Yearly Status Report - 2016-2017

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. Bindu B**
Phone no/Alternate Phone no.	**04712533518**
Mobile no.	**9446395593**
Registered Email	**bindu.mttc@gmail.com**
Alternate Email	**bbnairtvm@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://drive.google.com/file/d/1Jj7GCcE5VZBtjkOx_sdMWBzXOn_21vWj/view?usp=sharing

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/1rkW_ooAWe8IDVermaCdJ1O5eHIdHlKEb/view?usp=sharing

5. Accrediation Details

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

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 IQAC	Date & Duration	Number of participants/ beneficiaries
Outreach program of students at Sinthanai Sanghamanm at Pondichery	10-Jan-2017 3	10
Interreligious prayer	09-Jul-2016 1	125
Field visit	26-Sep-2016 1	24
Regional workshop on Research and computational skills	14-Feb-2017 1	100
[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	7500
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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?	No

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

INTERNATIONAL CONFERFENCE ON MEDIA CONCLAVE AND EMERGING KNOWLEDGE SOCIETY CURRICULAR AND TECHNOLOGICAL INNOVATIONS AND PRACTICES

Outreach program of students at Sinthanai Sanghamanm at Pondichery

One day regional workshop exam skills and competencies
Seminar on Culture Based Pedagogy
Workshop on Expository Writing

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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 Road Safety Awareness Program	Conducted awareness class on Road Safety
Visiting other Institutions	Visited DE Paul College, Mysore
Dramatics Workshop	Conducted Dramatics Workshop
Developing language competency	Conducted English Language Course
Environmental Awareness Program	Completed Eco Friendly Plans
Continuous interaction with parents	Conducted regular PTA meeting and Class PTA
Bring International Resource Persons	Brought Dr. Prem Khatri from Nepal, as Resource Person for Transnational Colloquium
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	27-Feb-2017

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	**2017**

Date of Submission	**30-Sep-2017**

17. Does the Institution have Management Information System ?	**No**

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 ofthe academic year and duty is allotted to each member of staff. special attention is given toacademic excellence and development of social personal environmental and esthetic valuescollege activity calendar is prepared which is added in the college calendar after updatingit. students are given the college calendar at the time of admission. each of the activitiesof the college are documented in the log book. staff level and student level planning isconducted before the programme and evaluation of the same happens after completion. in orderto include all the important aspects of teacher education in the activity list ten clubs areformed 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. ECOclub develops environmental values and sustainable living practices. women's club organizesactivities for gender sensitization and women empowerment. media club of the college opens upavenues for developing media literacy. AICUF club the value inculcation club ensuresinculcation of universal values, national values, and organizes celebration of festivals daysof national importance.Creative club of the college nurtures creativity and population cluboffers awareness on demographic factors. health club gives training in aerobics and yoga. ICTclub of the college offers training in multimedia content development. tourism club developsawareness about balanced growth and sustainable development. there are six subjectassociations that organize activities for ensures enriched optional experience. periodicaltests are conducted by teachers. micro teaching lessons criticisms, demonstration anddiscussion lessons mould the budding teachers. students maintain a student diary where thedocument all the academic and co scholastic activities of the institution. there is academicfield visit and social visit to develop the affective domain of the students. the peerevaluation strategy introduced in the college helps the students grow as a team. the invitedtalk series and other academic get togethers ensure 360 degree teacher metamorphosis. five daycommunity living camp is organized for cultivating social commitment. forty days of practiceteaching enables the student teachers get a feel of the school and to understand the practicaldifficulties encountered by the teachers. the long tour visiting other states develops afeeling of nationalism and one day tour ensures the visit to places of importance in thestate. • Suggestions to the university regarding the urgency of restructuring of B.Ed. curriculum by the Faculty Members • Each faculty practices diverse modes of transaction, most of the classes are ICT oriented. • Teaching learning process considers hidden curriculum and values • Intervention model in curriculum transaction in tune with issues and problems of the society and nation • Using e- learning in curriculum transaction • Issue based practicums

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
INFORMATION AND COMMUN ICATION	nil	03/08/2016	180	employabilit y	Computer Skill

TECHNOLOGY					
COMMUNICATIV E ENGLISH COURSE	nil	03/08/2016	180	employabilit y	Communicatio n Skill

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BEd	00	01/06/2016

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	01/06/2016

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
Yoga Aerobics	20/07/2016	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	Optional Fiel Visit	50
MEd	Fiel Visit	5

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 institution has adopted well oriented mechanism for collecting feedback and exchange of information with regard to the curricular and co-curricular aspects of the programme being run in the institution. For getting feedback on

curriculum following practices are adopted. Feedback on curriculum by the student – teachers:- The institution has tried its best to cater to the needs of the students, society and nation through best practices in curriculum. Student – teachers' views and suggestions on the curriculum are collected for making necessary modifications and improvement in the current curriculum. For this purpose the institution uses two tools – (1) Inviting student – teachers' feedback on proforma, given by NAAC, through which student – teachers rate the complete course and the curriculum of the various subjects. (2) The suggestion box available in the improvement in the curriculum. Feedback on curriculum by the – Alumni:-The view and suggestions of old students of the institution are also invited with reference to the curriculum. These students are encouraged and motivated to provide feedback on the curriculum of the B.Ed. course. They are asked to post/disclose their views in following manner: Oral expression of their views about the curriculum to the Principal or the subject teacher. Writing their suggestions/ ideas directly to the Principal or subject teacher. Provide their suggestions through suggestion box. Giving their suggestions through E-mails. Feed back on curriculum by Employers:- Employers of the institution indirectly participate in the curriculum development by providing man material resources, moral and financial support to organize extension lectures and to attend workshop and seminars regarding curriculum development. Feedback on curriculum by Teaching Staff:- The institution has its Internal Curriculum Review Reform Committee consisting of staff members as subject experts. The committee analyses the existing curriculum of the B.Ed. M.Ed. course, finds out the needs difficulties of the student – teachers and provide suggestive measures for the modification in the curriculum. The faculty members meet after every academic activity to review and discuss the strengths and weakness of the activities. They also provide suggestive measures for improvement in these academic activities. The existing action plans related to curricular aspects of the college are discussed in the staff council meeting. Teachers play an active role in the tutorials to solve problems of student – teachers regarding the curriculum. Feedback on curriculum by the Community:- The institution has established a cordial linkage with the community. There are various occasions where the institution and the community come together. At the time of every meeting formal informal feedback is received from the community regarding the curriculum. Some of the activities are: The institution has established extension linkages with Community and local educational institutions i.e. practice teaching schools. The institution has also organize various services/ activities in the community such as vaccination camp, awareness programme etc. and have received feedback and suggestions from the community members at that time. The institution always invites Heads staff of the practice teaching schools, parents of the student –

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	34	5
BEd	English, Malayalam, Mathematics, PhysicalScience, Natural Science, Social Science	50	1764	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
2016	50	5	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-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
16	16	4	10	7	5

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

Student mentoring is given prime importance in both the B.Ed and M.Ed. Courses. Certain student initiated programs has been designed, developed and implemented in the college for this. The main items are Tutorial Hour in which the student exchange their ideas, views and opinions regarding current issues and relevant topics related to teacher development. More than this, there is Guardian Angel Program which is designed for providing an open forum for students expressions. 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	8

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
2016	00	Associate Professor	00

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	MEd	2	31/03/2016	26/08/2017
MEd	MEd	4	31/03/2016	26/08/2017
MEd	MEd	1	30/11/2016	08/05/2017
BEd	BEd	3	30/11/2016	30/05/2017
BEd	BEd	4	31/03/2017	03/06/2017
BEd	BEd	1	30/11/2016	28/06/2017
BEd	BEd	2	31/03/2017	08/08/2017

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

Techniques of evaluation:- The institution takes in to account the following evaluation techniques . The evaluation processes collect the data for cognitive, affective and psychomotor domain. The various types of techniques adopted are: The oral and written tests (class tests, model examinations, semester examinations and external practical Board) Qualitative evaluation of records and teaching aids. Assignments and practicums (Assignments from each subject and 32 practicums in two semesters) Seminars (Both core papers and optional papers) Sociometry (class leaders, members of student council and best outgoing students) Check list (all the practical works) Rating Scale (practice teaching) Questionnaire (entry behaviour) Interview (admission, mock interview, unstructured interviews in the classes and practical board) Observation - participatory and non participatory (social visits, community extension programme, co-curricular activities) Log book and diaries (daily activities, special programmes, reports Stages of Evaluation: Semester evaluation Incidental evaluation Appraisal by the faculty Appraisal by the head of the institution Appraisal by the management

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

PLANNING OF CURRICULAR, CO-CURRICULAR AND EXTRA-CURRICULAR PROGRAMMES As per the University Norms:- College follows the curriculum prescribed by the Kerala University. The curricular (teaching- learning processes) programmes are planned as per the calendar provided by the University. Planning by the staff council:- The staff Council meets before the commencement of the course every year and extensively evaluates the feedback and suggestions offered by the previous batch. In accordance with the suggestions an institutional curriculum framework which helps for the formation of balanced teacher personality is prepared. The staff council takes into account the total number of periods, the preparation of time table and all the important activities connected with teacher training. Through elaborate discussion various responsibilities are shared among the members of the faculty. Thus the teachers are given the responsibilities like staff secretary, staff advisor, co-ordination of different clubs, tour-in-charge, academic co-ordinator, staff editor for the magazine, the responsibility of documentation, students grievance cell, staff grievance cell, counselling, club co-ordination, organization of practical board examinations, distribution of 155 awards and prizes, maintenance of log book, PRO, responsibilities of correspondence with UGC, NCTE, NAAC, CTE, staff secretary to PTA, staff secretary to THEOSA (Alumni). A planning committee is selected by the staff council to work out the details of the basic curriculum

frame work. Planning by the planning committee:- A planning committee, chaired by the Principal is constituted with six members of the staff. The planning committee prepares the academic calendar, plan of action and the time table for the academic year. Planning by the student council: The student council is a democratically selected team representing six optional classes and one PG student. One of the faculty members (Staff Advisor) is given the responsibility of monitoring the activities. Student council formulates the general policy and also guide the activities of the institution. The activities of each academic year are planned at the beginning of the year. Subject-wise planning:- Each faculty member plans the activities of the optional class ahead of the commencement of the academic year, conducts a discussion with the students and finalizes the course of action. Optional association planning:- Each optional class plans the activities of the association after conducting a detailed discussion in the class. There is an award for the best association. Planning of the club activities:- Each club has seven executive members, monitored by a co-ordinating teacher. The executive committee is democratically selected giving representation to each optional class. A president and a secretary are selected from among the seven executive committee members. The co-ordinator in charge and the executive committee members conduct a discussion at the commencement of the academic year and action plan is charted out for the year. DISSEMINATION OF THE ACTION PLAN College calendar:- The college calendar is effectively used as a tool to disseminate the action plan. It gives the day to day activities. A detailed picture of the B.Ed. and M.Ed. courses including the syllabus, basic requirements, scheme of examination etc. are also given in the calendar. Assembly:

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
MEd	MEd	Education	5	5	100
B.Ed.	BEd	English, Malayalam, Mathematics, PhysicalScience, Natural Science, Social Science	50	50	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://docs.google.com/document/d/1avGdbkENDZwrK9-y3gngAUo4O7O6ezFYXwXdCieODaE/edit?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
AWARENESS PROGRAM ON ROAD SAFETY	IQAC Natural Science Department	27/01/2017
BLOOD DONATION CAMP	IQAC English Department	12/01/2017
Outreach program of students at Sinthanai Sanghamanm at Pondichery	IQAC English Department	10/01/2017

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	01/06/2016	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	01/06/2016

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	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)
International	Education	1	5.35

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 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
00	00	00	2016	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	2016	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	2	8	4	8
Presented papers	2	0	0	0

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
Educational Visit	Extension Wing	2	10
Social Visit	Extension Wing	2	50
Cultural Visit	Extension Wing	2	50

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

Outreach program of students at Sinthanai Sanghamanm at Pondichery	Azim Premji University	Outreach program	2	10

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
Intellectual Exchange	Hands on training	SIEMAT	27/07/2016	31/07/2016	05
Cultural	Outreach program of students at Sinthanai Sanghamanm at Pondichery	Azim Premji University	10/01/2017	13/01/2017	12
Development of competencies	Workshop on communication and Soft Skill development	MTTC	30/10/2016	30/10/2016	50
Intellectual Exchange	Outreach Program	Kanthari and Child Development Center	26/09/2016	26/09/2016	05

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	01/06/2016	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	Existing

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	12332	2450171	33	11552	12365	2461723

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-PG- Pathshala	31/08/2016

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	0	0	0	0	0	16	0
Total	25	1	1	0	0	1	2	18	0

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

16 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 institution has a planning committee to review the needs for augmenting the infrastructure to keep pace with the academic growth. The institution plans and arranges various maintenance, modification, upgradation and installations to the existing infrastructure facility according to the need of the hour on regular basis. The requirements of the students are enquired through the periodic feedback, interaction with the students, careful observation of the activities of the students and through the complaint box mechanism. The following are some of the recently augmented infrastructural facilities provided for ensuring accelerated academic growth. Bio-Metric Punching System Adding Web OPAC, Gate way entry, Bar coding with bar code reader, Internet, Books, Journals and Resource Materials (CD collections) in the Library. Incorporating ICT in the teaching-learning process by installing 3 Interactive White Board Provision of more LCD Projectors Provision of some Flat Monitor Computer systems etc. Purchasing more furniture Improving the existing laboratory facilities Installation of online Math Lab Buying a Multipurpose Audio Player Provision of High Power Generator to ensure 24X 7 electric supply Introduction of Interactive digitalized Language lab with 10 Computers Power backup for 20 computers continuously for 3 hrs Intercom facility for inter office communication Portable (External) Hard Disk 500GB USB External Cable - Single and double USB- 2GB, 4GB, 8GB Digital Camera Handicam Multipurpose Laser printer cum Scanner, Copier and Fax (colour) Multipurpose laser printer cum photocopier Internet facility for all computers Laser printer black white Colour Scanner Better Microphones High Power speakers Dot matrix printer Safe guard against fire Increasing the parking area Beautification of the parking area

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-Grantz	25	154405
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
Orientation program on self defence	17/06/2016	50	0

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
2016	Optional wise Competitive Exam Training	34	37	12	28
2017	Optional wise Competitive Exam Training	40	42	18	36

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		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Lords School, Tvm, Sarvodaya. Nalanchira	44	3		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
2017	18	B.Ed.	Education	Govt, Aided	PG/MPhil

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	2
SET	14

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

Activity	Level	Number of Participants
Annual sports meet	University Level	88
Annual arts fest	Institution level	96
Staff and student cricket tournament	Institution level	20
Vadamvali Tug of war -competition during Onam	Institution level	40
Theosa competitions	Institution level	64
Kerala University Youth Festival	University Level	28

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
2016	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

ACTIVITIES AND SUPPORT FROM THE ALUMNI ASSOCIATION • Celebration of Alumni day in every year on January second Saturday • Essay completion on " Communication

explosion and exploitation" • Honoring of PhD Awardees, • Award to M.Ed Rank Holder • Award for those who cleared NET/ SET • Award for College B.Ed topper in the university Examination • One day tour

5.4.2 – No. of enrolled Alumni:

2250

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

25000

5.4.4 – Meetings/activities organized by Alumni Association :

Annual get together Annual tour Poster making competition Blood donation camp Social extensionactivities

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 administrative system of the college is very effective in utilizing the human resources input. The fund from the UGC is effectively utilized for improving the training quality of the institution. Each member of the faculty is assigned with the responsibility of clubs, associations, cells and other miscellaneous responsibilities. Each one is accountable to the management and Principal for the performance of the assigned duties.

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
Industry Interaction / Collaboration	The college faculty offer service as resource persons in various socialactivities. The college gives Faculty training to Mar Baselios EngineeringCollege and PMS Dental College. Various educational agencies come for campusrecruitment in the college
Examination and Evaluation	Periodic Evaluation is done by the teachers. The college follows continuous andcomprehensive evaluation strategy. After the examination, parents are invitedto evaluate the student performance. Model exams are conducted before everyUniversity Exam.
Curriculum Development	The college gives utmost importance to curriculum development. A host ofcreative activities are organized to ensure creative teacher personality in thestudents. The curricular planning and development of academic year calendar isdone in a meticulous fashion. Co curricular activities also

	find significantimportance in the curriculum. The ten clubs of the college, College Union andSix Optional Associations organize creative programs
Admission of Students	B Ed Admissions are conducted by the state government on the basis of marks obtained in qualifying examination. Eighty five percent of seats are filled through centralized allotment system. Publicity and transparency in the admission process are ensured to access equity considering the norms including reservation policies. The government allotted seats include the following categories. General Category Socially and Educationally backward classes (SEBC) like Ezhava, Muslim, other backward Hindus Minorities Scheduled Caste and Scheduled Tribes Sports Quota Physically impaired Fifteen percentages of seats are reserved as management seats. For M.Ed. admissions 50 seats are filled on the basis of entrance test conducted by the University of Kerala considering the norms including reservation policies and the other 50 seats are filled by the management as per the norms of the university
Human Resource Management	At the beginning an academic calendar is prepared with cooperative effort of the faculty and non teaching faculty. Action plan is prepared in the staff council through discussion and various committees, associations, clubs and cells are constituted for the effective management of different institutional activities. The staff council meets periodically to review the action plans. These committees assess and recommend the resources required for carrying out academic and co-curricular activities. The Principal and the management consider the recommendations and allocate the required human and financial resources. Changes resulted from the action plans are accomplished and sustained by proper allocation of the human and financial resources.
Library, ICT and Physical Infrastructure / Instrumentation	The institution has a spacious digitalized library with seating arrangement. A separate reading room is maintained adjacent to the library. The office of the librarian is inside the main library. There is a storeroom aside the reading room for keeping outdated books and daily. The library timing is from 8.30 am to 4.30 pm on

	working days. A separate week day is meant for each optional for the convenience of teacher trainees. The library is well furnished and ventilated to provide a conducive environment for reference and learning.
Research and Development	Dr. P.M Jaleel, Dr. K.Y.Benedict, Dr. T.P. Jose, Dr. Giby Gevarghese and Dr. Maya S Dr. Joju john Dr. Bindu.B. and Dr.Ancy.A.S. are rendering their service as research guides of the Centre. Dr. Reetha Revi and Dr. Smitha S of S.N Training College Nedunganda, Varkala also joined as Research Guides of the Centre. In collaboration with the M.Ed faculty, the Research Wing Organized one National Colloquiums this academic Year. The Publication wing which is entering to the 14 th year of its existence continues the publication of the Research Journal, Teacher Learner and Society and the College News Letter Mar Theophilus Campus Pulse. It is also not worthy that the ISSN numbered Journal of the college got a special recognition as an approved Research Journal by the University Of Kerala.
Teaching and Learning	1. ICT Integrated teaching through • Smart classrooms • The effective use of Computers, Internet in teaching learning • LCD projectors for transacting • Audio resources • Video resources • Communication course • Computer literacy programme

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

E-governace area	Details
Planning and Development	The development of the prospective academic plan is initiated keeping in view the National policies in higher education, existing priorities and local needs. It begins with informal consultations with a cross-section of stakeholders (named FRIENDS OF MTTC) including community leaders, prominent academicians, Practice teaching school teachers, faculty members, staff and students. This is followed by a formal meeting of faculty and administrative staff convened by the Principal, where the plan is discussed and responsibility assigned to prepare a draft incorporating all stakeholders' view. The final draft is presented to the Governing Body for its approval. Thus academic plan is prepared in

		partnership with teachers, administrative staff and student council
Finance and Accounts		To support the implementation of mission and goals an institutional academic plan for the whole session is prepared by the academic body of the institution, in which the activities related to teaching-learning, curricular and co-curricular activities are planned. To carry out these activities smoothly the human and financial resources are planned and obtained according to the norms. UGC, Government and Management provide financial resources which are utilized by keeping the norms. In accordance with the norms of UGC and NCTE human resources are assigned to accomplish the requirements.
Student Admission and Support		B Ed Admission Procedure B Ed Admissions are conducted by the state government on the basis of marks obtained in qualifying examination. Eighty five percent of seats are filled through centralized allotment system. Publicity and transparency in the admission process are ensured to access equity considering the norms including reservation policies. The government allotted seats include the following categories. ? General Category ? Socially and Educationally backward classes (SEBC) like Ezhava, Muslim, other backward Hindus ? Minorities ? Scheduled Caste and Scheduled Tribes ? Sports Quota ? Physically impaired Fifteen percentages of seats are reserved as management seats. M Ed Admission Procedure For M.Ed. admissions 50 seats are filled on the basis of entrance test conducted by the University of Kerala considering the norms including reservation policies and the other 50 seats are filled by the management as per the norms of the university
Examination		Continuous and Comprehensive Evaluation: The evaluation in the college is continuous and comprehensive. Even the minor initiatives are taken into account in the evaluation part. All the practical works and performance and teaching strategies adopted and even the attendance of the candidate is taken into account in the process of

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
2016	00	00	00	0

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	Workshop on communication and Soft Skill development	Workshop on communication and Soft Skill development	03/10/2016	03/10/2016	16	7
2016	Seminar and Institutional Visit to Udaipur, Rajastan	NA	24/09/2016	27/09/2016	2	0

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
Refresher Program	2	19/08/2016	08/09/2016	21

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

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. ExternalAudit 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

33000

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 aliaison 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 andconferences 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 completedoctoral work 4. Encouraging teachers to undertake Research Guide ship 5. Web 2.0 trainingprograms

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

2017	Outreach program of students at Sinthanai Sanghamanm at Pondichery	10/01/2017	10/01/2017	13/01/2017	5
2016	Workshop on communication and Soft Skill development	30/10/2016	30/10/2016	30/10/2016	50
2016	Outreach Program	26/09/2016	26/09/2016	26/09/2016	5

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	08/03/2017	08/03/2017	41	12
Outreach program of students at Sinthanai Sanghamanm at Pondichery	10/01/2017	13/01/2017	8	2
Orientation program on self defence	17/06/2016	17/06/2016	42	8

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 daytour 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	Number of initiatives	Date	Duration	Name of initiative	Issues addressed	Number of participating

	address locational advantages and disadva ntages	taken to engage with and contribute to local community					students and staff
2016	1	1	30/08/2016	01	Social visit to Shalom	Mental Illness	50
2017	1	1	07/01/2017	02	Seminar on Culture Based Pedagogy	Preserving Culture	100
2017	1	1	29/05/2017	05	Community Living Camp	Social Issues	50

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 ValuesandProfessionalEthics Codeof Conductfor MarTheophilusTrainingCollege	17/11/2016	Human Values and Professional Ethics Code of Conduct for MarTheophilus Training College We have to mould academically excellentand professionally competent teachers equipped with properconceptual understanding and functional efficiency inter twined withscientific temper appropriate for the new world order. We have toenable the students to create learning opportunities that areadapted to diverse contexts and learners in educational and outside the classrooms. We have to conceptualize and practically applyformal and informal evaluation strategies to assess the continuousall-round development of the learners. We have to instill a researchbased academic culture through implementation of issue based problemsolving approach in the student teachers. We have to

enhance theprofessional competence of teacher educators and master degreescholars through action research and other collaborative activities.We have to promote the spirit of fellowship among students acrossculture, caste and creed to equip them to meet the National andGlobal demands and challenges. We have to lead to meaningful actionsfor the social up-liftment of the education allybackward/weaker/minority sessions of the society. We have to upholdthe habit of learning to live together in a complex modern world ofpluralism and multi ethnic-linguistic diversity. We have to empowerthe students through the development of integrated personalitycharacterized by leadership qualities, commitment, and ethicalprofessionalism. We have to acquire proficiency in teaching,research, extension and counselling and guidance services leading toexcellence in classroom/teacher education practices. We have toimpart conscientisation on conservation of environmental diversityand preventive measures ()rover exploitation of natural resources.We have to develop an eco-friendly and pollution free lifestyleinside and outside the institution. To develop a positive attitudetowards sustainable development We have to train the new generationteachers to

preserve and transform. We have to help the students tostrengthen their varied base of universal value system in the lightof spiritual and emotional intelligences and cultural ethos of thebest from east and west We have to promote commitment and adherenceto national values through meaningful actions upholdingconstitutional obligations. We have to develop the capabilitiesamong the students to appreciate and interpret the environmentwithin and outside them. We have to promote the designing,composition and performance of cultural and art forms on and off thesbge in varied dimensions. We have to generate a holistic vision ofLoka Sarnastha Sukhino. Bhavanthu through enhancement ofappreciation 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	05/06/2016	05/06/2016	65
Awareness program on swatch bharath misssion	22/09/2016	22/09/2016	100
Gandhi Jayanathi week	02/10/2016	02/10/2016	100

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

AWARENESS PROGRAM ON SWATCH BHARATH HEALTHY HEART PROGRAM GREEN CAMPUS MEDICINAL GARDEM JEEVAMRITHAM WORKSHOP ON HEALTH AND EXERCISE Environmental Day Celebration

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, throughwhich, each teacher takes care of 5 students taking care of their Educational, Personal andVocational needs and aspirations. Maintaining state of the art facilities- The college takescare to maintain state of the art infrastructure. Focus in value inculcation and Nationbuilding- 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

? Conducting internal discussion series and brainstorming sessions ? Inspiring faculty improvement through publications and media interventions by the faculty ? Promoting minor/major and action research by faculty members. ? Providing technical support for Up gradation of infra structure facilities to enhance teaching learning process