4.1 PHYSICAL FACILITIES

4.1.1. Does the institution have the physical infrastructure *as per NCTE norms?* If yes specify the facilities and the amount invested for developing the infrastructure? Enclose the master plan of the building.

Yes, the institution has infrastructure as per the norms of the NCTE.

INFRASTRUCTURAL FACILITIES AVAILABLE

Facilities	Dimension
Land	The total land area for the institution is 3 acres 12138 Sq. m.
Building	The total area covered by the institution : Ground Floor-1742Sq.m, First floor -1742 Sq.m and Second Floor - 143 Sq. m
Classrooms	Institution has well furnished and spacious classrooms for undergraduate and post- graduate classes ($10.5 \times 7.23 = 75.92$ Sq. m.)
Side rooms	Each classroom has a side room for optional laboratory (23.2 Sq. m)
Auditorium	The institution has a general auditorium with a seating capacity of more than 300 (18.88 x 10.5 = 198.24 Sq.m)
Multipurpose Hall I	The institution has seminar halls with seating capacity of more than 150(14.69X10.5mts= 154.25Sq.mts)
Multipurpose Hall II	The institution has a seminar hall with seating capacity of 100(10.96X10.5= 115.08Sq.mts)
Conference Hall/M.Ed. Classroom	Institution provides facility of conference hall in the first floor(9.5×7.46mts=70.87 sq.mts)

Library	The digitalized library is divided into two sections for B. Ed. and M. Ed. purpose(14.69×10.5=154.25Sq.mts) and the office of the librarian is attached to it (23.2 Sq. m)
Reading room	Beside the Library there is reading room (10.50× 7.23 =75.92 sq.mts.) and a side room attached to it (23.2 Sq. m)
Laboratories	There are 6 separate laboratories in the institution. Language Lab, Science Lab, Computer Lab, Psychology Lab, Technology Lab (Each having an area of $10.5 \times 7.23 = 75.92$sqmts) and Math Lab (23.2 Sq. m)
Principal room	The office of the principal consists of separate Visitors Parlor, Lobby, Mini Conference Room, Comfortable Rest Room, Toilet, and Separate Dinning Area (1300 Sq. ft.)
Bursar's office room	Office of the Management representative is well furnished with attached toilet facility. (25.18 Sq. m)
Staff Room1 & Staff room 2	There are well furnished staff rooms in the institution both for undergraduate and postgraduate sections. Each teacher educator has one cabin with necessary facilities. Dining room and toilet facility (10.5 x 7.23mts) are attached to the staff rooms.
Administrative room	Office for the administrative work is situated at the ground floor with separate cabins for each section with well furnished rest room and separate store room (209.53 Sq.m.)
Chapel	The institution has a chapel to inculcate spiritual intelligence in the students (10.53x 7.23 mts). Every day the programmes commence with a morning prayer in the chapel. There is Holy Mass every month on the first Friday in the chapel
Reprographic centre	The students get the Photostat facility in the institution near the computer lab (34.17 Sq. m.)
Counselling room	There is a counseling room (24.18 Sq. m) for giving guidance and counseling in the institution.
Aerobics & Yoga room	For developing better health and peace of mind there is an Aerobics and Yoga room in the institution (45.38 Sq. m.) with 2 multipurpose side rooms attached to it. (24.18 Sq. m)
Physical education	For storing sports equipments and other materials related with physical

stock room	education
Work experience room/Craft room	In the institution there is a work experience room for helping students to learn by doing. (10.79 Sq. m.)
Portico and foyer	College assembly, informal gathering of staff and students and general meetings are conducted in the portico. (140.23Sq.m.)
Common room for girls	Separate common room meant for girl students of the institution (19.81 Sq. m.)
Boys corner	Separate boys' corner meant for male students of the institution (19.81 Sq. m.)
THEOSA room	The institution has a separate room for the smooth working of old student's association (ALUMINI association).
NAAC office	An office room meant for carrying out the work of NAAC and documentation purpose
Toilets(Male and female)	The institution provides separate toilet facilities for boys and girls (21Sq.m. each)
Play ground	A play ground for conducting sports meet (1860 Sq. m.)
Tennis court and Basket ball court	There are two tennis courts and one basket ball court in the college campus
Canteen	Canteen facility is available in the institution premises.
Parking facility	The institution has a provision of parking facility for students and staff members.
Guard room	A guard room is situated at the entrance of the college campus

An amount of more than *five crores* as per present market value is invested for developing infrastructural and institutional facilities.

Refer Appendix 10

4.1.2. How does the institution plan to meet the need for augmenting the infrastructure to keep pace with the academic growth?

The institution has a planning committee to review the needs for augmenting the infrastructure to keep pace with the academic growth.

The institution plans and arranges various maintenance, modification, upgradation and installations to the existing infrastructure facility according to the need of the hour on regular basis.

The requirements of the students are enquired through the periodic feedback, interaction with the students, careful observation of the activities of the students and through the complaint box mechanism.

The following are some of the recently augmented infrastructural facilities provided for ensuring accelerated academic growth.

* Bio-Metric Punching System
* Adding Web OPAC, Gate way entry, Bar coding with bar code reader, Internet, Books, Journals and Resource Materials (CD collections) in the Library.
* Incorporating ICT in the teaching-learning process by installing 3 Interactive White Board
* Provision of more LCD Projectors
* Provision of some Flat Monitor Computer systems etc.
* Purchasing more furniture
* Improving the existing laboratory facilities
* Installation of online Math Lab
* Buying a Multipurpose Audio Player
* Provision of High Power Generator to ensure 24X 7 electric supply
* Introduction of Interactive digitalized Language lab with 10 Computers
* Power backup for 20 computers continuously for 3 hrs
* Intercom facility for inter office communication
* Portable (External) Hard Disk 500GB
* USB External Cable - Single and double
* USB- 2GB, 4GB, 8GB
* Digital Camera
* Handicam
* Multipurpose Laser printer cum Scanner, Copier and Fax (colour)
* Multipurpose laser printer cum photocopier
* Internet facility for all computers
* Laser printer black & white
* Colour Scanner
* Better Microphones
* High Power speakers
* Dot matrix printer
* Safe guard against fire
* Increasing the parking area
* Beautification of the parking area

4.1.3   List the infrastructural facilities available for co -curricular activities and extra- curricular activities including games and sports.

The infrastructure facilities are provided for co-curricular activities and extra-curricular activities organized by the college union, various clubs and associations.

Facilities for Co-Curricular & Extra-curricular

- Auditorium
- Aerobics & Yoga
- Technical Facilities
- Play Ground
- Work experience room
- Sports Equipments
- Medicinal Garden
- Basket ball & Tennis Court
- Multi purpose halls

4.1.4 Give details on the physical infrastructure shared with other programmes of the institution or other institutions of the parent society or University?

SHARING THE RESOURCES FOR M.Ed. COURSE

All the physical infrastructure of the college is shared with M.Ed. course when a situation arises (though there are separate facilities for the M.Ed. course).

SHARING THE RESOURCES FOR OTHER INSTITUTIONS OF THE PARENT SOCIETY

The physical infrastructure is shared with other institutions of the parent society in the following manner:

* Transportation Facility is shared with Sarvodaya Vidyalaya
* Canteen supplies food materials to others
* Basket ball Court is shared with Mar Ivanios College, Sarvodaya Vidyalaya and St John's Model School.
* Shuttle and badminton court are shared with others
* The stadium is shared with others
* Multi-purpose hall is shared with others
* Auditorium is shared with others
* Library resources are shared with others
* Health Centre
* Venue for International/National /State/ Regional level Seminars, Symposia, Workshop organized by Gandhian Study Centre, CTE, CACEE and INTEL.
* Offering accommodation facility for others in the MTT College Hostel
* Offering Educational Models developed by the college to other institutions

SHARING THE RESOURCES OF OTHER INSTITUTIONS BY THE INSTITUTION

Mar Theophilus College shares the resources of nearby sister institutions in times of need.

* Computer technology lab and audio visual theatre
* Using the accommodation facility of Renewal Centre
* Using the international convention centre of the Renewal Centre
* Using the hostel facility of St Thomas Hostel and SH Hostel
* Physiotherapy Centre is used in times of need.
* There is academic collaboration with St. Mary's Malankara Seminary.
* The Co-operative Society of Mar Ivanios is used by the College
* The canteen of Mar Ivanios College
* Offset printing press facility at Jayamatha press in the Campus.
* The auditorium of Sarvodaya Vidyalaya

4.1.5   Give details on the facilities available with the institution to ensure the health and hygiene of the staff and students (rest room for women wash room facilities for men and women, canteen, health centre etc)

The following facilities are available with the institution to ensure the health and hygiene of the staff and students.

- Filtered drinking water system provided in the campus for students and staff
- Group Insurance by University covering life and health.
- Service of medical experts during awareness and orientation programmes.
- First aid kit in each optional class, staff room and office.
- Potable water to all.
- Blood group checking and physical fitness measurement facility.
- Rest room for women
- Washrooms for men and Women.
- Sanitation and waste water disposal facilities.
- Health centre
- Recreation Club
- Maintenance of the campus and premises with daily cleaning
- Hygienic conditions are provided in the canteen.
- Eco friendly campus
- Smoke free campus
- Plastic free campus
- Yoga and aerobics to maintain physical health of the students
- Sick room provided in the institution with first aid facility
- Service of blood group checking and medical checkup for all students
- Health awareness video presentations
- Special Talks on Women and Health
- Mind mentoring programme to maintain mental health of the trainees
- Family Life seminar
- Seminars and exhibitions to conscientize on smoking, drug abuse, HIV, Cancer etc.

4.1.6 Is there any hostel facility for students? If yes give details on capacity, number of rooms ,occupancy details recreational facilities including sports and games, health and hygiene facilities etc.

Facilities	Boys	Girls
Capacity	50	125
No. of rooms:	60	04 – Two seated rooms, 30 - Four seated rooms
Recreational facilities	Facilities for cultural events, Site seeing, provision for watching television etc	Facilities for cultural events, Site seeing, provision for watching television etc
Sports and games	Facilities for both indoor and outdoor games	Facilities for both indoor and outdoor games
Health & hygiene	Keen attention on the health condition of inmates by providing hygienic balanced food. Medical provision is there as per the need.	Keen attention on the health condition of inmates by providing hygienic balanced food. Medical provision is there as per the need.

Yes, there are separate hostel facilities for accommodating student teachers.

4.2 MAINTENANCE OF INFRASTRUCTURE

4.2.1. What is the budget allocation and utilization in the last 5 years for the maintenance of following? Give justification for the allocation and unspent balance if any. (Building, Laboratories, Furniture, Equipment, Computers, Transport/Vehicle)

The major annual budget allocation resources for maintenance and development of the college includes: UGC development fund; special fees collected from student, contributions of PTA members, management fund etc. The allocations anticipated and received were fully utilized. If any small unspent amount remain were utilized in the subsequent years. The following table shows a several split up for different years.

Academic Years		2011 - 12	2010 - 11	2009 - 10	2008 - 09	2007 - 08
ReceivedFund	UGC	50,000.00				
	Management	5,00,000.00	2,50,000.00	3,00,000.00	4,50,000.00	4,25,000.00
Amounts	Category Wise Utilization of Amounts					
Category Wise Utilization of Amounts	Building	2,06,469.00	52,015.00	52,750.00	1,50,000.00	1,12,980.00
	Furniture and Fixtures	1,35,679.00	47,217.00	5,700.00	19,200.00	1,000.00
	Equipments/ Labs	30.289.00	94,565.00	6,000.00	21,975.00	22,547.00
	Computers	16,081.00	19,250.00	1,53,600.00	2,70,697.00	2,34,432.00
	Transport/ Vehicle	19,765.00	12,280.00	18,906.00	1,208.00	5,825.00
	Electricity/ Water/ Telephone	1,68,964.00	83,354.00	64,600.00	59,963.00	66,335.00
	Labour Charge	20,770.00	41,387.00	52750.00	19,244.00	1,987.00

THE MAIN FOCUS IN FUND USAGE

The fund is used with the focus on setting up a state of the art, infrastructure to ensure the development of the balanced teacher personality in the students. The fund is mainly utilized for:

* Purchase of books, journals and other resource materials in the library.
* Purchasing, servicing and repairing of computers, printer, colour and B/W laser printer with Photostat machine, LCD, diesel generator and fax machine.
* Maintenance and smooth running of existing infrastructure.
* Construction of Mathematics lab
* Installation of computers in Language lab
* Maintenance of materials of all laboratories
* Purchase of Interactive white board
* Replacement of old furniture
* Regular repair of fans and all electric points
* Regular white wash of the building
* Installation of fire extinguisher
* Regular pruning of plants

4.2.2. How does the institution plan and ensure that the available infrastructure is optimally utilized?

Institution regularly plans and ensures the optimal utilization of the available infrastructure through the following modes:

- An effective administrative system has been developed which ensures smooth functioning of different programmes at different stages with out disturbance

- The architectural planning of the institution is such that different programmes and classes can simultaneously been conducted

- There is an accountability mechanism for the infrastructure facility. The responsibility is given to commitees to ensure the smooth use of the facilities and upkeep and maintenance.

- The college has a system of rectifying the problems related to infrastructure without delay

- There is periodic evaluation of the system of the use of infrastructure in the staff meetings(both teaching and non-teaching)

- New infrastructure facilities are added as and when required.

- The facilities are shared with other institutions during vacation

- The facilities are shared with other institutions after the regular class hours

- Establishment of public addressing system ensures smooth organization of programmes simultaneously

- There is a Security to guard the campus

- The following add on programmes are introduced for the development of integrated teacher personality ensures optimum utilization

  - ❋ Computer literacy programme – Student-Teacher managed
  - ❋ Communicative English programme- Teacher managed
  - ❋ Aerobics and Yoga programme – Teacher managed
  - ❋ SET / NET coaching – Teacher managed
  - ❋ Remedial coaching for SC/ST - Student-Teacher managed
  - ❋ Life skill development programme
  - ❋ Family life seminars
  - ❋ Guidance and Counselling programme
  - ❋ Guardian angle programme
  - ❋ Soft skill programme
  - ❋ Personality development programmes

- The following programmes are introduced for the quality development of students , teaching and non-teaching faculty ensures the regular and optimum use of infrastructure resources:

- Organization of value inculcation programmes
- Organization of skill development
- In service courses for teachers
- Talks of eminent personalities
- Various quiz programmes
- Internet surfing and data logging through the UGC network facility
- Guidance and counselling Programmes
- Spiritual enlightenment through Inter Religious Prayer sessions
- Annual retreat for teachers and members of non teaching staff
- Annual retreat for students
- Morning Prayer in the chapel
- Placement Assistance Programmes and campus selection
- Organization of fairs and food fests on occasions like Onam and Christmas
- Provision for stage programmes
- Utilization of sports and games facilities
- Cricket tournament of faculty and students
- Setting up of Staff Recreation Room
- A Gardner is appointed to look after the garden in the campus
- A sweeper helps the entire college community to keep the campus neat and tidy
- A canteen is open to all during the college hours
- Service of specially appointed Reprographic Assistant
- First aid to students, teachers and non-teaching staffs.

The infrastructure is made available to local community and other agencies for the following programmes:

- Utilization of court and play ground for inter collegiate/ University/ School level competitions.
- Offering of the campus for shooting documentation, TV serials, films and other informative programmes
- PGDEMA course of Adult & Continuing Education , University of Kerala
- NET/SET Course, University of Kerala
- Organization of special courses

4.2.3 How does the institution consider the environmental issues associated with the infrastructure?

The institution is located atop the lush green Bethany hills, an environment conducive for learning amidst complex of educational institution. The name Mar Ivanios Vidya Nagar itself highlights the significance of the place. The way to the institution is electrified with solar panels.

The path is ornamental with lush green flower beds, trees and rare distinct vegetation. The campus is beautified with green lawns, flower beds, medicinal plants, fruit trees, and flowering plants.

The institution building is resistant to earthquake and there is proper drainage system. There is provision for rain water harvesting and the college campus is maintained in an eco friendly manner. The highlights of the campus are smoke free, plastic free, drug free environment. The campus maintains a garden on medicinal plants named 'Hortus Theophilus'.

Classrooms are properly ventilated and spacious enough for the free movement of students equipping computer and learning materials. Mostly CFL tube lights are used to save electricity. Silent generator is used to avoid noise pollution. Garbage pit and dust bin are provided wherever necessary and maintained properly.

Cleanliness is maintained in the college campus especially wash rooms. An overall supervision of the campus (Mar Ivanios Vidya Nagar) Maintenance Network is established by the management. Infrastructure is maintained by non-teaching staff under the co-ordination of teaching staff. A classroom management committee is there to ensure the optimum use and maintenance of the class under the responsibility of class teacher.

4.3 LIBRARY AS LEARNING RESOURCE

4.3.1. Does the institution have a qualified librarian and sufficient technical staff to support the library (materials collection and media / computer services)?

Yes, the institution has two qualified librarians each for handling undergraduate and post graduate section and two technical staff members are available to support the library.

4.3.2. What are the library resources available to the staff and students? (No of books-volumes and titles, journals- national and international , magazines, audio visual teaching- learning resources, soft ware, internet access etc.)
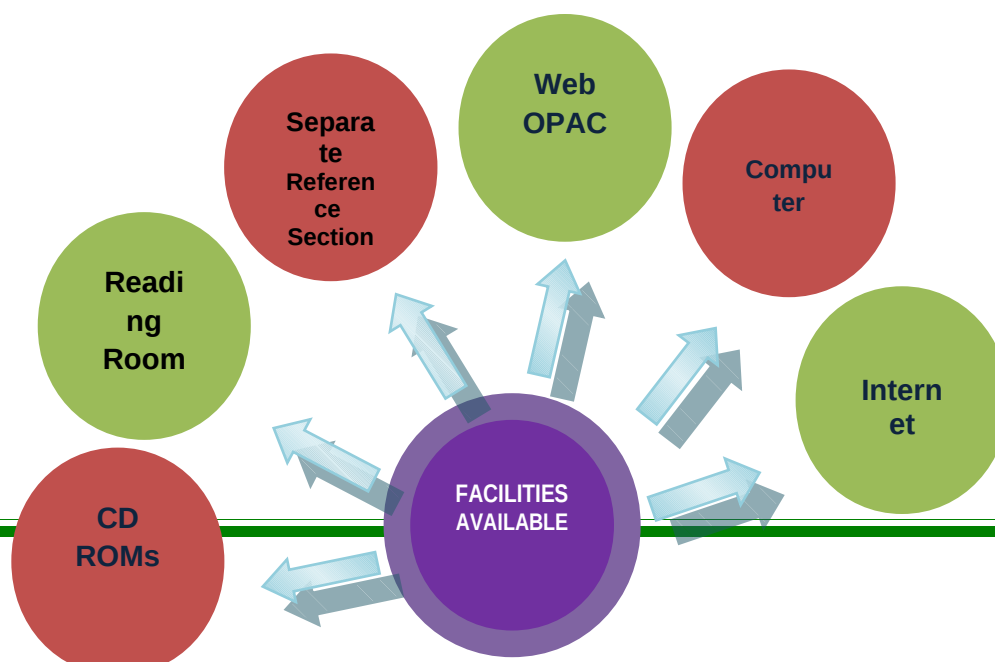
The institution has a spacious digitalized library with seating arrangement. A separate reading room is maintained adjacent to the library. The office of the librarian is inside the main library. There is a storeroom aside the reading room for keeping outdated books and daily. The library timing is from 8.30 am to 4.30 pm on working days. A separate week day is meant for each
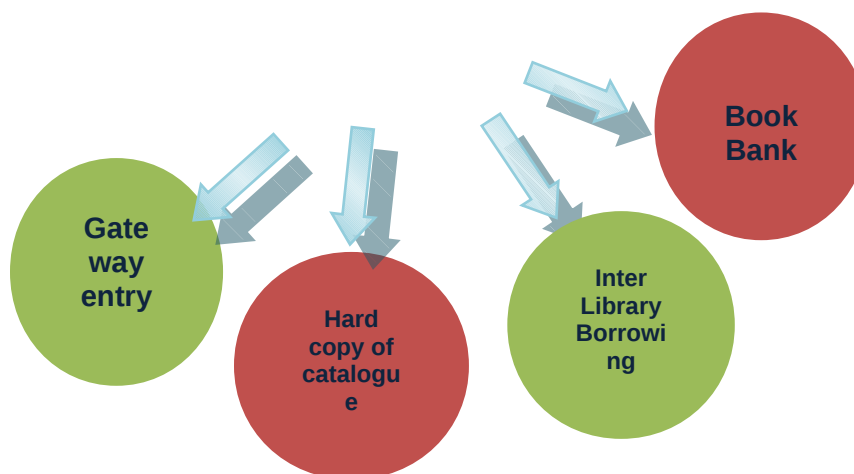
optional for the convenience of teacher trainees. The library is well furnished and ventilated to provide a conducive environment for reference and learning.

* No. of Books   - 13811
* Journals- International -1, National-14
* Magazines-1230
* Audio Visual teaching – learning resource - 1200
* Software-15
* Internet Access

Peculiarities of the library:-

* All books are bar-coded
* Web OPAC
* Each student is given a unique bar-coded ID card
* Students can borrow only 4 books at a time for a period of 15 days
* Faculty can borrow 15 books for a period of one month
* Books of the reference section will not be issued
* Readers will be responsible for any damage caused to the book
* If a book is damaged or lost by anyone he/she is responsible to replace it or pay three times the cost of the book including postage.
* Members are not allowed to sub- lend the books
* Late return will be penalized
* All books must be returned to the library 3 days before the close of each term.
* All books that are taken for Onam and Christmas holidays must be returned on the date of re-opening.
* The library is freely accessible (on request) to staff and students of other institutions.
* The new arrivals are displayed in the display stand which is kept in the library.
* Decimal Classification (DC) with Optical Mark Reader Coding System
* Membership is extended to all teaching and non-teaching staff
* Photocopier and Printer.

Web OPAC

Separate Reference Section

Computer

Reading Room

Internet

CD ROMs

FACILITIES AVAILABLE

Gate way entry

Hard copy of catalogue

Inter Library Borrowing

Book Bank

4.3.3. Does the institution have in place, a mechanism to systematically review the various library resources for adequate access, relevance, etc. and to make acquisition decisions? If yes give details including the composition and functioning of library committee.

Yes, the institution has a library advisory committee to systematically review the various library resources for adequate access, relevance, etc. and to make acquisition decisions.

The composition of library committee: 2012-13

Name	Designation
Rev. Dr. Sr. Mercykutty .A	Principal
Rev. Sr. Elsamma Joseph	Librarian – B.Ed.
Rev. Sr. Sijee Thampi	Librarian-M.Ed.
Dr. Esther Gladiz	Associate Professor
Dr. K.Y. Benedict	Associate Professor
Dr. Maya S.	Assistant Professor
Mr. V.T. Mathewkutty	Junior Superintendent

Functions of Library Committee

- Purchasing of new books
- Forwarding proposals for renovation
- Collection of material resources
- Access, use and security of library materials
- Annual Stock verification
- Preparing Annual Budget
- Forwarding correspondence
- Reviewing the working of the committee

- Availing new trends in library management
- Incorporating new technology in the library
- Utilization of grants and other facilities
- Adopting measures for motivating staff and students for strengthening reading habit

4.3.4 Is your library computerized? If yes give details.

Yes. The library is computerized with Web OPAC, Gate way entry register, barcode reader and photocopying facilities.

The library books are bar-coded and by using Libsoft – software books are computerised. Bar-coded identity card is used for gate way entry. Issuing and returning of books are also done by using computer.

4.3.5. Does the institution library have computer, internet and reprographic facilities? If yes give details on the access to the staff and students and the frequency of use.

Yes, the library has computer, internet and reprographic facilities. There is a computer with Laser Printer B/W and xerox machine. An active internet connection is also available in college library. Library is easily accessible to the staff at any working hours and the trainees can access books any working hour except in the lunch break of library staff. The library provides reprographic services to staff and students.

Frequency of Use:- All the staff and the students make use of the computer, internet and reprographic facility of the library.

4.3.6. Does the institution make use of inflib Net/Delnet/IUC facilities? If yes, give details.

The institution's library makes use of *Web OPAC*, which enables the trainees to have a global network of libraries.

4.3.7. Give details on the working days of the library? (Days the library is open in an academic year, hours the library remains open per day etc)

The library is kept open on all working days from 8.30 a.m.to 4.30 p.m.(7 hrs) Library is open during all calendar days except the red letter days. *Even on public holidays the library is open on request.*

4.3.8. How do the staff and students come to know of the new arrivals?

❋ The new arrivals are displayed in the display stand which is kept in the library and reading room.
❋ The list of new arrivals are displayed in the Notice board and the staff room.

4.3.9 Does the institution's library have a book bank? If yes how is the book bank facility utilized by the student?

THE BOOK BANK FACILITY

Yes, the institution has a book bank facility. Books can be borrowed or referred from the book bank. The books are borrowed by the institution from SCERT and Mar Ivanios College. The old students and the staff donate books for the Book Bank system. Dr. K. Sivadasan Pillai, the former student and eminent educationist of International reputation, Dr. Vedamani Manuel, former UNESCO expert have contributed in addition to many others.

THE USAGE OF THE BOOK BANK FACILITY

The books borrowed from the SCERT and other nearby libraries are given for reference. If required the Xerox copy can be taken. Books from this facility are issued to students.

4.3.10. What are the special facilities offered by the library to the visually and physically challenged person?

The library is located in the ground floor of the institution making it convenient for persons with disability. There is free mobility for physically challenged trainees to all sections of the library. Certain books in Braille script are available in the library. The physically handicapped students are provided books in the classroom itself. Audio lessons are provided for the blind students from the library.

4.4 ICT AS LEARNING RESOURCE

4.4.1 Give details of ICT facilities available in the institution. (Computer Lab, Hardware, Software, internet connectivity, access, audio-visual, other

media and materials) and how the institution ensures optimum use of the facility.

ICT facilities available in the institution:

- Online Admission Procedure
- Online Students Registration – with ID and password
- Online fee registration for University Examinations
- Online hall Ticket and nominal roll
- Online linking of University
- Online registration for Post Metric Scholarship
- Online registration for availing SC/ST student stipend
- Digital attendance system
- Biometric attendance system
- Computerized administration in the college office
- Computer lab
- Technology lab
- Digital library
- Gate way entry registration
- Internet connectivity/FAX
- Computer literacy programme
- Interactive Language lab
- Interactive white boards for incorporating realistic classroom learning experiences
- Incorporating technology in class room/CAL/LCD/OHP/PPT
- Tele/ Social networking
- Laptop /video/multimedia approach in transacting curriculum
- Video recorded class room/ Micro Teaching
- E-counselling
- Public addressing system
- Reprographic services

Soft wares:

- Microsoft Office 2000, 2003, 2007, 2010
  - Word
  - Excel
  - Access
  - Power point
  - Publisher
- Adobe Reader
- Adobe PageMaker
- Adobe Photoshop
- Windows Media Player
- CD/ DVD Writer – Nero Smart
- Meastro
- Software for biometric attendance system
- VLC Player
- Libsoft
- PDF Converter
- Word Converter
- ISM - Malayalam
- ileap – Malayalam

- Microsoft paint
- HP Photo imaging
- Magic photo Editor

- Sound recorder
- You tube downloader
- Software for Language Lab

Hardwares:

- Speakers
- Scanner
- Keyboards
- Monitor with CPU's
- Laser Printers B/W
- Dot metrix printers B/W
- Multipurpose Laser printer cum photocopier (A_3 Model) B/W
- USB's - 10
- Multipurpose Inkjet colour printer with scanner and fax
- Power backup
- USB Cable

- Printer cum photocopier
- CDs
- DVDs
- CD Album
- UPS
- Barcode reader
- Web Camera
- External hard disk (500 GB)
- Handicam
- Multipurpose Laser printer cum photocopier (A_3 Model) - Colour
- Mouse

4.4.2 Is there a provision in the curriculum for imparting computer skill for all students? If yes, give details of major skills included.

Yes, there is a provision for imparting computer skills for all students. Educational Technology is a core paper in the B.Ed. level University curriculum under Associate Subjects (Paper III), Semester I for providing sufficient theoretical background for the students. At the post graduate level (M.Ed.) educational technology is taken as an elective. All teacher educators of the institution are approved master trainers of INTEL.

Mar Theophilus College has been organizing ICT course for imparting orientation and basic computer skills to teacher trainees since 2002. Teacher Educators of concerned subjects are giving training in making PowerPoint presentations.

ICT is utilized in the curriculum for:

- Power point presentations for transacting curriculum
- Orientation to prepare power point presentations by all students.
- ICT based seminar presentation by student teachers.
- Preparing news letters
- Training in net surfing, Creating E-mail ID, web site, blog etc.

4.4.3. How and to what extent does the institution incorporate and make use of the new

technologies /ICT in curriculum transactional process.

* Core papers are transacted using interactive white board.
* Videos and powerpoint presentations are used to transact curriculum effectively
* ICT is used for inculcating national integration and global values among students.
* Internet and intranet facilities are used to update knowledge
* Power point presentations for transacting curriculum by the teacher educators.
* ICT based seminar presentation by student teachers.
* Orientation to prepare power point presentations by all students.
* Preparing news letters
* Training in net surfing, Creating E-mail ID, web site, blog etc.
* ICT course is provided in the institution for imparting orientation and basic computer skills to teacher trainees.
* Digital library having provision for Web OPAC facility enables the learner to have a global perspective.
* Reprographic services (Laser printer cum photocopier) adds to the enhancement of curriculum transactional process.
* Language laboratory with ten computers provides training to the student teachers for the proper use of foreign languages.
* The microphone facility is used in general classes.
* Movies are presented through LCD for theme presentation and recreation.

4.4.4. What are the major areas and initiatives for which student teachers use/adopt technology in practice teaching? (Developing lesson plans, classroom transactions, evaluation and preparation of teaching aids.)

The following are the initiatives for which student teachers adopt technology in practice teaching.

* Students are trained to use internet facility for acquiring the latest knowledge in their respective subjects for the preparation of lesson plans.

* Video presentations relevant to the topic are downloaded and presented in their classroom during practice teaching session.

* Other technological devices like LCD and OHP transparencies are used in classroom for enriching transaction.

* Classes are video recorded for the purpose of peer evaluation and further follow up measures are taken by the teacher educator.

* Students are trained in the production of computer aided learning materials (multimedia presentations & power point presentation) for different subjects.

* Computer assisted learning package for developing language skills like vocabulary and spell check in English are developed by students.

* Opportunity for social networking (e-mailing, social networking sites and data logging).

* Initiatives in setting up of *digital libraries* with educational softwares and CDs.

4.5 OTHER FACILITIES

4.5.1 How is the instructional infrastructure optimally used? Does the institution shares its facility with others for eg.; serve as information technology resource in education to the institution (beyond the programme), to other institutions and to the community.

The instructional infrastructure is optimally used:

* The interactive white board is set up in common class rooms so that any class that requires the facility can arrange curriculum transaction there.
* Computer is provided in all the classrooms.
* Simultaneous functioning of seven classrooms
* Simultaneous educational activities in 6 method labs
* Simultaneous running of three add on programmes.

The mechanism of sharing the facilities with other institutions and to the community:

* Teacher educators are served as subject experts in transacting subjects through ICT in neighbouring schools.

* Teacher educators are serving as resource persons in other training colleges in the preparation of ICT learning materials.

* Dissemination of information regarding ICT based teaching learning through the publications and research journal

* Technology assisted remedial instruction programme is provided to model school

* The institution organized International seminars in which ICT based education is one of the themes.

✺ The institution organized week long workshop on "incorporating ICT in classroom" in collaboration with INTEL for teacher educators of different training colleges.

✺ Online registration in the University of Kerala.

4.5.2. What are the various audio visual facility/materials (CDs, Audio and Video Cassettes and other materials related to the programme) available with the institution? How are the student teachers encouraged to optimally use them for learning practice teaching?

The various audio visual facility/materials:-

✺ Educational CD's related with all school subjects
✺ CD's meant for personality development, public speaking skills, communication skill, conservation of environment, civic training, life skills etc.
✺ Audio and Video Cassettes
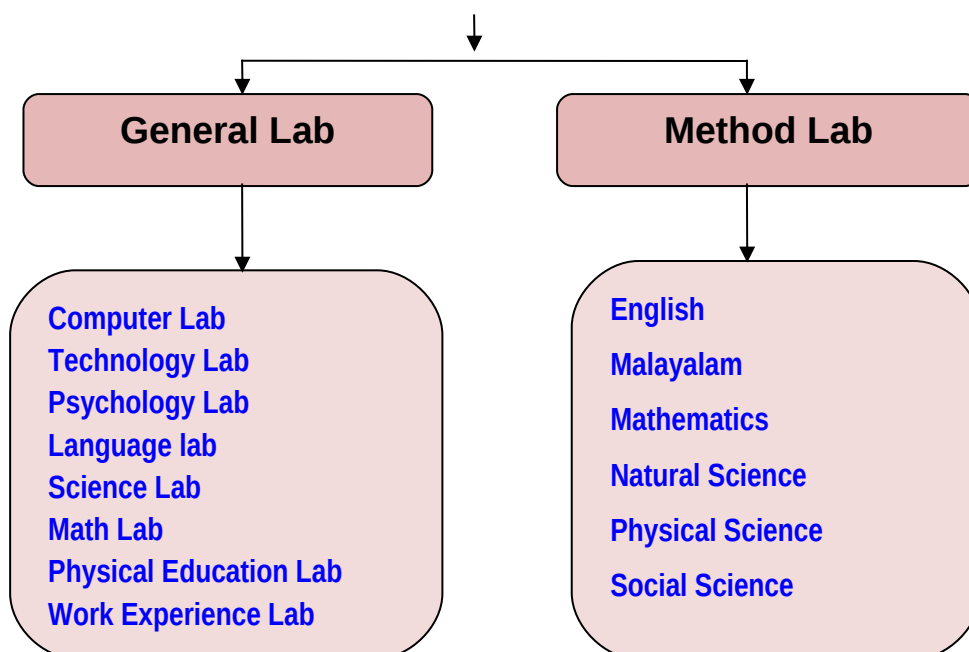✺ Power point presentations and video resources downloaded from internet.

The student teachers are encouraged to use ICT materials in their practice teaching session:-

✺ All students are given training to incorporate technology to transact school curriculum effectively.
✺ Technology lab has a good collection of Educational CDs, Audio and Video materials and the college library keeps a copy of them to have free access to the students.
✺ CDs of Video lessons are used by the students for learning practice teaching

4.5.3. What are the various general and methods laboratories available with the institution? How does the institution enhance the facilities and ensure maintenance of the equipment and other facility.

The institution has the following general and methods laboratories:

LABORATORIES

General Lab

Computer Lab
Technology Lab
Psychology Lab
Language lab
Science Lab
Math Lab
Physical Education Lab
Work Experience Lab

Method Lab

English
Malayalam
Mathematics
Natural Science
Physical Science
Social Science

The institution enhances the facilities through:

* Addition of more computers using the UGC fund.
* Addition of more computers by the Management.
* Addition of more computers using internal resources.
* Updating the softwares
* Provision of internet connectivity for all computers
* Increasing the download capacity
* Increasing the down loading speed
* Empowered the interactive language lab with new softwares
* Installation of *3hr power backup system* in the computer lab (for 20 computers)
* Installation of three interactive white boards
* Incorporation of technology in class room/CAL/LCD/OHP/PPT
* Setting up of multipurpose laser printer cum photocopier B/W
* Added support materials in the psychology lab
* Enriching the technology lab with 200 educational CDs (Bought from SCERT and State institute of educational technology)
* Enriching the technology lab with 500+ educational CDs (Prepared by the teachers and students)
* Enrichment of science lab with the facilities and resources for experiments.

The institution ensures maintenance of the equipment and other facilities by:

The faculty in charge of each laboratory monitors lab work of students. The lab maintenance, upkeep and upgrading the equipments, materials and services available in the laboratory are also under the purview of the concerned teacher. Feedbacks from student

teachers are taken and necessary modifications are done from time to time. Proper funds are allocated and provided by the institution for enhancing the facilities and to ensure the maintenance of the equipments. The student teachers are encouraged to optimally use the laboratory materials and equipments for learning and for practice teaching. The method labs are provided with reference materials. Teachers themselves demonstrate the use of equipments and materials before the students use the resources.

4.5.4. Give details on the facilities like multipurpose hall, workshop, Music and sports, transport etc. available with the institution.

- **Multipurpose hall:-** Three multipurpose halls are equipped with sophisticated technological devices

- **Workshop:-** Six general laboratories and six method laboratories for providing hands-on training.

- **Music:-** There is a separate music room for enriching students' musical intelligence. The musical instruments are kept there.

- **Sports:-**There is a basketball and a badminton court for outdoor games. Provision for indoor games is also given. A separate room for aerobics and yoga with mirrors and music system is also set up. There is a stadium which is shared among the sister institutions.

- **Transport:-** Providing conveyance facility for a distance of 35km around Thiruvananthapuram district on co-operative basis

4.5.5. Are the class rooms equipped for the use of latest technologies for teaching? If yes, give details. If No, indicate the institution future plan to modernize the classroom.

Yes, the class rooms are equipped for the use of latest technologies for teaching. The General and seminar halls and M.Ed. class room are *smart classes* having provision for interactive white board with internet. The optional classes are provided with computers with internet connection for providing latest information to the students. The classes are well equipped to display power point presentations. The interactive Language Lab is used to facilitate the learning of foreign language. On line Math Lab, USA is the latest technology in the Mathematics class room. The microphone facility is used in general classes.

4.6. BEST PRACTICES IN INFRASTRUCTURE AND LEARNING RESOURCES

4.6.1 How does the faculty seek to model and reflect on the best practice in the diversity of instruction including the use of technology?

The faculty seeks to model and reflect on the best practice in the diversity of instruction and in using technology. Models of teaching are one of the instructional modes used by the faculty while taking demonstration class and by teacher trainees for criticism and practice teaching.

The faculty is well qualified in handling technological equipments like interactive white board, LCD projector, OHP etc and have the competency is net surfing and internet connectivity. All faculties have participated in a week long workshop on incorporation of ICT in class rooms and have acquired necessary skills. Five of the faculty members have been recognized as master trainers by the INTEL. Four of the faculties attended ICT orientation course at Academic Staff College. The faculty use diverse teaching methodologies and strategies in their respective class room. All faculty members have their own PC, Laptops and ICT oriented learning materials.

4.6.2. List innovative practices related to the use of ICT, which contributed to quality enhancement

* Making all the students ICT literate
* Enabling all the students to use internet
* Developing the presentation skills using power point presentations

Admission:-

* Online Admission Procedure
* Online Students Registration – ID and password

Faculty Improvement:-

* Master trainers in computer skills
* Guide ship to University of Kerala, Manonmaniam Sundaranar University, Tamil Nadu and Asian e University
* International research scholars
* Serving as resource persons to various media

Curriculum Transaction:-

- Smart classes – Interactive White Board
- Incorporating technology in class room/CAL/LCD/OHP/PPT
- Online Math Lab, USA
- E-learning
- M-learning
- Laptop video/multimedia approach in transacting curriculum
- Video recorded class room/ Micro Teaching
- Digitalized interactive language lab
- E-counselling
- Computer literacy programme

Library:-

- Web OPAC
- Digital library
- Bar code reader
- Gate way registration
- Internet connectivity
- Reprographic services

Administration:-

- College Website
- Internet connectivity/FAX
- Computerized college office
- Public addressing system

Discipline:-

- Digital attendance system is upgraded to Biometric attendance system

Co-Curricular Programmes:-

- ICT Club
- Media Club
- Tourism Club
- THEO Radio
- *Subhashitham*
- Social Networking
- Blogs

Evaluation:-

- Online fee registration for University examinations
- Online hall ticket and nominal roll
- Online linking of University
- Online registration for Post Metric Scholarship
- Online registration for availing SC/ST student stipend

4.63 What innovations/best practices in infrastructure and learning resources are in vogue or adopted/ adapted by the institution

- Bio metric attendance system
- Smart classes-Interactive whiteboard
- Web OPAC
- Gate way entry
- Online math lab
- Well equipped laboratories
- Digitalized library
- Laser printer B/W – 2 Nos.
- Multipurpose Inkjet colour printer with scanner and fax-1
- Dot matrix printer -2 Nos.
- Well equipped computer lab (Speakers, CD/DVD Reader & writer and sufficient softwares)
- All computers have internet and LAN connectivity
- ISM /ileap for regional language
- Barcode reader
- Scanner
- Multipurpose printer cum photocopier (duplex, A3) B/W
- Multipurpose auditorium
- Method labs
- Multipurpose halls
- Computerized office automation
- Conference hall
- Separate cabin for M.Ed. faculty
- Aerobics and Yoga
- Addition of Reprographic services

Additional Information to be provided by Institutions opting for Re-accreditation / Re-assessment

1. What made under infrastructure and learning resources in the previous assessment report and how have they been acted upon?

The infrastructure facilities of the institution had been highly appreciated by the peer team.

2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous assessment and

Accreditation with regard to Infrastructure and learning Resources?

The institution has updated its infrastructure and learning resources to cope with global excellence which is given in detail in the various criteria.