



Yearly Status Report - 2018-2019

Part A

Data of the Institution

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. Laji Varghese			
Phone no/Alternate Phone no.		04712530074			
Mobile no.		9846377011			
Registered Email		technolaji@gmail.com			
Alternate Email		lajivarghese@icloud.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://www.mttc.ac.in/reports			
4. Whether Academic Calendar prepared during the year		Yes			
if yes, whether it is uploaded in the institutional website: Weblink :		http://www.mttc.ac.in/reports			
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
1	A	3.21	2005	28-Feb-2005	27-Feb-2010
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		
Summer School Enrichment	03-Apr-2019		500		

Courses	60	
Orientation Programme for CRACS Skill Training Programme for Innovative Science Learning	14-Mar-2019 1	178
International Womens Day Celebration	11-Mar-2019 1	240
National Science Day Celebration (Sponsored by Kerala State Council for Science, Technology and Environment, KSCSTE)	26-Feb-2019 2	175
ADHAR Enrolment and Awareness Drive	15-Feb-2019 1	186
ADHAR Enrollment and Awareness Drive	04-Feb-2019 2	412
LMS Orientation Programme and Business Conclave	25-Jan-2019 1	330
Dr. K. Sivadasan Pillai Commemoration & Regional workshop on Integrated B.Ed.	17-Dec-2018 1	300
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	National Science Day Celebration	KSCSTE	2019 1	10000
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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 :	11
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
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

LMS Orientation Programme and Business Conclave

International Womens Day Celebration

Orientation Programme for CRACS Skill Training Programme for Innovative Science Learning

Summer School Enrichment Courses

Nava Kerala Karunya Deepam- An initiative of the college to help the thousands who lost their belongings in the flood that hit Kerala during the year

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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
Continuous interaction with parents	Discussed and Remedied Student issues
WiFi Enabled Digital Campus	Installed Digital hotspots at regular intervals
Integrate Admission Module in LMS	Effortless and transparent admission process ensured
Monthly Action Plan	Enabled smooth execution of Chalked out plans
Digital Profile creation for Staff and Students	Fulfilled with the support of Centralized LMS System
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Management Council	27-Feb-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	30-Sep-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The Learner management system powered by Emstem Technologies Bangalore was fully made functional during the present academic year. The LMS was installed as a stepping stone in the development of the college and in compliance to the mandates of the QCI which was functioning in tandem with NAAC to ensure the Quality of Teacher Education institutions at that point of time. The installation of the LMS system was very beneficial to the students owing to ease of use and total transparency in admission and teaching learning process and extended to the final evaluation too. The students were empowered as they were given their user names and passwords with which they could check their grades and results of internal examinations online. The teachers too were able to use the LMS to systematize and better organize their class work. Admission Module Student Data Module Faculty Profile Module Registration Fee Module Internal Marks Module Time Table and Attendance Modules Reports Module Feedback Module

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

In Mar Theophilus Training College the academic year starts with a series of faculty meetings and IQAC meetings to meticulously plan and finalize the course of action for the coming year. One of the first activity is to go through the feedback and identify possible areas of weakness. Then the academic calendar is prepared in agreement with the course wise academic calendars given by the University. The teacher designated finalizes the college calendar taking into account all suggestions and requisites suggested in the afore mentioned meetings. The students are given the college calendar at the time of admission. Each of the activities of the college are documented in the log book. It is

made compulsory that 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 of ten clubs are formed in the college. The planning forum of the college organizes meticulous planning 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 together 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. Much importance is given to collecting feedback after each activity and to the final feedback offered at the end of the academic year. These help is shaping the future of the institution and enhances institutional planning.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
INFORMATION AND COMMUNICATION TECHNOLOGY	nil	01/08/2018	180	Employability	Computer Skill
COMMUNICATIVE ENGLISH COURSE	nil	01/08/2018	180	Employability	Communication Skill
Life Skill Development Course	nil	01/08/2018	60	Citizenship	Interpersonal Relationship

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	46	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	01/08/2018	24
Basics of Table Tennis	02/01/2019	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
BEEd	Optional Field Visit	50
MEEd	Field Visit	12
BEEd	Internship at Practicing schools	50
MEEd	Internship at select Colleges of Education and Teacher Education institutions	12

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The college follows a structure of 360 degree evaluation. The feedback of the students being the primary stakeholders is collected by the faculty advisors in class and centrally by the Principal identifying the various milestones in the academic year. 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 opinion of the parent is considered with utmost importance as they are the secondary stakeholders in the process. The feed back of the parents is obtained periodically. there is a PTA executive which meets periodically. there are three general body meeting of</p>

PTA. After University end semester exams parents are invited to the college to give feedback. The feedback of the teachers too is obtained by the college IQAC and planning forum after each important programme. The brainstorming sessions are documented by one of the staff members and new action strategies are formed for subsequent programmes. The staff members are also evaluated by their peers to enable avoidance of mistakes. The feedback of employers is obtained during practice teaching and during spells of internship. The findings from the feedback are quantitatively listed and subjected to analysis by the college in the day to day functioning and in policy planning.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	English, Malayalam, Mathematics, Physical Science, Natural Science, Social Science	50	1820	50
MEd	Education	25	41	12

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	50	13	12	4	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	Number of smart classrooms	E-resources and techniques used
16	16	4	10	10	5

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

Tutorial system provides scope for students to get individual guidance from their respective teachers. The Faculty advisors provide individual support to their respective classes. Core Teachers assist the students through their classes and individual Special interest clubs where students can follow their course of interest. Guardian angel, a traditional student mentoring practice in the 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
63	16	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	9

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
No Data Entered/Not Applicable !!!			

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	B.Ed	1	21/09/2018	19/02/2019
BEd	BEd	2	30/03/2018	20/07/2018
BEd	BEd	3	28/09/2018	30/01/2019
BEd	BEd	4	29/03/2019	05/04/2019
MEd	MEd	1	26/10/2018	05/04/2019

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

The college had the added responsibility of making the students ready for the MCQ examinations. Therefore time was set apart for conduct of objective type questions. This was important in the performance of students in the fourth semester online examination. Classes usually begin with an informal question answer session to identify the knowledge gap in the students and to better connect with the previous knowledge. 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. At the end of each semester the internal marks are to be uploaded on the LMS and on the university Website. The students are made to sign the final sheet. Feedback is provided to the students based on the CE marks.

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
MEd	MEd	Education	5	5	100
B.Ed.	BEd	English, Malayalam, Mathematics, Physical Science, Natural Science, Social Science	49	48	98

2.7 – Student Satisfaction Survey

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

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

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
No Data Entered/Not Applicable !!!				

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
Sivadasan Pillai Commemoration Integrated B.Ed. Workshop	IQAC and Shivadasan Pillai Foundation	17/12/2018
One Day Orientation Workshop on Higher Education by Planning Forum and THEOSA	IQAC and Department of Future Studies, Karyavattom	19/03/2019

Workshop on Feminist Pedagogy by Divya S. Pushpan	IQAC and Research Wing, MTTC	04/05/2019
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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
No Data Entered/Not Applicable !!!				

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
No Data Entered/Not Applicable !!!					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
Education	1

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	3.7

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	5

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
No Data Entered/Not Applicable !!!						

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
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No Data Entered/Not Applicable !!!

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	6	12	10	8
Resource persons	3	5	1	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
Social Visit to Shalom	College Union and MSS	4	54
Optional Field Visit	Extension Wing	6	48
Cultural Visit to Guru Gopinath Nandanagramam	College Union	2	50
Second Semester Educational Visit	Extension Wing	3	38
Annual Theosa Tour to TBGRI, Maangayam Waterfalls, Kulathupuzha and Kudakkathu Para	THEOSA and College Union	5	130

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
No Data Entered/Not Applicable !!!			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
ADHAR Enrollment and Awareness Drive	UCO Bank and IQAC	ADHAR Enrollment	2	35

ADHAR Enrolment and Awareness Drive - Phase II	UCO Bank and IQAC	ADHAR Enrollment	2	27
National Science Day Celebration	KSCSTE and IQAC	Science Day Celebration	1	97

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
No Data Entered/Not Applicable !!!			

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
Sharing the research facilities	Institutional Visit	SCERT, Trivandrum	06/12/2018	12/12/2018	12
Arts and Aesthetics	Cultural Visit	Guru Gopinath Nadanagramam	26/10/2018	26/10/2018	50
Research Awareness	One Day Conference on Research Avenues and JNTBGRI	Jawaharlal Nehru Tropical Botanical Garden and Research Institute	18/12/2018	18/12/2018	180

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
No Data Entered/Not Applicable !!!			

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
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2.8

2.4

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	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 partially)	Version	Year of automation
Libsoft	Partially	4.2	2002

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12647	2532265	158	47496	12805	2579761
Reference Books	9139	3198629	7	2895	9146	3201524

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
No Data Entered/Not Applicable !!!			

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	50	0
Added	0	0	0	0	0	0	0	30	0
Total	25	1	1	0	0	1	2	80	0

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

80 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
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5.42	5.89	3.68	3.92

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-Grantz	21	181685
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 Programme for CRACS Skill Training Programme for Innovative Science	14/03/2019	178	Science Club

Learning			
ICT Skill Development	06/08/2018	25	ICT Club MTTC
YOGA	08/08/2018	50	Health Club MTTC

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Optional wise Competitive Exam Training	40	42	18	30
2019	Optional wise Competitive Exam Training	32	40	14	28

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
3	3	5

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Lords School, Tvm, Sarvodaya. Nalanchira, Sandeepani Vidya Mandir, Tvm, St. Thomas School, Mukkola	46	7	JSPM Group, Pune, Delhi Public School	5	2

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

Year	Number of students	Programme graduated from	Department graduated from	Name of institution joined	Name of programme

	enrolling into higher education				admitted to
2019	23	B.Ed.	Education	Govt, Aided	M.Ed./MPhil
2019	3	M.Ed.	Education	Govt, Aided	Ph.D.

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	6
SET	31

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

Activity	Level	Number of Participants
SPARKZ -2018	Institution level	180
Navadalam - Arts Fest of the 62nd College Union	Institution level	125
Annual Sports Meet	Institution level	120

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
No Data Entered/Not Applicable !!!						

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 the old students association has been an integral part of the college. It has been instrumental in knitting together the glorious past of the college with its promising tomorrow. Every year THEOSA fest is held on the second

Saturday of January. It is a one day event that all Theophilites look forward to. The alumni of the college comes back to their alma mater to share their experience and meet the generations added every year. It is in the Theosa Fest that awards and recognitions of the alumni are acknowledged and honoured. The THEOSA fest binds the college in one firm tradition of universal love and brotherhood. The THEOSA fest was held in the college auditorium on 12/01/2019. This year also THEOSA took effort to honor all alumni who had secured doctoral degrees. It also recognized its members with award to M.Ed Rank Holder, Award for those who cleared NET/SET and Award for College B.Ed topper in the university Examination. THEOSA annually conducts an essay writing competition for its members. In addition to the THEOSA members, the faculty of the college and the present students of the college are given an opportunity to participate in the competition. The topic for the essay writing this year was "The relevance of Education during the Floods". THEOSA tour was conducted to Tropical Botanical Garden and Research Institute at Thenmala, Maangayam Waterfalls, Kulathupuzha and Kudakkathu Para. The tour started from the college early in the morning and returned before 6.30 in the evening. It was a memorable experience to all those who managed to go. The THEOSA joined with the planning forum of the college to organize a one Day Orientation Workshop on Higher Education this year. The executive members of the association had joined in the planning and execution of the workshop. Special efforts were being made during the period of floods in Kerala to reach out to the needy by the members of the THEOSA. Assistance was provided in cash and kind to be given to the thousands who had lost their homes in the fury of the floods.

5.4.2 – No. of enrolled Alumni:

2350

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 One Day Orientation Workshop on Higher Education Blood donation camp Special efforts were being made during the period of floods in Kerala to reach out to the needy by the members of the THEOSA 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)

The college practices decentralised administration to the grassroots level. It starts from the very planning of the academic and co-scholastic activities of the college. There is ample evidence to prove the point in the activities stated below. • NavaKerala Karunya Deepam The programme had been suggested by the college union, discussed and finalized in the staff council and executed with the help of the THEOSA and the PTA of the college. The programme had been planned by the students and represented through the college union. The programme was trimmed and finalized by the joint staff committee which includes teaching and administrative staff members. The participation of the Parent Teacher association was ensured in the form of blanket permissions to their wards, food and clothing materials and good will in abundance. The THEOSA joined hands with the college union in the collection and distribution of materials. They had also made sure that the materials reached the right hands. Thus the programme can be seen as an example of decentralized planning and execution. • Role of all Stake holders in conduct of Summer Enrichment Classes

During the months of March, April and May all stakeholders of the college were meticulously involved in the planning and execution of the summer school classes. The student-teachers of the college were given the task of identifying the areas where intervention was necessary and classes need to be provided as a means of intervention. They were also entrusted with the task of contacting their mentor teachers and collecting data at the primary level. The faculty of the college undertook the course design and brought out the various courses which could be given to the school students during the summer holidays. The administrative staff of the college assisted with all necessary support to implement the programme. The senior faculty members took the role of programme managers and took turns to do the administration and smooth conduct of the courses. The members of THEOSA took the role of skill trainers and teachers and helped in the conduct of the programme. The Principal evaluated the day to day events and provided constructive feed back

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

Yes

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
Research and Development	The college has a well equipped Research Centre functioning under the University of Kerala. Dr. K.Y.Benedict, Dr. Giby Gevarghese and Dr. Maya S, Dr. Joju john, Dr. Bindu.B. , Dr. Laji Varghese and Dr.Ancy.A.S. who are members of the teaching faculty are rendering their service as research guides of the Centre. Dr. Reetha Revi and Dr. Smitha S of S.N Training College Nedunganda, Varkala have 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 of the college is consistently engaged in the effort of publication of the Research Journal, Teacher Learner and Society and the College News Letter, Mar Theophilus Campus Pulse. It is also note worthy that the ISSN numbered Journal of the college has been recognised as an approved Research Journal in the faculties of Education, Physical Education and Psychology by the respective board of studies of the University Of Kerala.
Curriculum Development	The college gives utmost importance to curriculum development. A host of creative activities are organized to ensure creative teacher personality inthe 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 videoshoot 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

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.

Human Resource Management

The Human Resource Management System of the College is exemplary. Creative managerial style is followed by the Principal. Teaching and Non Teaching staff work as a team. Students are never harassed. A positive atmosphere is maintained in Teacher-Student relationship.

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.

Admission of Students

Admission of Students is done according to the University regulations. It is done on-line using the LMS through the

College Website. The College also provides conventional paper applications for those who require it.

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

E-governance area	Details
Planning and Development	Competent modules of the MIS system used to optimize resources
Administration	Centralised administration and attendance management using Biometric system.
Finance and Accounts	SPARKS- Salary And Service of Employees KPCS PF- Provident Fund of Teachers
Student Admission and Support	LMS supported by EMSTEM Technologies. e-Grantz- Scholarship Program for Economically weaker sections of the society
Examination	Online examination for 4th Semester B.Ed .Students Time table and internal exams module to schedule examination work.

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
2018	Dr. Laji Varghese	National Conclave on accreditation framework for Higher education institutions	SNTC Nedunganda	500
2018	Dr. Ancy A S	National Conclave on accreditation framework for Higher education institutions	SNTC Nedunganda	500
2018	Dr. Maya S	National Conclave on accreditation framework for Higher education institutions	SNTC Nedunganda	500
2018	Dr. Giby Geevarughese	National Conclave on accreditation	SNTC Nedunganda	500

framework for
Higher
education
institutions

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)
2018	Sivadasan Pillai Com memoration Integrated B.Ed. Workshop		17/12/2018	17/12/2018	16	0
2018	One Day Conference on "Research Avenues and JNTBGRI"	One Day Conference on "Research Avenues and JNTBGRI"	18/12/2018	18/12/2018	15	11
2019	LMS Orientation Programme and Business Conclave	LMS Orientation Programme and Business Conclave	25/01/2019	25/01/2019	16	11
2019	ADHAR Enrolment and Awareness Drive	ADHAR Enrolment and Awareness Drive	04/02/2019	05/02/2019	16	11

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 Course in Education and Teaching methods	2	11/03/2019	31/03/2019	21
SUMMER SCHOOL (MULTIDISCIPLINARY) in UGC-	1	23/07/2018	13/08/2018	21

HUMAN RESOURCE DEVELOPMENT CENTRE, Kariyavattom, Thiruvananthapuram				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	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)

The college has a very transparent system of financial management. The college administrative wing functioning under the Head accountant maintains all required records and log books tracking the flow of money in the institution. The cash books are updated on a daily basis and all records are subjected to internal audit at the close of the week. All accounts are verified by the principal and counter signed. The accounts are subjected to audit by a chartered accountant at regular intervals. All records of the office are subjected to verification in the University and Government Audit during each

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
No Data Entered/Not Applicable !!!		

6.4.3 – Total corpus fund generated

37800

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. PTA General Body Meetings- To discuss and finalize academic framework
2. Monthly PTA Executive Board to consider the local affairs of maintenance and student welfare
3. PTA special commissions to study and report on students

stress during practice teaching and issues relating to lack of motivation in competitive exams

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

1. Communicative English Program for auxiliary staff- organized by English association
2. Skill development and basic computer skills - a self learning package provided to clerical staff
3. A word a day program- offered by the college union for enhancing communicative skill in English

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

1. Supporting teachers to complete doctoral studies
2. Encouraging teachers to undertake Research Guideship
3. Support for teachers to undertake minor and major research projects
4. Use of Learner Management System
5. Centralized WiFi Campus

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Sivadasan Pillai Commemoration Integrated B.Ed. Workshop	12/12/2018	17/12/2018	17/12/2018	300
2019	ADHAR Enrolment and Awareness Drive	12/12/2018	04/02/2019	15/02/2019	598
2019	International Womens Day Celebration	12/12/2019	11/03/2019	11/03/2019	240

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
International Womens Day Celebration	11/03/2019	11/03/2019	224	16
Teaching Aids	12/10/2018	12/10/2018	92	12

Preparation Workshop				
Health is Wealth - Talk on health issues by ICT club	31/01/2019	31/01/2019	90	9

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
No Data Entered/Not Applicable !!!

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
2018	1	1	09/08/2018	1	Social Visit to Shalom	Mental Illness	54
2018	1	1	26/10/2018	1	Cultural Visit to Guru Gopinath Nandanagram	Preserving Culture	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 Values and Professional Ethics Code of Conduct for Mar Theophilus Training College	05/11/2018	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 problemsolving 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 upliftment of the educationally backward/ weaker/ minority sections 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 tea
 ching, research, extensiona
 nd counselling and
 guidance services leading
 to excellence
 in classroom/teacher
 education practices.
 We have to impart conscient
 isation on conservation of
 environmental diversity and
 preventive measures
 () over 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 a
 ctions upholding constituti
 onal obligations. We
 have to develop the capabi
 lities 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 stage in
 varied dimensions. We have
 to generate a holistic
 vision of Loka Sarnastha
 Sukhino. Bhavanth through
 enhancement
 of appreciation of Sathyam,
 Sivam and Sundaram

Activity	Duration From	Duration To	Number of participants
Environmental day celebrations	05/06/2018	06/06/2018	51
Health is Wealth - Talk on health issues by ICT club	31/01/2019	31/01/2019	97

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

- Annual Sports Meet - Giving importance to physical and mental well being of the students, creating in them a spirit of sportsman spirit, Cooperation and fellowship
- Yoga Awareness and Practice - This creates in the learners a spirit of unity of mind and body. Conduct of friendly shuttle and basketball games. Purchase of portable table tennis court. Training in table tennis.
- Green campus - Ban on use of plastic and promoting the use of paper and cloth bags. Classes on how to make paper bags were conducted. Promoting the use of cycles for nearby commuting

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

• A learning management system is a software application for the administration, documentation, tracking, reporting, automation and delivery of educational courses, training programs, or learning and development programs. The learning management system concept emerged directly from e-Learning

Adaptation of Learner Management System in Admission- One of the First Training Colleges in Kerala to all for the applications online, Mar Theophilus Training College had to get permissions from the Government and the University to offer its applications online. The college has streamed lined its academic and evaluation activities to optimize the use of the LMS. The setting of time table, allocation of classes, processing of period wise attendance, calculation of attendance eligibility for examinations, the distribution of weightage to subjects, management of practicum, assignments and internal examinations. In order to give an idea of the system the LMS Orientation Programme and Business Conclave was conducted on 25/01/2019. The students were given separate sessions on how to use the facilities of the LMS.

• NavaKerala Karunya Deepam (15/09/18 to 17/09/18) The NavaKerala Karunya Deepam had been a response to the sufferings of the public of Kerala owing to the Flood. The programme had been undertaken as an outreach activity of the college in response to the Chief minister's call to the youth to join hands to rebuild Kerala. It had been suggested by the college union, discussed and finalized in the staff council and executed with the help of the THEOSA and the PTA of the college. The programme had been planned by the students and represented through the college union. The programme was trimmed and finalized by the joint staff committee which includes teaching and administrative staff members. The participation of the Parent Teacher association was ensured in the form of blanket permissions to their wards, food and clothing materials and good will in abundance. The THEOSA joined hands with the college union in the collection and distribution of materials.

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

The college has chosen as its vision the achievement of excellence through Divine illumination. The college stands for Enlightenment Excellence and Empowerment realizing the Fatherhood of God and Brotherhood of man so as to mould a cognitively enriched, affectively balanced, morally upright, socially committed and spiritually inspired teachers for Bharath and rest of the world through an organizational structure and administrative frame work characterized by a democratic and egalitarian outlook. The college plans its activities in tune with its vision statement. The institution conducts inter religious prayer meets before the onset of every major event in the college. The students feel the need to recognize the fatherhood of God who rightly rewards every honest effort. The students-teachers are taught to think beyond the confines of the religion. Everyday at the college starts with a morning prayer at the college chapel. Students and teachers from all religions participate in it. Students of Mar Theophilus understands that quality is not a matter of chance but a result of persistent effort. The students are made to realize that they are living in a world of science and technology where the constraints of time and space can be won while accepting the fact that the spiritual well being of the individual is also equally important. Thus the persistent efforts which leads to success reflects the motto - Dominus Mea llluminatio and exemplifies the vision of the college.

Provide the weblink of the institution

<http://www.mttc.ac.in>

8.Future Plans of Actions for Next Academic Year

The plans of the next academic year are based on the feedback given by the students and will only be finalized in the Action Planning and IQAC meetings of the next academic year. Major thrust areas are : 1. More hotspots for students access of Internet 2. 24 hour campus for students 3. Continued Subscription to online resources 4. Building of indoor court for games 5. Adding gateway entry system in Library and labs 6. Online library facilities instead of the WEBOPAC