Yearly Status Report - 2015-2016

Part A	
Data of the Institution	
1. Name of the Institution	**MAR THEOPHILUS TRAINING COLLEGE**
Name of the head of the Institution	**Dr. K. Y. Benedict**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04712533518**
Mobile no.	**9387829922**
Registered Email	**mttctvm15@yahoo.com**
Alternate Email	**mttctvm15@gmail.com**
Address	**Mar Ivanios Vidya Nagar, Nalanchira, Thiruvananthapuram, Kerala, Pin – 695015**
City/Town	**Thiruvananthapuram**
State/UT	**Kerala**
Pincode	**695015**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Dr. Joju John**
Phone no/Alternate Phone no.	**04712533518**
Mobile no.	**7907103185**
Registered Email	**jojujohn74@gmail.com**
Alternate Email	**jojujohn74@yahoo.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://drive.google.com/file/d/11VGrT9 b0Zilf_HUQUQksQ0AkbXc6fI2w/view

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://drive.google.com/file/d/1vRB5RG Gvk6ZpB53HaeiJz57VjMyCHh1x/view?usp=sha ring

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	**A**	**3.25**	**2014**	**21-Feb-2014**	**20-Feb-2019**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**01-Mar-2005**

7. Internal Quality Assurance System

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

IQAC		
Institution Visit to Mysore	26-Feb-2016 2	7
Two day seminar on applied statistics	01-Dec-2015 2	92
Tour- Hyderabad	16-Oct-2015 6	43
Guardian Angel Programme	28-Jul-2015 1	50
Community living camp	22-Jul-2015 4	50
One Day National Seminar in collaboration with AIRIO	16-Jul-2015 1	154
Life Skill Training	14-Jul-2015 1	50
Inter Religious Prayer	09-Jul-2015 1	62
Cartoon Competition	05-Jun-2015 1	25
Environmental Day Celebrations	05-Jun-2015 1	65
[View File](#)		

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
MTTC	XII Plan	UGC	2016 365	32640
MTTC	Project Assistance	University of Kerala	2016 365	41340
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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 :	**10**
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?	**Yes**
If yes, mention the amount	**12000**
Year	**2015**

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

One day national seminar new Perspectives in education collaboration with AIRIO

Guardian Angel Programme

Awareness of anti human trafficking

Two day seminar on applied statistics

ELON University visit: Best practice sharing with ELON University Staff and Students, USA

[View File]()

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
Conduct National Seminars	Conducted Two National Seminars
Visiting other Institutions	Visited DE Paul College, Mysore
Dramatics Workshop	Conducted Dramatics Workshop
Developing language competency	Conducted English Language Course
Sharpening ICT Skills	Conducted ICT course
Continuous interaction with parents	Conducted regular PTA meeting and Class PTA
Bring International Resource Persons	Brought Mark Schimid from Switzerland, member team from USA and member team from Italy
Monthly Action Plan	Completed as per schedule
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Management Council	18-Apr-2016

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2016
Date of Submission	05-Feb-2016
17. Does the Institution have Management Information System ?	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

Yes. Initial planning is conducted well ahead of the academic year to plan the activities of the academic year and duty is allotted to each member of staff. special attention is given to academic excellence and development of social personal environmental and esthetic values college activity calendar is prepared which is added in the college calendar after updating it. students are given the college calendar at the time of admission. each of the activities of the college are documented in the log book. staff level and student level planning is conducted before the programme and evaluation of the same happens after completion. in order to include all the important aspects of teacher education in the activity list ten clubs are formed I the college. planning form organizes meticulous planning g and pooling of ideas. reading and oratory club sharpens the communication skills and English language command. ECO club develops environmental values and sustainable living practices. women's club organizes activities for gender sensitization and women empowerment. media club of the college opens up avenues for developing media literacy. AICUF club the value inculcation club ensures inculcation of universal values, national values, and organizes celebration of festivals days of national importance.Creative club of the college nurtures creativity and population club offers awareness on demographic factors. health club gives training in aerobics and yoga. ICT club of the college offers training in multimedia content development. tourism club develops awareness about balanced growth and sustainable development. there are six subject associations that organize activities for ensures enriched optional experience. periodical tests are conducted by teachers. micro teaching lessons criticisms, demonstration and discussion lessons mould the budding teachers. students maintain a student diary where the document all the academic and co scholastic activities of the institution. there is academic field visit and social visit to develop the affective domain of the students. the peer evaluation strategy introduced in the college helps the students grow as a team. the invited talk series and

other academic get togethers ensure 360 degree teacher metamorphosis. five day community living camp is organized for cultivating social commitment. forty days of practice teaching enables the student teachers get a feel of the school and to understand the practical difficulties encountered by the teachers. the long tour visiting other states develops a feeling of nationalism and one day tour ensures the visit to places of importance in the state.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
00	00	01/06/2015	00	00	00

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BEd	00	01/06/2015

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	00	01/06/2015

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

	Certificate	Diploma Course
Number of Students	0	0

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
ICT course	20/07/2015	45
Communicative English Course	20/07/2015	45
Aerobics Course	20/07/2015	20

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Natural Science, Physical Science, Social Science, Malayalam, English, Mathematics	50

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
The feedback of the teachers is obtained after each important programme. The brain storming sessions are documented by one of the staff members and new action strategies are formed for subsequent programmes. Student feedback is obtained after each semester in writing and it is scrutinized by the IQAC committee to see the suggestions of students with regard to the various formation activities. the feedback of employers is obtained during practice teaching. every year there are two Alumniget-togethers one in the college and one in the picnic site. informal discussions are conducted during these two programs. the feed back of the parents is obtained periodically. there is a PTA executive which meets periodically. there are three general body meeting of PTA. After terminal exams parents are invited to the college to give feedback

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
MEd	Education	25	30	9
BEd	English, Malayalam, Mathematics, Physical Science, Natural Science, Social Science	50	1933	50

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
2015	50	9	12	5	0

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-	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used

Resources)					
16	16	4	10	7	5

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

Guardian angel system ensures individual mentoring Guidance is given during project Optional tutorial hours are used for mentoring Guidance and counselling cell also offers service Association activities and 10 clubs of the college open possibilities for individual influence ICT and communicative English class is given to the students

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
50	12	1:4

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
12	11	1	0	7

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
2015	Dr. T. P. Jose	Associate Professor	Lawn Ball Gold Medal, National Games
2015	Dr. Neena Thomas	Assistant Professor	Besp Paper Award Winner, 27 Kerala Science Congress
2015	Dr. Neena Thomas	Assistant Professor	KCBC Womens Commission Award 2015

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
BEd	BEd	2	10/06/2016	14/12/2016
MEd	MEd	2	26/05/2016	30/12/2016

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

Every class begins with a question answer session to identify the knowledge gap in the students. Periodical tests are conducted by the teachers. Each of the

works by the students is evaluated by teachers. Unit tests are conducted by the teachers. Student presentations and PPT's are also graded by the teachers. Progress of the students is intimated to parents through the progress card given to students. Parents are also invited periodically to evaluate the student development.

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

Academic calendar is prepared every year before the commencement of the course. It gives a clear picture of the course. An activity chart is also included in the calendar. Each student is provided a calendar. The examinations and other activities are conducted according to the activity chart.

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://www.mttc.ac.in/programmes

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
BEd	BEd	English, Malayalam, Mathematics, Physical Science, Natural Science, Social Science	0	0	0
MEd	MEd	Education	9	9	100

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)

https://drive.google.com/file/d/1IjQbcmuamTpaw1g3KinvU6nXo6RJ1rTc/view?usp=sharing

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
Total	00	00	0	0

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
International collaboration with ELON University USA Best Practices Sharing Session	IQAC organized	07/01/2016
Two day seminar on applied statistics	IQAC organized	01/12/2015
National workshop on Emotional Intelligence	IQAC organized	30/01/2016
One day national seminar- new Perspectives in education collaboration with AIRIO	IQAC organized	16/07/2016

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
00	00	00	01/06/2015	00

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
00	00	00	00	00	01/06/2015

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
01	00	00

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

Name of the Department	Number of PhD's Awarded
00	0

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)
National	00	0	00

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	1

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	Name of	Title of journal	Year of	Citation Index	Institutional	Number of

Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
00	00	00	2015	0	00	0

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
00	00	00	2015	0	0	00

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	27	2	5
Presented papers	3	17	1	0
Resource persons	3	11	1	12

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
Social Visit	Extension Wing	2	50
Cultural Visit	Extension Wing	2	48
Jail Visit	AICUF	2	12

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
00	00	00	0

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 activites	Number of students participated in such activites
ALTIUS	World Malayalee Association	Social Awareness Program	1	5

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
00	00	00	00

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
Research	Research Reference	Department of Education, University of Kerala	01/09/2015	09/09/2015	9, M.Ed. Students
Sharing of best practices	ELON university USA Academic and cultural exchange	ELON University USA	07/01/2016	08/01/2016	B. Ed students and M.Ed students
Sharing the research facilities	SCERT,Trivan drum	SCERT,Trivan drum	12/10/2015	17/10/2015	9, M.Ed. Students
Dramatics Workshop of Mark Schimid	Dramatics Training	Helen OGrady Internationa l	08/02/2016	09/02/2016	B. Ed students and MEd students

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
00	01/06/2015	00	0

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
2.5	2.3

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added

Classrooms with Wi-Fi OR LAN	Newly Added

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
Libsoft	Partially	4.1	2002

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12222	2434475	110	15696	12332	2450171
Reference Books	9139	3198629	4	2150	9143	3200779

 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
Dr. Bindu B	Economic Perspectives of Education (8 modules)	E Pathsala -UGC Project for M. Ed Curriculum	19/03/2016

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	25	1	1	0	0	1	2	2	0
Added	0	0	1	0	0	0	0	2	0
Total	25	1	2	0	0	1	2	4	0

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

4 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
00	http://www.mttc.ac.in/

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 incurredon maintenance of physical facilites
4.5	5	3.3	3.2

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 has an efficient system for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. laboratory facilities available for science students. every year chemicals and apparatus and other objects required for lab activities are purchased. students are given sufficient time for conducting experiments in the lab. computer lab is utilized by students when ever required. Hands-on practice is given during technology classes. language lab is utilized to develop command of English language. Psychology lab is also available were students conduct psychological experiments. Each optional subject has a method lab which offers facility for the students to conduct optional experiments. library is divided into three parts. all students can use the reading room and reference space according to their requirements. the library has a physical and digital catalogue system. each optional class is allotted a time slot for borrowing books. each optional class has an optional library where all the essential books are kept. students can also donate books to the optional library. the college has a stadium (common for all the institutions in the campus), a basket ball court and two shuttle badminton courts. facilities for table tennis and caroms are also available in the college.

http://www.mttc.ac.in/reports

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	0	0	0
Financial Support from Other Sources			
a) National	e-Grant	25	269685
b)International	0	0	0

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
Soft Skill Development	14/07/2015	55	Council of Teacher Educators
Developmental Dramatics in Education	08/02/2016	53	Helen O' Grandy international Organisation
One day national seminar- new	16/07/2015	48	AIRIO

Perspectives in education					

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 passedin the comp. exam	Number of studentsp placed
2015	Optional wise Competitive Exam Training	35	39	14	2
2016	Optional wise Competitive Exam Training	35	39	14	2

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
2	2	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
00	0	0	00	0	0

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
2015	0	0	0	0	0
2016	0	0	0	0	0

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

NET	5
SET	12

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

Activity	Level	Number of Participants
Kerala University Youth Festival	University Level	22
Theosa competitions	Institution level	59
Vadamvali Tug of war -competition during Onam	Institution level	40
Staff and student cricket tournament	Institution level	20
Annual arts fest	Institution level	59
Annual sports meet	Institution level	56

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
2015	00	National	0	0	00	00

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

Students have role in decision making. They play a leading role in decision making planning and organizing activities. In the beginning of the Academic Year, Union is selected. The College Union is given a prominent role in decision making, planning of activities and Implementation. The Arts Sports Fest are conducted by the Union. The various competitions held in the college and other colleges are also organized by the College Union. The College Union has representation in the Grievance Cell, NAAC Core Tea, Library Council, Research Council and all other committees in the College. Each of the activities of the college are planned by the teachers (First level planning), which is followed by a discussion with the students to gather their opinions and suggestions. The students play a leading role in implementation.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

THEOSA is the Alumini of the College. It was constituted officially in 1991.There are two main get togethers by the alumini. January second Saturday and February second Saturday. January second Saturday is set apart for THEOSA Fest, the annual get together and February second Saturday is set apart for THEOSA Tour. In addition to these, Theosa organizes extension classes, Blood donation camps and other social activities. They join the college family on all auspicious days.

5.4.2 – No. of enrolled Alumni:

2200

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

22500

5.4.4 – Meetings/activities organized by Alumni Association :

Annual get together Annual tour Poster making competition Blood donation camp Social extension activities

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)

1. Division of responsibilities- All the responsibilities of the educational institution are allocated to teachers. The responsibilities are divided into Major responsibilities, Minor responsibilities, yearly responsibilities, batchwise responsibilities, optional responsibilities club wise responsibilities. this ensures smooth functioning of the college and activities. 2. Management Policy- The College Management encourages decentralization and participative decision making. Malankara Syrian Catholic Management is known for a positive progressive approach in running educational institutions. The representative of the Manager, the Bursar of the College, ensures the development of infrastructure facilities. Academic freedom is given to the faculty. There are two teams in the college- Team for B.Ed. activities and team for M.Ed. activities. The Principal coordinates both the teams.

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

No

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
Admission of Students	Admission of Students of done according to the University regulations.
Human Resource Management	The Human Resource Management System of the College is exemplary. Creative managerial style is followed by the Principal. Teaching nad Non Teaching staff work as a team. Students are never harassed. A positive atmosphere is maintained in Teacher- Student relationship.
Library, ICT and Physical Infrastructure / Instrumentation	The college has state of the art Library facilities with multiple catalogs. It is partially automated. The infrastructure of the college is developed in strict adherence of NCTE norms. the College has a state of the art computer lab with high speed internet connectivity and WiFi connectivity.

Curriculum Development	The college gives utmost importance to curriculum development. A host of creative activities are organized to ensure creative teacher personality in the students. The curricular planning and development of academic year calendar is done in a meticulous fashion. Co curricular activities also find significant importance in the curriculum. The ten clubs of the college, College Union and Six Optional Associations organize creative programs.
Teaching and Learning	The College gives ample emphasis on teaching and learning. All the activities of teaching and learning are meticulously planned before the commencement of the academic year. It is clearly stated in the college calendar. The link practice sessions, micro teaching sessions and video shoot of the classes of student teachers ensure maintenance of quality in teaching learning. Two Seminars and One Workshop organized in the college in the academic year acted as staff improvement programs. The staff visit to Mysore DePaul College was also beneficial.
Examination and Evaluation	Periodic Evaluation is done by the teachers. The college follows continuous and comprehensive evaluation strategy. After the examination, parents are invited to evaluate the student performance. Model exams are conducted before every University Exam.
Research and Development	Out of the 11 Faculty members, 6 are Ph.D holders and 4 remaining teachers are at the completion stage. The college has started a Research Wing and 4 Teachers are guiding Research Students. M.Ed. level Research work is done in a meticulous fashion ensuring standardization of topic by veterans in the field of teacher education. The projects done by the students have eye opening research findings.
Industry Interaction / Collaboration	The college faculty offer service as resource persons in various social activities. The college gives Faculty training to Mar Baselios Engineering College and PMS Dental College. Various educational agencies come for campus recruitment in the college.

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

E-governace area	Details
Finance and Accounts	SPARKS- Salary And Service of Employees
Finance and Accounts	KPCS PF- Provident Fund of Teachers
Student Admission and Support	e-Grantz- Scholarship Program for Economically weaker sections of the society

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
2015	Dr. Joju John	National Seminar on Sustainable Development	AIRIO	1000
2015	Dr. Giby Geevarughese	National Seminar on Sustainable Development	AIRIO	1000
2015	Dr. Bindu B	National Seminar on Sustainable Development	AIRIO	1000
2015	Dr. Maya S	National Seminar on Sustainable Development	AIRIO	1000
2015	Dr. Deepthi Elizabeth Mathew	National Seminar on Sustainable Development	AIRIO	1000

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)
2016	Institution visit to Mysore	Institution visit to Mysore	27/02/2016	28/02/2016	5	1
2016	Dramatics in Education by Helen	Helen O Grandy	08/02/2016	08/02/2016	12	3

| O' Grandy international Organisation | | | | |

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
00	0	01/06/2015	01/06/2015	00

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
MTTC Staff Welfare Fund	MTTC Staff Welfare Fund	Scholarship Program

6.4 – Financial Management and Resource Mobilization

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

Yes. 1. Internal Audit is done by representative of teacher and non teaching staff. External Audit is done by the Govt. of Kerala

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
00	0	00

6.4.3 – Total corpus fund generated

354000

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	Management Council	Yes	College Council
Administrative	Yes	Management Council	Yes	College Council

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

1. Support for infrastructural Development 2. Help in identifying Resource

Persons 3. Help as a liaison between the College and Govt.

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

1. Sending staff members for In-service courses 2. Sending staff members for Workshops and conferences Sending staff members for institutional Visit

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

1. Starting Research Wing 2. Organizing courses in Robotics 3. Supporting teachers to complete doctoral work 4. Encouraging teachers to undertake Research Guide ship 5. Web 2.0 training programs

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
2015	Life skill training	14/07/2015	14/07/2015	14/07/2015	50
2015	One Day National Seminar in c ollaboration with AIRIO	16/07/2015	16/07/2015	16/07/2015	154
2015	Two day seminar on applied statistics	01/12/2015	01/12/2015	02/12/2015	92
2016	Open Web 2.0 Lab	19/03/2016	19/03/2016	19/03/2016	40

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
Womens Day	08/03/2016	08/03/2016	40	8
Life Skill Training	14/07/2015	14/07/2015	43	7
Awareness of anti human trafficking	04/11/2015	04/11/2015	43	6
Health Fitness camp	09/11/2015	09/11/2015	41	7

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

Through the Environmental Day celebration, Environmental consciousness is developed. A 7 day tour is organized to develop Environmental and Cultural Values

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	0
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
2015	1	1	10/10/2015	1	Social Visit	Mental Illness	48
2015	1	1	11/10/2015	1	Cultural Visit	Preserving Culture	47
2016	1	1	30/03/2016	20	Food for Love	Poverty	49
2015	1	1	04/11/2015	1	Awareness of anti human trafficking	Safety of Children	49

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

Title	Date of publication	Follow up(max 100 words)
Human Values and Professional Ethics Code of Conduct for Mar Theophilus Training College	01/11/2015	Human Values and Professional Ethics Code of Conduct for Mar Theophilus Training College We have to mould academically excellent and professionally competent teachers equipped with proper conceptual understanding and functional efficiency inter twined with scientific temper appropriate for the new world order. We have to

enable the students to create learning opportunities that are adapted to diverse contexts and learners in educational and outside the classrooms. We have to conceptualize and practically apply formal and informal evaluation strategies to assess the continuous all-round development of the learners. We have to instill a research based academic culture through implementation of issue based problem solving approach in the student teachers. We have to enhance the professional competence of teacher educators and master degree scholars through action research and other collaborative activities. We have to promote the spirit of fellowship among students across culture, caste and creed to equip them to meet the National and Global demands and challenges. We have to lead to meaningful actions for the social up-liftment of the educationally backward/weaker/minority sessions of the society. We have to uphold the habit of learning to live together in a complex modern world of pluralism and multi ethnic-linguistic diversity. We have to empower the students through the development of integrated personality characterized by leadership qualities, commitment, and ethical professionalism. We have to acquire proficiency in teaching, research, extension and counselling and guidance services leading to excellence in classroom/teacher

education practices. We have to impart conscientisation on conservation of environmental diversity and preventive measures ()rover exploitation of natural resources. We have to develop an eco-friendly and pollution free lifestyle inside and outside the institution. To develop a positive attitude towards sustainable development We have to train the new generation teachers to preserve and transform. We have to help the students to strengthen their varied base of universal value system in the light of spiritual and emotional intelligences and cultural ethos of the best from east and west We have to promote commitment and adherence to national values through meaningful actions upholding constitutional obligations. We have to develop the capabilities among the students to appreciate and interpret the environment within and outside them. We have to promote the designing, composition and performance of cultural and art forms on and off the sbge in varied dimensions. We have to generate a holistic vision of Loka Sarnastha Sukhino. Bhavanthu through enhancement of appreciation of Sathyam, Sivam and Sundaram.

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

Activity	Duration From	Duration To	Number of participants
Environmental Day Celebrations	05/06/2015	05/06/2015	65
Inter Religious	09/07/2015	09/07/2015	62

Prayer			
Food for Love	30/03/2016	30/03/2016	49
Arts fest	03/09/2015	08/09/2015	50

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

1. The college maintains a Green Culture 2. A beautiful garden is available 3. The college encourages farming 4. Two pools for aquarium are also available 5. There is pisciculture. 6. Rain water harvesting 7. The campus is Plastic free and Smoke Free

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Guardian Angel System- There is a program in the college named Guardian Angel System, through which, each teacher takes care of 5 students taking care of their Educational, Personal and Vocational needs and aspirations. Maintaining state of the art facilities- The college takes care to maintain state of the art infrastructure. Focus in value inculcation and Nation building- The college focuses on developing teachers with 360 degree personality development.

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

http://www.mttc.ac.in/reports

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

Making each student teacher a leader through the 10 clubs and 6 associations giving them ample opportunities for shouldering opportunities, planning activities, identifying resource persons, organizing programs and executing with previsions. A system is created where by all students automatically become active participants in activities, not merely passive recipients.

Provide the weblink of the institution

http://www.mttc.ac.in

8.Future Plans of Actions for Next Academic Year

To conduct an International Seminar for Empowering Teachers in the Knowledge Society To update the softwares of the Smart Classrooms To increase the Bandwidth of the Internet facility To develop leadership qualities in students To publish Diamond Jubilee Stamp To publish Diamond Jubilee Cover To organize weekly Research Discussion Programs