource

### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Koha	Partially	3.16.10.000	2013

### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	16193	1119239	48	76494	16241	1195733
Reference Books	1350	240540	13	125850	1363	366390
Digital Database	11	Nill	Nill	Nill	11	Nill
CD & Video	520	19350	Nill	Nill	520	19350
Others(s pecify)	1975	120000	Nill	Nill	1975	120000
<a href="#">View File</a>						

### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Fr.Dr.Sibichen K.K	Learning and teaching	frsibykk.wordpress.com	24/03/2019
Fr.Dr.Sibichen K.K	Tools and techniques for classroom	frsibykk.wordpress.com	27/03/2019
Fr.Dr.Sibichen K.K	Tools and techniques for action research	frsibykk.wordpress.com	27/03/2019
Fr.Dr.Sibichen K.K	Learner in action	MOODLE	10/01/2019
Fr.Dr.Sibichen K.K	Approaches to learning	MOODLE	12/02/2019

Fr.Dr.Sibichen K.K	Differences among learners	MOODLE	15/03/2019
Fr.Dr.Sibichen K.K	Exceptional learners	MOODLE	30/03/2019
Fr.Dr.Sibichen K.K	Psychology of the group	MOODLE	20/04/2019
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	45	11	45	4	20	5	5	200	0
Added	1	0	0	0	0	1	0	0	0
Total	46	11	45	4	20	6	5	200	0

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

200 MBPS/ GBPS
----------------

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Micro teaching lab	<a href="https://stjosephstrainingcollege.org/micro-teaching-lab/">https://stjosephstrainingcollege.org/micro-teaching-lab/</a>
IT lab	<a href="https://stjosephstrainingcollege.org/it-lab/">https://stjosephstrainingcollege.org/it-lab/</a>
language lab	<a href="https://stjosephstrainingcollege.org/language-lab/">https://stjosephstrainingcollege.org/language-lab/</a>

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
442596	442596	422955	422955

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

- The College Development Committee works to maintain and upgrade the facilities on the campus spread over 8 acres and 61 cents of land. Funds procured from various government agencies, Management, FOSSA and PTA are utilised for the purpose. The physical facilities on the campus are monitored and maintained by the collective effort of the management, principal, faculty,

non-teaching staff and students. There are strict rules and regulations for ensuring optimal use and regular maintenance of the facilities. • All classrooms are provided with ICT facilities, Wi-Fi and other teaching learning facilities which are supervised by the concerned subject teachers. • The college also has well equipped Psychology, Science, Mathematics, Social Science, Computer and Language laboratories as well as a Science Museum. Stock registers and issue registers are maintained in the labs by the concerned subject teachers with the help of an LD storekeeper. • The college library with more than 20,000 books occupies an approximate area of 4000 sq.ft. The Library Committee ensures statutory maintenance, utilization and up gradation of library resources. Library is partially automated using ILS KOHA, an open-source automation software with bar coding and gateway register. Annual stock of library resources is monitored and maintained in the library stock register. All books are periodically inspected for damages, if any and necessary binding is done if needed. Strict rules and regulations for use of the college library are in place. Internet browsing and reprographic facilities are provided in the library. • The college website is maintained by M2N Technologies Pvt. Ltd, Palarivattom, Cochin under the supervision of the concerned faculty and non teaching staff. • Uninterrupted power supply is maintained with the support of three 6kv online UPS, two 3kv UPS and a 20 kv generator. Campus Wi-Fi with 200mbps speed is maintained by BSNL service provider. Electrically sensitive equipment is provided with necessary back up to ensure steady functioning and to safeguard against voltage fluctuations. The college has signed AMC (Annual Maintenance Contract) with the concerned companies for the maintenance of UPS, generator, computers, printers, photo copiers, sound system etc. • The college regularly monitors the hygiene and maintenance of the 4 water tanks each having 10000 litres capacity and 2 reserve tanks each having 50000 litres capacity to ensure continuous and clean water supply in the institution. • A toilet complex for boys and girls on the ground floor, separate rest rooms for boys and girls, and wash areas in each floor are well maintained. • All buildings in the campus are equipped with adequate fire and safety measures. CCTV is installed in classrooms, library, office, computer lab and verandah for proper supervision of the facilities. Housekeeping services on campus is done by the non-teaching staff on a daily and weekly basis. • The Indoor Stadium, Gymnasium and Basketball Court and different sports equipment are cleaned and properly maintained by non-teaching staff under the supervision of the Physical Education Teacher. • The Hostel Committee supervises the functioning of the Boys Hostel on the campus.

<https://stjosephstrainingcollege.org/policy-documents/>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Flood relief fund	8	48000
Financial Support from Other Sources			
a) National	e-grantz and Post metric scholarship for minority	67	708567
b) International	Nil	Nil	0

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
One week orientation to B.Ed Programme	02/07/2018	50	Academic Extension Club
Language Proficiency Test	04/07/2018	50	Academic Extension Club
ICT Orientation Test	05/07/2018	50	Academic Extension Club
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Mentoring and Career Guidance	50	50	5	Nil
2019	Mentoring and Career Guidance	49	49	16	28
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	7

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	RCI World School, Utter Pradesh, Etawah Mission, CMI Education Council	17	7
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	B. Ed	Education	School of Pedagogical Science, M.G. University	M. Ed
2019	1	B. Ed	Education	Pavanathma College, Idukki	M.Sc Mathematics
2019	1	B. Ed	Education	St. Thomas College, Pala, Mahatma Gandhi University	M.A. History
2019	1	B. Ed	Education	Maharajas College, Ernakulam.	Ph. D
2019	1	B. Ed	Education	K.E. College, Mannanam	MA Literature
2019	1	B. Ed	Education	EFLU, Shillong Campus, Mekhalaya	MA Literature
2019	1	B. Ed	Education	SPS, MG University Kottayam	M. Ed
2019	1	B. Ed	Education	University of Kerala	M.Phil
<a href="#">View File</a>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
SET	9
Any Other	23
<a href="#">View File</a>	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Inter- Training Collegiate Athletic Meet	State	250
Fr. Palathra Memorial Quiz Programme	State	28
Sports meet	College	102
Arts day	College	102

### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Men's Singles Runners Up Trophy in Principal's Trophy Inter B.Ed Shuttle Badminton Tournament	National	1	Nill	509	Sinto P.P.
2019	Ever rolling Trophy for runners up in Men's Doubles in Fr. Bijo Memorial Inter B.Ed Training Collegiate Badminton Tournament	National	1	Nill	357 & 509	Jibeesh George & Sinto P.P.
2019	Ever rolling Trophy for runners up in Mixed Doubles in Fr. Bijo Memorial Inter B.Ed Training Collegiate Badminton Tournament	National	1	Nill	357 & 501	Jibeesh George & Ajitha T.A
2019	Second Prize in 400 mts race in Inter B.Ed Collegiate Athletic Meet	National	1	Nill	552	Jijo James
2019	Second Prize in 400 mts	National	1	Nill	459	Neethu K. Joseph

race in Inter B.Ed Collegiate Athletic Meet				
---------------------------------------------------------	--	--	--	--

[View File](#)

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

• The institution has various bodies with student representation for academic, co-curricular and administrative purposes. The vision of the college itself declares active participation of the student community in all the areas of the teacher training programme. Student representation is ensured in all the major bodies in the institution like the IQAC, RUSA Project Monitoring Committee, College Union, etc. • To promote the value of democracy and sharing of responsibilities the college insists upon the formation of the College Union as per the guidelines prescribed by the university. The democratically elected College Union consists of a chairman, vice chairman, general secretary, university union counsellor, editor of the college magazine, arts club secretary, lady representative and the secretary for sports. All the cocurricular activities of the college are organized by the College Union according to the directions given by the Staff Advisor in collaboration with the various clubs functioning in the college. The Union conducts the College Arts Fest and Sports Meet with competitions in different arts and sports events respectively. To enhance the spirit of unity and amity, the Union takes the lead in organising celebration of days of national importance such as the Republic Day, and Independence Day and festivals such as Onam and Christmas. It also helps in organising different activities like talks, exhibitions, video presentations and processions as part of celebrating other days of importance like the Science Day, Environmental Day, Human Rights Day and Teachers Day. Various club activities, community visits, field trip and study tours etc are also conducted in association with the College Union. • A handful of clubs also function among the students ensuring active participation of a diverse student community. Women's Club, Nature Club, Science Club, Debate and Oratory Club, Sports Club, Film and Documentation Cell, Spiritual Animation Club, Career and Placement Cell, Academic Extension Cell, and Social Extension Cell are a few clubs which function most vibrantly among the student community. Subject Associations also function in the College. These student bodies organise multiple activities in their respective areas o interest for the benefit of the student community. The Principal is the ex officio President of all the clubs/ associations/ Cells. There is an Executive Committee consisting of a President, Secretary and Student Representatives from each optional class for each Club which decides the activities of the Club, under the guidance of a teacher - in -charge. • The institution provides an environment for student development by ensuring their vibrant participation in planning, implementing and assessing the activities of the college. Specific needs of the student community if any, are highlighted by the College Union before the Principal. Students also have easy and direct access to the Principal to represent their specific individual concerns and avail speedy resolution. All the activities of the College Union and their interactions with the Principal, the Faculty or the Management are carried out in proper democratic spirit.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No



#### 5.4.2 – No. of enrolled Alumni:

5400

#### 5.4.3 – Alumni contribution during the year (in Rupees) :

31600

#### 5.4.4 – Meetings/activities organized by Alumni Association :

The college has a vibrantly functioning alumni association named Former Staff and Students Association (FOSSA). It aims at the continuation of the intimate fellowship among former students by providing opportunities for frequent interaction among them. It also serves to help them carry on their warm and cordial relationship with their Alma Mater. FOSSA also paves the way to utilize the expertise of the alumni for the benefit of the institution and its younger wards. Founded in 1981, FOSSA organizes a wide variety of programmes. Every year the Annual Meeting of FOSSA is held on the second Saturday of December. The annual FOSSA gathering of the year was held on 8th December 2018. Former Staff and students met and revived their old memories on the day. The meet came to an end with a grand dinner. Every year since the golden jubilee of the college in 2007, the institution specially invites and honours the students who celebrate the golden and silver jubilee as the alumni of this college. Former teaching and administrative staff also grace the occasion with much joy. This year Jubilarian's Day was held on 11th August 2018. All the jubilarians were gifted with mementoes. The celebrations of the day ended with a grand dinner.\*

FOSSA organised a meeting on November 12th, 2018 to commemorate Rev Fr.

Sebastian Palathra CMI, the Former Principal of the college. FOSSA also initiated the Fr. Sebastian Palathra Memorial Quiz Programme for high school students with the Fr. Palathra Memorial Everolling Trophy and Cash Prize of Rs. 10,000 for the winners and the Mr. and Mrs. Peralunkal Memorial Trophy and Cash prize of Rs. 5000 for the runner up of the event. Students from various schools participated in the event with great zest. • As a token of appreciation and act of encouragement to meritorious students FOSSA has instituted many awards and endowments. This includes Fr. Joseph James Endowment for Value Education, Prof.

T. K. Thomas Endowment for the highest mark in Theory Part, Fr. Thomas Kalarickal Endowment for Educational Psychology, Dr. T.T. Joseph Memorial Scholarship for Physical Science, Fr. Joseph James Award for Natural Science, Prof. M.A. Alexander Award for Social Science, Prof. C. K. Thomas Award for Mathematics, Prof. Ignatious John Endowment and Dr. V.T. Mathew Endowment for B.Ed. Practical Examination. On behalf of FOSSA, the 1983 batch of students of the institution have instituted an Ever rolling Trophy for 'The Young Promising Teacher Award' for the best outgoing student teacher from B.Ed. Degree programme of the college. Harilal T.S. was conferred the title of 'The Young Promising Teacher' for the best outgoing student teacher from the graduating batch of 2016-18 of the college on the occasion. Other endowments and scholarships instituted by FOSSA were also distributed to the students of the 2016-18 batch on the day. Currently, Mr. James Kurian serves as the President of the Association and Dr. K.M. Benny acts as the President.

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The administration is decentralized to a great extent by a delegation of responsibilities with the stakeholders. The college management decentralises all academic and administrative matters by constituting various committees consisting representatives from Management, Teaching, Non-teaching and student



categories with specific objectives to achieve the vision of the college. Two major practices during last year are mentioned below.

1. UGC funded Indoor stadium The college is blessed with a beautiful Indoor Stadium. The construction of this UGC funded Indoor stadium was started in 2016 and was completed in March 2019. The College Development Committee (CDC) including the Principal, Manager, College Bursar, Physical Education Teacher and two nominated members of the staff faculty members took decision about the construction of an Indoor stadium in the college campus. The CDC decided to constitute a Building and Monitoring committee as per the UGC guidelines for the scheme of development assistance to colleges for the construction of buildings during the twelfth plan. A Building and Monitoring Committee was constituted comprising of The Principal of the college, a representative of the affiliating University, CPWD/PWD Engineer, Bursar, Office Superintendent, Two Faculty representatives of the College and the Architect engaged by the College. The committee prepared the Building Plan and Detailed Estimates of the construction, processed the proposal as per UGC guidelines and got approval. The Building Committee was responsible for finalizing the plan and estimates and scrutinizing documents as per the guidelines of UGC and also for ensuring the completion of the construction of buildings in accordance with the finalized plan and estimates. The committee oversees and monitors the funds including those received from sources like the UGC and management. The purchase of equipments and necessary commodities were completed on the dot. The Indoor stadium includes two Badminton Courts and one Volley Ball court with ample seating facilities. The maple hardwood flooring adds a subtle style, superior resilience and an eco-friendly charm to the stadium. The financial statements were prepared at the year end and scrutinized by the Head Accountant of the College. The Income Expenditure statements were presented before the Governing Body for approval. The relevant details of the project were submitted for internal and external audit through proper channel.

2. Flood relief activities The college was involved in the flood relief work at various levels right from the beginning. The strategy was to concentrate on regions in and around Athirampuzha Panchayath and extend beyond wherever necessary, with the intention of rebuilding the lives of people and communities. Human resources/manpower of the teaching and non-teaching staff, students, parents and alumni were effectively coordinated and deployed in different points to engage in relief operations. The onam celebration of the year 2018 was cancelled due to the floods and the fund was instead utilized for relief work. A core committee was formed for the coordination of the relief camp activities in the campus under the leadership of the Principal, Dr. Varghese K. Cheriyan. College Union advisor, Fr. Dr. Sibichen K.K. and Teacher in charge of Social Extension Cell, Dr. Shaiju Francis and College Union Chairman Mr. Savio K. Sanichen were its members. This Core Committee coordinated the flood relief activities. Under the guidance of the Core Committee, the Social Extension Cell in collaboration with the College Union collected and distributed essential commodities including food, clothing and other articles of daily use to the needy. 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 K. K. volunteered for another relief work at Kainakary, Alappuzha on 1st September, 2018. The college offered Relief kits with new clothing materials and monetary help to eight of our students who were affected by the floods in collaboration with FOSSA 1982-83 batch.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<p>The institution strictly follows the curriculum prescribed by the affiliating university. The institution encourages our faculty to contribute to enrich the curriculum during the course of its revision. Two of our teachers took the lead in the curriculum revision of the two -year B.Ed. programme completed in July 2018. Staff Council decided to implement a Certificate Course in Self-Regulatory Pedagogic Practice during the year as per the directions of the Curriculum Planning Committee and IQAC. Further the institution captures the data pertaining to curriculum/syllabus by obtaining a well-articulated feedback from the outgoing students during the final year of their course.</p>
Teaching and Learning	<p>An efficient teaching? learning system has been established through tutorial sessions, seminars, micro teaching, simulations, workshops and interactions with experts from various disciplines. Value added and certificate courses are employed to enrich the University curriculum. To make learning more life-oriented, the institution offers school internships, study tours, community living camps, nature camps, and social extension programmes. Lab and library resources helps the students to get first hand learning experiences and equips them during the practice teaching period. Mentoring, instructional, remedial, and enrichment programmes are all available to meet the requirements of different students.</p>
Examination and Evaluation	<p>The institution conducts both Internal and External Examinations during each semester, as per University norms. Teachers use a variety of evaluation techniques not only to enhance the quality of examination system but also to ease out examination stress of students. Transparent internal evaluation is done through internal tests, model exams, and practicums. Students performance is evaluated through assignments, seminars, surprise tests, problem-solving sessions, reflective journaling, portfolio assessment, peer review, and viva voce. Preparatory</p>

teaching sessions prior to school admission and internship are properly carried out. Prior to the Practical Examinations, students are given the opportunity to participate in mock viva-voce and practice sessions.

#### Research and Development

Teachers are urged to attend seminars, conferences, and workshops in order to keep up to date. The college faculty has completed one UGC Major Research Project this academic year. Four of the faculty members are research guides, and twelve of the teachers have earned a doctorate. "The Ground Builder: An Attempt to Recast Quality Education" is a peer-reviewed journal published by the College. Several research papers and articles have been published by the faculty. The B.Ed. students are encouraged to take up projects, action research and surveys as part of their coursework. The M.Ed. students must complete one dissertation for the fulfilment of the course.

#### Library, ICT and Physical Infrastructure / Instrumentation

The college library is equipped with adequate number of books and good collection of e- resources to run the B.Ed. and M.Ed. programme. It is partially automated using ILS KOHA, an open-source automation software with bar coding and gateway register. OPAC facility is available in the library and the users can access the system through LAN. Internet browsing and reprographic facilities are provided. All classrooms are equipped with ICT facilities. The college has different subject labs and museum. The campus has an uninterruptible power supply and free Wi-Fi. The college has a gym with all of the necessary fitness equipments. A UGC-funded indoor stadium was completed this year. CCTV cameras are installed in all examination halls.

#### Human Resource Management

The management of the institution is well organised through an administrative system including the principal, academic coordinator, staff secretary, optional teachers and mentors. The college has a team of highly qualified teaching faculty and a diligent team of non-teaching staff to support them. The college encourages them to keep their skills up to date. The well organised management system of the college ensures the distribution of

institutional duties among the stakeholders in correspondence with their respective competence. The human resource of the institution is duly absorbed into bodies like IQAC, College Council, PTA, Alumni Association and different clubs and organisations. Our most valuable asset is our vibrant and varied student community. In college administration, sufficient student representation is assured.

#### Industry Interaction / Collaboration

The college has collaboration with three neighbouring sister institutions. The college maintains fruitful collaborative ties with various practice teaching schools by participating in various activities. Rev. Fr. Sebastian Palathra memorial quiz competition was held for High School students from these schools. The science club of the college organised a science exhibition for school students in connection with National Science Day celebration. MoUs with Archana Women Centre, Vettimukal, Jeevadhara, Mallooserry, Dept of M.S.W., K. E. College, Mannanam and St. Kuriakose Elias Chavara Archives and Research Centre were extended. The institution also maintains contact with our alumni working in diverse fields and utilises their expertise for the benefit of our students.

#### Admission of Students

The admission procedure is planned and executed by the Admission Committee in keeping with the rules and regulations for affiliated colleges as stipulated by Mahatma Gandhi University and the Government of Kerala. The admission procedure is clearly outlined in the handbook and prospectus of the college. Merit is strictly maintained in student admission. The management committee takes decisions about Management Quota based on established norms. Admission processes are undertaken by the administrative staff ensuring transparency and timely completion. Admissions are completed after a personal meeting of the Principal with the students and their parents or guardians.

#### 6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Most internal communication among various administrative and academic

bodies operational in the institution are done online. Emails, WhatsApp, SMS, video conferencing etc are used for the purpose. Online communication systems are also utilised to ensure frequent contact with all stakeholders. Reports and project proposals are prepared and shared among stakeholders for discussion in electronic forms. The college has submitted proposal for RUSA funding project in electronic forms and got approval for construction, renovation, and purchase of equipments. Frequent contact with the stakeholders, consultants and experts is maintained through online communication system. Suggestions and feedback are collected online. The academic and administrative policies and programmes of the institution like hand book, rules and regulations, curriculum, time table etc. are made available to all through the college website. Every year online feedback is collected, analysed and shared among stakeholders which is utilised for effective planning for future.

#### Administration

Official communications to agencies such as NAAC, NCTE, UGC, DD, DCE and the affiliating University is done online. The institution made online submission of institutional data in the All India Survey on Higher Education (AISHE) in the academic year. Apart from the procedure of giving email, peer digital groups are created exclusively for college teaching and non-teaching staff, B.Ed. first year students, B.Ed. second year students M.Ed. students and alumni for quick communication and sharing of necessary information. Top down and bottom-up communications among the teaching and non-teaching staff, students, alumni, PTA and practice teaching schools and employers is maintained through the college portal, WhatsApp groups, emails, and bulk message posting systems. The institution also makes effective utilisation of social media like Facebook and YouTube for administrative purposes.

#### Finance and Accounts

E-governance is utilised to ensure transparent financial management in the institution. Annual financial statements are prepared and maintained electronically and sent for periodical

auditing. Details of finance and accounts of the institution are also published in the college website. Salary processing and disbursement is made online through SPARK. PFMS is utilised to ensure hassle-free and transparent financial transactions with various sponsoring agencies like UGC, leading to timely completion of developmental works, purchases and other institutional projects.

#### Student Admission and Support

The process of admission of students in the college is done with the help of e-governance. Admission notifications and procedures are displayed in the college website. The list of students admitted is also displayed in the college website. Further, all administrative policies including the college rules and regulations, details of human resources, infrastructure and instructional facilities, academic year plan, e-learning resources, details of various committees to deal with students' affair and details of club activities and programmes is made digitally available to the students through the college website. Scholarship and grants (e-grants) are dispersed online. Personal communication and career guidance with alumni is maintained through WhatsApp groups. Information from stakeholders about job opportunities, information about competitive exams, and coaching for such exams are shared to alumni through online means. WhatsApp groups are also utilised for communication with students.

#### Examination

In the case of examination, the process of internal continuous evaluation is done with the help of electronic devices. Digital means are utilised in communicating the schedule of internal continuous evaluation, notifying examination dates, and in receiving and printing of question papers. Maintenance of marks of continuous internal evaluation and transfer of marks to the affiliating university for further processing is done electronically. University Examination fee is paid online

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Latha Joseph	RUSA Workshop on PFMS	Nil	1000
2019	Dr. Varghese K. Cheriyan Dr.Latha Joseph	Inauguration of RUSA Fund Distribution	Nil	3000
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Training on Website Maintenance	Training on Website Maintenance	26/03/2019	26/03/2019	10	5
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short Term Course in E-content Development	1	23/01/2019	29/01/2019	7
UGC Sponsored Orientation Programme	1	19/06/2018	16/07/2018	28
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>Free WiFi facility on campus are provided to the staff members.</li> <li>Ladies staff can avail</li> </ul>	<ul style="list-style-type: none"> <li>Equal access to the infrastructural facilities on par with the teachers is never</li> </ul>	<ul style="list-style-type: none"> <li>The college has instituted several endowments and scholarships to motivate</li> </ul>



free accommodation at the Ladies Staff Quarters. • Accommodation for gents staff is provided in the campus • The faculty are members in K.E. cooperative society, a staff welfare organization by a sister institution. This society enables the staff to obtain immediate financial assistance by availing short term and long-term loans and accepting deposits. Profit share of the society is distributed among its members. • A staff fund is maintained by the staff for various welfare activities among them. • Quality leisure time is ensured for the staff by arranging for periodicals, newspapers and a television at the staff corner. • Faculty are encouraged to use the open gym and basketball court of the college to maintain and improve their health. • The college conducted an eye check for its staff in association with a major eye hospital. • Staff tour is conducted every year to enhance the bonding among the staff. This year a trip was organised to the world's first agricultural theme park 'Mango Meadows'. • The major academic and personal achievements of faculty are always specially appreciated and celebrated by organising congratulatory meetings. Retirement events of staff are organised with due importance. • Separate parking facility is provided to the staff. • Separate cubicles are provided for teachers

denied to the non-teaching staff. • Members of the non-teaching staff are also privileged to enjoy all the services offered by K. E. Staff Cooperative Society. • A fund is maintained by the staff for various welfare activities among them. • Free WiFi facility on campus is availed by the non-teaching staff too. • The non-teaching staff are also encouraged to avail the facilities like open gym, basketball court etc. to maintain and improve their health. • The college conducted an eye check for its staff in association with a major eye hospital. • Teaching and non teaching staff together made a trip to the world's first agricultural theme park 'Mango meadows' along with the family members of two retiring office staffs. • An invited lecture was organised for the staff and students on the topic 'Lifestyle diseases'. A renowned medical practitioner from Medical College, Kottayam gave awareness about healthy food habits, need for regular exercises and lifestyle diseases. • The academic and personal achievements of faculty are also specially lauded and celebrated. Retirement events of staff are organised with due importance. • Separate parking facility is provided to the staff.

our students for better performance and to cherish the loving memories of our former staff and well-wishers. • Hostel facility is provided for boys on the campus and the female students are accommodated in the hostels run by sisters in the vicinity. • Free WiFi facility on campus is provided to students. • There are restrooms for boys and girls. • A well maintained toilet complex for boys and girls is provided on the ground floor along with wash areas in each floor. • Clean and hygienic drinking water facility is provided to students. • Students are the main benefactors of the health facilities in the college viz., the open gym, basketball court etc. • The college conducted an eye check for its students in association with a major eye hospital. • Sessions and seminars on lifestyle diseases, yoga, meditation and spiritual retreats are conducted to help students attain balance of body and mind. • Our needy students are financially supported by means of reduction of fees or monetary support. • Relief kits with new clothing materials and monetary help were provided to eight students who were affected by the floods.



## 6.4 – Financial Management and Resource Mobilization

### 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Transparency and sound financial health of the institution is ensured through both internal and external audit practices. The accounts are maintained regularly and in accordance with the prescribed act and rules. The details of income and expenditure of the college is prepared by the accountant of the college for onward transmission to the auditing officer through proper channel. The Directorate of Collegiate Education, Government of Kerala conducts an external audit of the financial activities of the institution. Defects, if any are rectified in time. The audit of 2018-19 by the Deputy DCE, Kottayam was conducted from 23-09-2019 to 27-09-2019 and no audit objections were found. The college also has an internal auditing system by the management to monitor the financial expenditure. The internal audit of the development fund account of the financial year 2017-18 has been done by P.V. Chacko Co., the auditing agency. The receipts, payment statements and the utilization certificates of the institutional projects and those sponsored by other agencies are also consolidated and audited by registered chartered accountants as per relevant norms.

### 6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management and FOSSA contribution (1982-83 batch)	164379	Computer maintenance and Distributed Relief kits with new clothing materials and monetary help to eight students who were affected by the floods. Cash award for 'The Promising Young Teacher' of the academic year
<a href="#">View File</a>		

### 6.4.3 – Total corpus fund generated

0

## 6.5 – Internal Quality Assurance System

### 6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	A Team of Educational Experts	Yes	IQAC
Administrative	Yes	Deputy Directorate of Collegiate Education, Kottayam	Yes	P.V. Chacko and Co., Chartered Accountants (by the governing body)

### 6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The PTA, a strong and approachable group of elected members involve themselves in all the activities and developmental projects of the institution. The General Body Meeting of the PTA (2018-'20 batch) was convened on 2nd July 2018. Mr. M. M. Mathew was elected as the President and Mrs. Jomol P. J. as the Vice-president of the PTA. The schedule of B.Ed. course during the current academic year was discussed in the meeting. The schedule of B.Ed. course during the current academic year was discussed in the meeting. The wholehearted cooperation of the executive members of PTA is a reservoir of support for all the activities of the college. A Workshop on Learning Aids was held on 28th July 2018 in the college auditorium with the support of PTA. Shri. Suresh Kumar, S.M.V. Higher Secondary School, Thiruvananthapuram was the resource person. He demonstrated the preparation and use of an array of improvised teaching learning aids. The College joined hands with PTA and involved in flood relief activities. On 16th August, 2018 the staff and students along with the representatives of PTA visited a flood affected area in Kaipuzha and distributed flood relief kits having essential grocery items to the distressed households. The college organised a Workshop on Theatre Arts titled 'The Pedagogic Theatre' from 31-01-2019 to 02-02-2019 with the support of PTA. Adv. Fr. Francis Valloppura CMI, inaugurated the event. Shri. Manu Jose, Actor Trainer in Performing Arts was the resource person. A send-off function was organised on 29th March 2019 in the college auditorium to honour Mr. Joseph Thomas, Office Superintendent, who retired from service on 31st May, 2019 after 35 years of committed service since 01-12-1984. Representatives from Management, PTA and FOSSA graced the occasion.

#### 6.5.3 – Development programmes for support staff (at least three)

1. Sensitisation programme on healthy food habits and lifestyle diseases
2. Training programme in website maintenance
3. Support is provided to attend workshop on PFMS and SPARK

#### 6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. UGC funded Indoor stadium is completed
2. Submitted proposal and got approval for RUSA funding for construction, renovation and purchase of equipments
3. Initiated a Certificate Course in Self Regulatory Pedagogic Practice.
4. Organised Fr. Palathra Memorial Quiz Programme in collaboration with alumni
5. Organised external and internal academic audit
6. Promotion of research activities by Faculty - A UGC sponsored Major Research Project was completed. Two of the faculty completed their doctoral research.
7. Undertook activities to develop ecological consciousness and sustainability - Organised a field trip to R block, Kuttanad and conducted a health survey
8. Continued with the e-content development and dissemination drive to promote technopedagogy

#### 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

#### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Workshop on Learning aids	28/07/2018	28/07/2018	28/07/2018	120

2018	Saint Chavara Lecture Series	03/11/2018	03/11/2018	03/11/2018	150
2018	Fr.Palathra Memorial Quiz Programme	12/11/2018	12/11/2018	12/11/2018	200
2019	Three day Workshop on Theatre Arts	31/01/2019	31/01/2019	02/02/2019	50
<a href="#">View File</a>					

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Orientation Programme	02/07/2018	09/07/2018	37	13
Sports Meet	17/12/2018	17/12/2018	83	19
SUPW	18/09/2018	25/09/2018	37	13
Intercollegiate Sports Meet	09/03/2019	09/03/2019	165	85
Arts Fest	27/03/2019	27/03/2019	83	19
Women's Day Observation	13/03/2019	13/03/2019	83	19

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>• Ecological consciousness and sustainability, the two basic values of the institution are reflected in its activities. • Nature club continues with its projects like herbal garden and vegetable garden, along with campus cleaning and beautification. A campus cleaning programme was organised on 3rd October 2018 to observe Gandhi Jayanti. • Every year we take care to plant trees, take care of them and distribute saplings to our students as part of World Environment Day celebrations on 5th June. • The college maintains a plastic free campus. Plastic items, especially banners are prohibited on the campus. Cloth bags and paper files are distributed to the resource persons and delegates during academic events following the green protocol. • A cleaning service was organised on 2nd January, 2019 at Sishu Vihar, an anganvadi at Kattod, Ettumanoor as part of the Community Living Camp. The theme of the activities organised as part of the community living camp on 3rd January 2019 was titled as Along with Nature. Together with two formal sessions on the theme, a nature visit in Ettumanoor Municipality was also organised on the day. World Water Day was observed on 22nd March, 2019. A poster making competition highlighting the theme of water conservation was organised on the day. • A field trip and a survey on health practices of the local community was</p>

conducted at R Block, Kuttanadu, Alappuzha on 22nd February 2019.

#### 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	Yes	1
Braille Software/facilities	Yes	1
Scribes for examination	Yes	1

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	16/08/2018	1	Flood Relief Activities	Addressing the basic and essential need of the people around the institution as an aftermath of flood 2018	57
2019	1	1	02/01/2019	1	Collaborating with community endeavours	Cleaning the premises of Shishu Vihar, an Anganvadi	55

[View File](#)

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Principal	02/07/2018	The Principal holds the full administrative control of the campus. He/She upholds highest standards in personal dignity, decorum, efficiency and accountability. He/She maintains a healthy relationship with all stakeholders and ensures the adherence to the

		<p>respective codes of conduct by various stakeholders. He/She promotes collaborative and participative management while organising various curricular and co-curricular activities.</p>
Code of Conduct for Faculty	02/07/2018	<p>The Faculty in the institution aims at forming educational leaders for the society. Highest levels of professional competence and commitment is to be demonstrated by the faculty. Faculty should involve themselves in research and professional development activities. They are to uphold human dignity at any cost and avoid any kind of discrimination. They should maintain healthy relationships with all stakeholders, especially students. They should maintain highest standards of personal integrity, dignity, and decorum in all situations.</p>
Code of Conduct for Non- teaching Staff	02/07/2018	<p>Administrative staff should be polite and gentle in their dealings with all stakeholders. They should observe the privacy and officiality of student, faculty and office records maintained by them. They are to update themselves regarding changing administrative policies and procedures. Competency in handling new digital platforms is expected of them.</p>
Code of conduct for students	02/07/2018	<p>(a) All are expected to be neat and simple in dress and appearance, to be punctual and regular in attendance and to be faithful and diligent in studies and special</p>

assignments allotted to each. (b) Our students are expected to uphold values, respect seniors and authorities, to be polite and courteous to all, and be ready to oblige and show decency and decorum in behaviour. (c) In the college campus male students are expected to wear Pants/ Dhothis and Shirts while the ladies wear Sarees/ Churidars. College uniform is insisted on stipulated days. (d) All are requested to keep the college campus and classrooms clean and tidy. (e) In the campus, students are expected to greet the teachers and friends respectfully. (f) Students who avail free time, should not loiter along the verandas but be in the reading room, library, classroom or computer lab. (g) Politics in any form is not allowed in the college campus. (h) Students are forbidden to attend or organise any meeting, or collect money for any purpose, which is not previously approved by the Principal. They should not circulate any notice or petition among the students, or exhibit them anywhere in the premises without the signature of the Principal. (i) Students are not allowed to make a complaint in a body or to address any authority by a collective petition without the prior sanction of the Principal. Such a combined action is subversive of good order. (j) Students should not make any marks on the furniture or walls or on

any part of the college premises, or pour ink on the floor or litter classrooms and grounds. (k) Misconduct of a serious nature or neglect of work by a student makes one liable to be declared unfit by the Principal to become a teacher and the person will have to discontinue his/her studies in this college. (l) Use of mobile phone is strictly confined only to academic purposes during the class hours.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Flood Relief Activities	16/08/2018	16/08/2018	57
Environmental sensitization activities	03/01/2019	03/01/2019	55
<a href="#">View File</a>			

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The college takes great care in organising activities to create ecological sensitivity and responsibility among its wards. Green campus: The college takes care in maintaining the rich natural greenery in its campus. Gardening in accordance with its natural landscape is done with the help of the staff and students. Herbal Garden: The college maintains a herbal garden with a good collection of medicinal plants and trees. New saplings are also planted every year to sustain its bio diversity. Vegetable Garden: Every year the students prepare and harvest a vegetable garden. All the activities right from preparing the land/grow bags, collecting and planting seeds and saplings, manuring the plants, watering them and harvesting are done by the students under the guidance of the teacher in charge. Plastic free campus: The college campus is declared a plastic free zone. The college has banned the use of disposable plastic plates and cups and replaces those with biodegradable items in the institution and its premises. Plastic items, especially banners are prohibited on the campus. Cloth bags and paper files are distributed to the resource persons and delegates during academic events following the green protocol. Rainwater harvesting: The college has been successful in establishing and maintaining a rain- water harvesting plant. Waste management: The college manages its bio waste through eco-friendly methods. The college has installed a sanitary napkin incinerator with adequate capacity in the ladies toilet to handle the non-bio-degradable waste generated. The college organises cleaning campaigns to develop an environmental consciousness among students.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

Title of the Practice: Promoting Technopedagogy Objectives: 1. To impart ICT



based teacher education to our students 2. To promote digital literacy and advanced digital skills among our students 3. To develop technopedagogical skills among our students 4. To ensure standards in e content development 5. To equip students to develop effective e content for teaching-learning 6. To enable students to explore creative ways for e content development 7. To familiarise students with the most efficient and effective digital learning platforms for teaching-learning 8. To enable educators to store and share e content in open access mode for learners 9. To practice and develop skills in digital modes of student assessment

**The Context:** Technological advancement is taking place at a very rapid pace. The classroom before 50 years and after 50 years is beyond any possible predictions. Therefore the onerous task of teacher-education institutions is to equip the present-day teacher trainees to muster the responsibilities for future generations. Techno-pedagogy can be defined as providing electronically mediated courses that integrate sound pedagogic principles of teaching/learning with the use of technology to a global audience. Techopedagogy requires the skills of developing quality e -content, interacting with students through online learning management systems and assessing learners through online systems. E-content here refers to any electronic content that may include text, image, graphics, animation, audio, and video. The techno pedagogically competent teacher will always be an up-to-date teacher - a teacher who is competent and relevant for the needs, passions and challenges of the coming generation. Investing in technopedagogy and e-content development is an investment for futurity.

**The Practice:** The college has always put great emphasis on staying ahead of the times. The college has taken much care to equip itself to impart the latest digital skills to its wards. The college started providing computer education to its students decades earlier. The college has a well-equipped Computer lab, a digitalised Language Lab, and a Micro-teaching Lab with the essential digital equipment for practising technopedagogical skills. All classrooms are enabled for ICT based teaching- learning. Two classrooms are specially equipped with interactive digital boards. Free Wifi is provided in the campus. The college library is also equipped with a host of digital teaching learning materials to support learning. It has subscribed INFLIBNET's NList membership to provide access to e resources to our faculty and students. Our faculty have developed e- content for various courses under B.Ed. programme of the affiliating university. They have also made research contributions in the field of technopedagogy. The faculty always took the lead in experimenting with the use of blogs, podcasts, powerpoint presentations, prezi presentations etc along with platforms like youtube and google classroom. Online ways and means of assessment are also experimented by our faculty. Online submission of assignments and practicals are done. The recent upsurge in the use of social media among the younger generation made us to think about the scope of utilising it for educational purposes. The faculty encouraged students to develop quality digital materials and media on various topics of relevance. E content developed were shared with practice teaching schools. **Evidence of Success:** Our students have produced quality materials and media on various topics of social relevance. It was shared with practice teaching schools during school internship and widely appreciated. The e-content developed by our faculty have also been widely accessed which proves its utility and success.

**Problems Encountered and Resources required:** The issues of poor internet connectivity and inability to afford technological facilities among students pose the biggest challenge. To overcome this, students are permitted to make use of the ICT facilities at college as and when needed and the faculty do provide ample support for them.

In this age of an infodemic, it is hard to provide visibility to quality learning material among a sea of unwanted, irrelevant and inaccurate information. The college takes care to develop quality e-learning materials and purposefully share it through its own website, youtube channel and facebook account to ensure accountability. The young learners' preferences to use the



gadgets primarily for entertainment, coupled with a strong faith in the traditional methods of learning keep parents from encouraging its use. The faculty and students consciously work towards removing public apathy in this regard.

**Title of the Practice: Developing Ecological Consciousness and Sustainability Objectives:**

1. To promote ecological consciousness among the faculty, students and community
2. To develop an eco-friendly life style and habits among our faculty, students and community
3. To take consistent efforts in maintaining the vegetative cover of the campus at an optimal level.
4. Keep the campus plastic free and implement a scientific and eco-friendly waste management protocol.
5. To be a beacon light in the efforts of the local community for conservation of rivers
6. To promote an understanding of the historical significance of the locality

**The Context:** The college is located at Mannanam in Kottayam district of Kerala. Located in the lap of nature, the college provides peace and solace to its wards. Kerala known as 'Gods own country' is well known for its bounteous glory of nature. However, Kerala faces the ravaging effects of environment pollution and destruction in recent years. The surging urbanization and industrialization in recent times has destroyed nature. Speed and ruthless exploitation of nature were the norms. Water transports were replaced by roads and heavily polluting motor vehicles. Deforestation and land mining pose serious environmental threats. The rich natural resources of river water are much polluted.

**The Practice:** The college has always strived to promote ecological consciousness. The college consistently takes care in maintaining its vegetative cover. It promotes eco friendly practices like herbal gardening and vegetable gardening, Effective waste management is done in the campus. Days of importance like World Environment Day and World Water Day are celebrated in a befitting manner. Seminars on the topic, nature camps, plogging, environment surveys and cleaning campaigns are regularly organised by the college. A full days activities related to the theme 'Along with Nature' were undertook as part of Community Living Camp held this year. It took the lead in testing and ensuring the water quality of the locality. The campus is a plastic free zone and green protocol is followed in organising events.

**Evidence of Success:** The efforts of the faculty and students is instrumental in successfully maintaining the vegetative cover of the campus making it a place of beauty and peace. Anyone who has participated in the college cleaning programmes will always think twice before throwing waste mindlessly as they have known the difficulty involved in cleaning it. Environmental surveys also are an eye opener to students regarding the existing practices and their efficacy. Nature camps provide students an opportunity to experience the pristine beauty of nature which makes them open to conserving it. Seminars provide the ideological foundations for understanding the need for environmental conservation and sustainability practices.

**Problems Encountered and Resources required:** Apathy and indifference towards environmental conservation efforts seem to be the biggest challenge to be overcome. Consistent awareness campaigns among various stakeholders and local community are required in this regard. Financial constraints also pose a challenge to adapt alternative energy initiatives.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://stjosephstrainingcollege.org/igac-best-practices/>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Since its inception in 1957 as a Christian minority institution aimed at educating secondary school teachers, the college has very well strived ahead in its march towards academic excellence. With a vast campus spread over 8 acres

and 61 cents of land and equipped with adequate facilities and resources for various educational programmes, administrative functions and extension services, the college aims at the formation of a community of teachers who are professionally competent, morally upright, socially acceptable and employable at the local, national and international levels. The college stands for academic excellence, good discipline, development of skills, and character formation based on love of God and service of mankind as modelled in the person of Jesus Christ. The college has always put great emphasis on staying ahead of the times. Foreseeing the needs of the future world of education, the college has taken much care to equip itself to impart the latest technopedagogical skills to its wards. Infrastructural facilities are regularly upgraded to make this possible. The faculty regularly engages in professional development programmes and updates their skills in this regard and equips students for the needs and challenges of the times. An e-content development and dissemination drive was initiated this year as part of promoting technopedagogy. Ecological consciousness has been a significant part of its ethos. The college takes great care in organising activities that promote ecological consciousness and sustainability. Ecofriendly initiatives and practices are a hall mark of the institution. Promotion of health and well being through sports and games is another distinctive feature of the institution. The construction of an Indoor Stadium funded by UGC was completed this year. The college has a gymnasium with essential fitness equipment. It takes great care and interest in promoting sports and games among its students and community at large. The college has formulated through its vast experiential repertoire a well designed student support system to ensure the wholistic development of the teacher trainees. The college aims at making the student teachers set SMART (Specific, Measurable, Attainable, Realistic and Time-bound) goals. The institution ensures the integrated development of personality of its stake holders without compromising professional competency. Thus, the institution aims to nurture globally competent teachers who shall promote democratic and spiritual values to create a just and humane world.

Provide the weblink of the institution

<http://stjosephstrainingcollege.org/igac-distinctiveness/>

## 8.Future Plans of Actions for Next Academic Year

Finish RUSA project at the earliest Initiate a project on the revival of local river Organise inauguration of the UGC funded Indoor Stadium and conduct competitions for faculty and students Organise faculty development programmes Promote e-content development and dissemination drive Introduce a Certificate Course in Special and Additional Learning Needs Implement the Value Added Course in Soft Skills, Computer Proficiency and Theatre Arts Continue conducting Certificate Courses in Functional English and Self- Regulatory Pedagogic Practice Organise a field trip and health survey at Kuttanadu, the ecologically unique wetlands of Kerala as in the previous year Facilitate external and internal academic audit Organise Workshop on Film Review Organise Workshop in Theatre Arts