Yearly Status Report - 2019-2020

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

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
1	**A**	**3.21**	**2005**	**28-Feb-2005**	**27-Feb-2010**
2	**A**	**3.25**	**2014**	**21-Feb-2014**	**20-Feb-2019**

6. Date of Establishment of IQAC

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

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Environmental Awareness	**10-Jul-2019**	**50**

Session by G. Bala Subramanyam, Activist and Environmental Researcher	1	
Specific Session on Communicative English by Mr. Joseph Varghese, Research Officer, SCERT	04-Aug-2019 1	119
Workshop on Annual Solar Eclipse by Dr.Rajeevan P.P,IIST	04-Dec-2019 1	126
Three Day National Workshop on	18-May-2020 3	426
Online Webinar on Online Classroom Management	30-May-2020 1	376
[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
RUSA	2.0	RUSA	2020 365	20000000
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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**

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

Orientation Workshop for Practice Teaching novice teachers in collaboration with SCERT, Poojappura

Environmental Awareness Session on Forest conservation and Bio diversity by G. Bala Subramanyam, IFS Officer and Environmental Researcher	
Orientation Workshop on New 2 year B.Ed. Curriculum – Pros and Cons in association with the Board of Studies in Education (PASS), University of Kerala	
Colloquium on Draft New Education Policy 2019	
Declaration of Membership in United Nations Academic Impact Programme (UNAI) and UNAIP Millennium Fellowship – Student selection and Registration	

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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
Professional Digital portfolio for outgoing students	Need based portfolio created by students and whetted by mentors in consultation with administrators
Continuous interaction with parents	Discussed and Remedied Student issues
Monthly Action Plan	Completed as per schedule
Digital Profile updation for Staff and Students	Partly Completed
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Management Council	26-Feb-2020

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	2020
Date of Submission	10-Feb-2020
17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The Learner management system powered by Emstem Technologies Banglore 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 ismade 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 togethers ensure 360 degree teacher metamorphosis. five day community living camp is organized for cultivating social commitment. forty days of practice teaching enables the student teachers get a feel of the school and to understand the practical difficulties encountered by the teachers. the long tour visiting other states develops a feeling of nationalism and one day tour ensures the visit to places of importance in the state. 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/entreprene urship	Skill Development
INFORMATION AND COMMUNIC ATION TECHNOLOGY	nil	05/08/2019	180	Employabilit y	Computer Skill
COMMUNICATIV E ENGLISH COURSE	nil	05/08/2019	180	Employabilit y	Communicatio n Skill
Life Skill Development Course	nil	05/08/2019	60	Citizenship	Inter personal Relationship
Basics of Table Tennis	nil	09/09/2019	25	Green Initiative	Negotiation skill, Health and Well being

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BEd	00	01/06/2019

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	01/06/2019

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

		Certificate	Diploma Course

	Number of Students	**98**	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	**07/08/2019**	**86**

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 Field Visit**	**100**
MEd	**Field Visit to SCERT**	**5**
BEd	**Internship at Practicing schools**	**100**
MEd	**Internship at select Colleges of Education and Teacher Education institutions**	**5**
MEd	**Institutional Twinning Programme at Institution for Partially Hearing and Speaking Inpaired, Thazhathumana**	**13**

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

Quality is not a matter of chance but is a product of purposeful self reflection. The 64 year old college collects feedback from all involved in the process of its operation in the society. The college follows a system of 360 degree evaluation. The feedback of the students being the primary stakeholders is collected by the faculty advisors in class as well as by the Principal, identifying the various pitfalls and milestones of the academic year. The Student feedback is obtained at the completion of 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. Paramount importance is given to the opinion of the parent not only because they are the secondary stakeholders in the process but for the fact that they represent the voice of the society. The feed back of the parent is obtained periodically. The PTA executive which meets almost regularly through out the year. Usually there are at least three

general body meeting of PTA. After end semester University exams, the 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,PhysicalScience,Natural Science, Social Science	100	1960	100
MEd	Education	25	31	5

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
2019	100	5	11	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	Numberof smart classrooms	E-resources and techniques used
15	15	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
105	15	1:7

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	0

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
2019	Dr. Maya S	Assistant Professor	Emerging Teacher educator - National Award 2019 by CTE

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MEd	M.Ed.	3	27/09/2019	05/02/2020
MEd	M.Ed	2	27/02/2019	07/08/2019
MEd	M.Ed	1	30/10/2019	15/05/2020
BEd	BEd	2	29/03/2019	22/07/2019
BEd	B.Ed.	3	27/09/2019	13/01/2020
BEd	B.Ed.	4	28/02/2020	01/07/2020

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

Continuous and Comprehensive Evaluation is followed in its true spirit. The system is followed to ensure that each student is evaluated justly and without the undue stress on summative examinations. A systematic distribution of objectively verifiable assignments, projects and related academic work in tandem with the programme objectives are prepared and distributed uniformly in the syllabus. The college through its meticulous planning ensures that the assessment is carried out systematically and recorded on the Learner Management System. On a daily basis, every class begins with a question answer session to identify the knowledge gap in the students. Periodical tests are conducted by the teachers. Each of the works by the students is evaluated by teachers. Unit tests are conducted by the teachers. Student presentations and PPT's are also graded by the teachers. Progress of the students is intimated to parents through the Annual progress record given at the time of the term end PTA

meetings.

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

The college being an Government aided Private college, the course calendar is prepared by the University and sent to the college before the commencement of the academic year. The university calendar thus prepared lays the basic guidelines for the conduct of courses. In the beginning of the academic year the IQAC, Planning Forum in consultation with the Academic council prepares a detailed academic plan based on the university course plan. This academic plan is approved by the staff council and ratified by the principal. It is appended into the Annual college Handbook and distributed to the staff and students for reference. It gives a clear picture of the course. An activity chart is also included in the handbook. Each faculty is is provided a copy of the detailed calendar and the students can access it on the college website or refer a copy from the library. The internal activities are conducted according to the calendar. The public examinations are conducted by the University according to the University calendar.

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
B.Ed.	BEd	English, Malayalam, Mathematics,PhysicalScience,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
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
Orientation Workshop on B.Ed. Curriculum – Pros and Cons of the Present II Year Curriculum	IQAC and Education Department	01/07/2019
Essay Writing on " Man minus Immorality is Immortality" by Sathyasai Trust	IQAC and Education Department	03/08/2019
Specific Session on Communicative English by Mr. Joseph Varghese, Research Officer, SCERT	IQAC and SCERT	04/08/2019
RUSA Orientation Programme by Kerala State Higher Education Council	IQAC, MTTC and RUSA	05/09/2019
Institutional Twinning Programme at PSI HSS for the Partially Hearing, Thazhathuman	IQAC M.Ed. Department	05/06/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
00	00	00	01/06/2019	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	01/06/2019

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
Education	6

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	00	0	00

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

Department	Number of Publication
Education	4

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	2020	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	2020	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	6	3	7
Presented papers	5	11	9	6
Resource persons	5	7	4	9

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
Second Semester Educational Visit	College union	4	87
Optional Field Visit	Extension Wing	6	98
Aesthetic Visit to Kuthiramaalika, East Fort	Arts and Literary Club	2	96
Social Visit to Shalom Special School Vattappara	College Union and MSS	4	95

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
Social Extension	Planning Forum and College Union	Relief measures during Flood crisis	15	500
Awareness Program	IQAC and Eco Club	Ozone Day Celebration by College Eco club and Prithvi Association	2	116
Academic Linkage	SCERT	Specific Session on Communicative English by Mr. Joseph Varghese, Research Officer, SCERT	2	119
UNAI	IQAC, MTTC	Declaration of Membership in United Nations Academic Impact Programme (UNAI)	3	120
Environmental Awarenes	Department of Forest and Wild life	Environmental Awareness Session by G. Bala Subramanyam, Activist and Environmental Researcher	1	50

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
Collaboration	Academic Twinning Programme	PSI HSS for the Partially Hearing, Thazhathuman	05/06/2019	06/06/2019	13

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	01/06/2019	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
2.8	2.4

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Others	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	4.2	2002

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Reference Books	9146	3201524	22	7480	9168	3209004
Text Books	12805	2579755	212	18020	13017	2597775

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
00	00	00	01/06/2019

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
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
5.48	5.94	3.72	3.96

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 follows the strict protocol of Reuse, Recycle and Restore in dealing with maintenance of facilities at the college. 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 catalog 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.

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	16	76880
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
Danspiration	25/09/2019	25	English Association
YOGA	05/08/2019	98	Health Club MTTC
ICT Skill Development	05/08/2019	60	ICT 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 passedin the comp. exam	Number of studentsp placed
2019	Optional wise Competitive Exam Training	42	41	32	23
2019	SET / SLET Coaching in General Papers	74	50	8	1

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	15	3	na	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
2020	0	M.Ed.	Education	Govt, Aided	Ph.D.
2020	12	B.Ed.	Education	Govt, Aided	M.Ed./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	10
SET	34

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

Activity	Level	Number of Participants
SPARKZ Shuttle Tournament	Inter Collegiate	118
Mar Theophilus Basket Ball Tournament	Inter School	234

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
2020	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)

The student teachers of the college receive training to plan, organize and administer programs during course of their study in the institution. The class

organogram is the first major step towards this. The duties of the class are distributed among the student teachers and is pictorially represented into an organogram and is displayed on the class notice board. The Students have a role in the decision making process of the institution. From the very first planning of the action plan for an academic year which involves the Planning forum. They play a leading role in decision making planning and organizing activities. The College Union is elected in Presidential system is a true representative body of the students. The College Union is given a prominent role in decision making, planning of activities and Implementation. The college council and the Principal consults with the college union in matters of policy decisions and vice versa. The Arts Sports Fest are conducted by the Union. The various competitions held in the college and other colleges are also organized by the College Union. The College Union has representation in the Grievance Cell, NAAC Core Tea, Library Council, Research Council and all other committees in the College. Each of the activities of the college are planned by the teachers (First level planning), which is followed by a discussion with the students to gather their opinions and suggestions. The students play a leading role in implementation.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

THEOSA is the Alumini of the College.The THEOSA was a result of a long cherished dream of the institution. Though it was practice of Theophilites (Old students of the College) to visit their alma mater is small groups, nothing was structured or official about it. It was constituted officially in 1991. There are two main get togethers by the alumini, one in the second Saturday of January and February second Saturday. The second Saturday in January is set apart for the THEOSA Fest, the annual get together of generations of alumni members. Though it is impossible for Theophilites scattered across the globe to make it back to the college on a particular day, they make it a point to be represented. The second Saturday of February is set apart for the THEOSA Tour. In addition to these, Theosa organizes extension classes, Blood donation camps and other social activities. This year the Theosa members from all around the world joined with the college in grief at the sad and untimely demise of our faculty member and Associate Professor in Physical Education, Dr. T. P. Jose. The college counts on the THEOSA to join the college family on all auspicious days.

5.4.2 – No. of enrolled Alumni:

2400

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 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)

1. Talent Hunt was organized by each individual class for Semester I students

from 19/07/19 to 25/07/19. The programme was suggested by the Principal and announced by the faculty mentors (Class Teachers). But it was planned, structured and executed by each of the six optional class under the supervision of their respective optional teachers. The program showcased a wide variety of talents of the students. After each program the students were encouraged to reflect on the pros and cons of the program. A panel of faculty members give constructive suggestions to the programme. 2. Relief measures during Flood crisis

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Examination and Evaluation	Periodic Internal 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 conductedbefore every University Exam.
Research and Development	Out of the 11 Faculty members, 8 are Ph.D holders and 3 remaining teachers are at the completion stage. The college has started a Research Wing and 7 teachers are guiding Research Students. M.Ed. level Research work is done in a meticulous fashion ensuring standardization of topic by veterans in the field of teacher education. The projects done by the students have eyeopening research findings.
Teaching and Learning	The College gives ample emphasis on teaching and learning. All the activities of teaching and learning are meticulously planned before the commencement of the academic year. It is clearly stated in the college calendar. The link practice sessions, micro teaching sessions and video recording of the classes of student teachers ensure maintenance of quality in teaching learning.
Curriculum Development	The college gives utmost importance to curriculum development. A host ofcreative activities are organized to ensure creative teacher personality inthe students. The curricular planning and development of academic yearcalendar is done in a meticulous fashion. Co curricular activities also findsignificant importance in the curriculum. The ten clubs of the college,College Union and Six Optional

	Associations organize creative programs.
Admission of Students	Admission of Students of done according to the University regulations.
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.
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.

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

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

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Giby Geevarughese	AIRIO Global Conference, Banglore	AIRIO	1000
2019	Dr. Laji Varghese	AIRIO Global Conference, Banglore	AIRIO	1000
2019	Mrs. Shiney	AIRIO Global	AIRIO	1000

		Jacob	Conference, Banglore			

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	RUSA Orientation Programme by Kerala State Higher Education CouncilRUSA Orientation Programme by Kerala State Higher Education Council	RUSA Orientation Programme by Kerala State Higher Education CouncilRUSA Orientation Programme by Kerala State Higher Education Council	05/09/2019	05/09/2019	1	2
2020	Orientation Programme on RUSA funding-PFMS	Orientation Programme on RUSA funding-PFMS	28/02/2020	28/02/2020	1	2

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	1	11/03/2019	31/03/2019	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)

The college has a strong system of financial management. The accounts are maintained on a daily basis and the cash books are updated. The internal audit is done on week ends under the supervision of the head accountant and anomalies are rectified. Such audited statements are submitted to the local manager also. At the end of the financial year an annual statement is prepared and is verified by the members of the internal audit team headed by the principal. The annual statement is then submitted for external audit to the Chartered accountant. This is followed by audit from the University Finance section and the Kerala Government. Thus the institution undergoes very strict auditing and financial discipline is maintained.

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

45000

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 for the maintenance of infrastructure and student welfare 3. Mother PTA - to look into the issues of lady students of the college 4. PTA Action council - To support college activities relating to flood relief

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

1. Class on Parenting and child care - by Dr. Joju John 2. Communicative English Program for auxiliary staff- organized by English association 3. LMS for class management - with special reference to MOODLE platform

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

1. Supporting junior teachers to complete doctoral studies and seniors to apply for guideship 2. Encouraging teachers to undertake Government funded Minor and Major research projects 3. Advanced class on tackling issues in use of Learner Management System

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
2019	Environmental Awareness Session by G. Bala Subramanyam, Activist and Environmental Researcher	10/07/2019	10/07/2019	10/07/2019	50
2019	Specific Session on Communicative English by Mr. Joseph Varghese, Research Officer, SCERT	04/08/2019	06/08/2019	06/08/2019	119
2019	Workshop on Annual Solar Eclipse by Dr.Rajeevan P.P,IIST	04/12/2019	04/12/2019	04/12/2019	145
2020	Three Day National Workshop on "Online Learning : Essential Tools and Techniques" by Dr K.S.Sajan	18/05/2020	18/05/2020	20/10/2020	426
2020	Online Webinar on "Online Classroom Management" by Dr.Ajithkumar	30/05/2020	30/05/2020	30/05/2020	376

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
Self Defence Programme "Raksha" by Women's Club	07/02/2020	07/02/2020	90	8
'Veetamma' – Talk show on new food habits and entrepreneurship in new generation by Media Club	17/06/2019	17/06/2019	88	6

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
00

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
2020	1	1	06/04/2020	10	Corona Jagrathayum Prathivithikalum (Talk by Faculty on All India Radio	Awareness about corona	8
2020	1	1	30/04/2020	6	Coronakku Shesham - Marunna Jeevitha Sahachayangal -	Awareness on changing life after Corona	6

					Talk series in All India Radio	Pandemic	

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	06/11/2019	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 outsidethe 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
Inter religious Prayer before the starting of Teaching Practice	21/06/2019	21/06/2019	98
Motivational Session by Mr. Jobi Kontoor, Asst. Prof, Loyola College	05/07/2019	05/07/2019	50
Essay Writing Competition on "Save the Earth from Population Explosion" by Population Education Club	12/07/2019	12/07/2019	98
Essay Writing on " Man minus Immorality is Immortality" by Sathyasai Trust	03/08/2019	03/08/2019	28

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

Environmental Awareness Session by G. Bala Subramanyam, Activist and Environmental Researcher on 10/07/2019 for 50 student teachers

Essay Writing Competition on "Save the Earth from Population Explosion" by Population Education Club on 12/07/19

Paper and Cloth Carry Bag Preparation by Creative Club of the college on 02/08/19

Ozone Day Celebration by College Eco club and Prithvi Association on 16/09/2019
Awareness on Snake Bite by snake master Mr.Vava Suresh on 06/12/2019

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Random Acts of Kindness Day , launched a calendar with acts of Kindness for each day of the month - The student teachers of the college realizing that there were hundreds who were less fortunate as to have a whole meal a day collected, prepared or contributed to the cause of helping the needy. This programme did not just collect some money to help a few needy but instead creates in the mind of each student an awareness to open eyes towards the needy, a hand to give and a heart to feel compassionate. The program is a never ending in the sense that it goes on as a ripple of social change and will percolate down to generations of students in the form of Random acts of Kindness. 2. Launch of G-Suit for Education, Google Classroom and other E-learning Tools As the saying goes When the going gets tough, the tough gets going. The nation is going through a very un favourable time where students are not able to come out to their institutions and continue their course of education. It is a dangerous phenomenon apart from the health issues it pose. The educational canvas of the nation suddenly becomes a mess. The college realized this danger immediately after the first phase of shut down in March 2019. The academic council met with minimum members at first and then with all members on virtual discussion rooms to consider the possibilities of switching over to onlines modes of teaching and evaluation. The IQAC came forward with the suggestion of starting of individual google classes and examination halls for all optional classes. This gives to the student a sense of belonging and avoid a lot of confusion switching over to the virtual platform. The college council reviewed the progress of classes on the Google classroom in April and discussed the advantages and shortcomings of the same. Later while planning for the next academic year went on to consider using the g-meet for interaction. The college had ever since continued close to regular classes online in keeping with the directions of the government.

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 functions with the motto Dominus Mea Illuminatio. The motto when translated to English means excellence through Divine illumination.and the vision of the college is as below: 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 focuses on the all round development of the teacher. And for that the following steps are taken - 1. Promotion of research among all faculty 2. Assistance to all faculty to complete research leading to PhD 3. Encouragement of teachers to undertake minor and major research projects 4. Provision for all Ph D holders to undertake guideship 5. Communication and skill development programmes for faculty members 6. FDP for all faculty at regular intervals 7. Promotion of initiatives to undertake international collaboration 8. Welcome to all efforts to institutional twinning Programmes The college has taken the following steps

for sake of the student teachers to fully develop into teachers of commitment and character 1. Elaborate course foundation session 2. Series of awareness classes to understand the intricacies of teacher education 3. Individualized student support 4. Tutorial hours for teacher pupil interaction 5. Balance between scholastic and co-scholastic activities 6. Elaborate evaluation system 7. Adoption of accepted evaluation matrices for objectivity 8. Additional skill development courses to choose from These are a few representative initiatives from the college to develop the teacher within and bring it to full bloom. The college continues to persevere towards the vision of a universal teacher of the 21st century.

Provide the weblink of the institution
http://www.mttc.ac.in

8.Future Plans of Actions for Next Academic Year

1. Subscription to G-suit account 2. Interactive Website 3. Digital Library 4. Integrated B.Ed and M.Ed. Programmes 5. Starting of Ham Radio for local community 6. Installation of Solar power plant for power self sufficiency