6.1. INSTITUTIONAL VISION AND LEADERSHIP

6.1.1 What are the institution's stated purpose, vision, mission and values? How are they made known to the various stakeholders?

Mar Theophilus Training College has its clear purpose, definite vision, mission and values.

PURPOSE

* To realize the vision and mission of the institution which is in tune with the objectives of the Higher Education policies of the Nation
* To Translate its vision statement into its activities
* To develop ideal citizenship
* To make competent global citizen for the service of mankind who can stand for the progress of the nation.

VISION

Our vision is Excellence through Divine Illumination.

The college stands for *Enlightenment, Excellence and Empowerment* realizing the Fatherhood of God and Brotherhood of man so as to mould a cognitively enriched, affectively balanced, morally upright, socially committed and spiritually inspired teachers for *'Bharath'* and rest of the world through an organizational structure and administrative frame work characterized by a democratic and egalitarian outlook. Our Motto – *Dominus Mea Illuminatio* reflects this vision.

MISSION

* Formation of academically excellent, professionally competent, socially committed teachers for the nation and rest of the world
* Development of professional expertise in the student teachers through curriculum related enrichment programmes.
* Professional enhancement of teacher educators through research activities.
* Social upliftment of the educationally backward sessions of the society through the extension programmes.
* Human resource development through teacher education with due weightage for the weaker sections of the society and minorities.
* Training the new generation teachers to perceive and transfer the cultural, social and spiritual values of the society.
* Empowerment of student teachers especially women through the development of integrated personality, leadership qualities and professionalism.

* Inculcation of scientific temper through the technologically updated knowledge acquisition.
* Imparting awareness about preservation and conservation of environment.
* Promoting a proper attitude towards sustainable development.

VALUES

Our college aims at imparting Educational, Personal, Biological, Social , Environmental , Cultural, Spiritual, Aesthetic, Scientific, National ,and Global values by means of curricular and co-curricular activities which realizes our vision and mission. They are:

Educational Value:
* Creating an academic environment where excellence in knowledge, skills and competence contribute to national and regional development
* Excellence in developing creative intelligence among students
* Enabling the teacher trainees to integrate the ICT with teaching learning process
* Training the student teachers to meet the emerging educational issues
* Encourage teacher trainees and teacher educators to participate in seminars, workshops, conferences and courses for professional growth
* Developing communicative skills
* Providing conducive learning environment

Personal Values:
* Providing situations to realize what is good,desirable,beneficial,important, dutiful and constructive
* Providing life /soft skills
* Developing personal values such as truthfulness, justice, self reliance, self respect, self discipline, self confidence, self dignity, dignity for manual labour, non violence etc

Biological values:
* Teacher trainees are given awareness and practice to promote Biological values.
* Encouraging the teacher trainees to take classes on cleanliness, health and nutrition, alcoholism and drug abuse, population explosion to the students during their practice sessions.
* Provision to practice yoga / aerobics

Social Values:
* Promoting the teacher trainees to realize and execute their roles and responsibilities as social beings
* Promoting sports activities
* Providing Practicum to promote social values
* Developing Love for changes in the structure and dynamism in the society
* Creating awareness about role of education in building a democratic secular and socialistic pattern of the society
* Interacting through social net working

Environmental Values:
* Giving environment awareness
* Preserving and protecting natural resources
* Encouraging the teacher trainees to take classes on environmental issues and sustainable development to the students during their practice sessions.
* Practicum on environmental issues

Cultural Values:
* Organising cultural programmes at intervals for developing creative abilities and providing cultural promotion
* Celebrating major cultural festivals at the institution
* Participating in university Youth Festivals and cultural programmes organised by other educational institutions

Scientific Values:
* Celebrating scientifically important days
* Providing practicum to promote scientific temper
* Providing opportunities for open expression
* Inculcating problem solving ability

Spiritual Values:
* AICUF is providing spiritual values by means of retreats
* Inculcating thought of the day every morning
* Conducting Inter-religious prayer
* Participating in value educational speeches by spiritual leaders

National Values:
* Developing the capabilities for the welfare of society and nation
* Celebrating all national festivals
* Comemmerance of national days
* Practicums related to national values
* Providing practicum to conscientize social issues like corruption, terrorism etc.

Global Values:
* Providing awareness of global needs and problems of global educational system
* Searching and imparting innovative practices in global scenario
* Keeping Global net working among the stakeholders through our website
* ICT training and Communicative English course to adapt with the concept of global village.

The institution's purpose, vision, mission and values are made known to the stakeholders by means of orientations to parents and student teachers at the time of admission, college calendar, website, publications, weekly assembly, Guardian-Teacher meetings and various functions organized by the institution. The vision, mission and motto of the College are prominently displayed at the entrance of the institution.

6.1.2 Does the mission include the institution's goals and objectives in terms of addressing the needs of the society, the students it seeks to serve, the school sector, education institution 's traditions and value orientations?

Yes, the mission includes the institution's goals and objectives in terms of addressing the needs of the society, the students it seeks to serve, the school sector, education institution 's traditions and value orientations.

6.1.3 Enumerate the top management's commitment, leadership role and involvement for effective and efficient transaction of teaching and learning processes (functioning and composition of various committees and board of management, BOG, etc.)

The top commitments of the management are :

* To create and provide environment conducive to the attainment of institutional goals focusing on the clear vision and mission of the institution.
* To provide the needed infrastructure and sophisticated equipments that could foster the academic excellence
* To foster the growth and development of the institution
* To ensure mechanism to monitor and sustain a work culture in the institution.
* To encourage the institution to adopt new and innovative ideas to achieve excellence in teaching/learning.
* To make the institution a 'Centre of Excellence'.

Management's leadership role and involvement for effective and efficient transaction of teaching and learning processes:

MANAGEMENT COMMITTEE

Sl. No	Office bearer	Designation
1	H.B Baselios Cardinal Cleemis Catholicos	Patron & President

2	Most Rev. Dr. Samuel Mar Iranios	Co-Patron
3	Rt. Rev .Msgr. James Paravila	Secretary
4	Rev. Sr.(Dr) Mercykutty S.I.C	Principal
5	Dr.K.M Francis	Executive Member
6	Dr. K. V. Thomaskutty	Executive Member
7	Rev. Fr. Roy George Vayalirakathu	Executive Member
8	Rev.Fr. Geevarghese Vallachangaveetil	Executive Member
9	Rev.Fr. Johnson Puthuvelil	Executive Member
10	Dr. K.Y Benedict	Executive Member
11	Dr. Abraham Joseph	Executive Member
12	Dr. Abraham Mathew	Executive Member
13	Mr. P. A. Benedict	Executive Member
14	Dr. K.I. Georgee Kulangara	Executive Member

Management Committee actively involves in the effective and efficient functioning of the institution.

FUNCTIONING

* The management strives hard for the realization of vision, mission, objectives and values through the strict enforcement of norms and standards

* The management organizes meetings to analyze and evaluate the total functioning of the institution to lead the college to excellence

* Management provides infrastructure and resources for the smooth functioning of the institution

* Grants permission for introducing new courses

* Implementation of technology mediated functioning of lab, library, classrooms and administrative wing.

* Monitor the functioning of various committees such as Curriculum, UGC, NAAC, NCTE, library, laboratories, purchasing, discipline and physical education committees

* Appoint substitute teachers against the faculty leave raised

BOARD OF GOVERNING BODY

Sl No	Name	Designation in the BOG
1	Dr.(Sr) Mercykutty A.	Ex officio
2	Rev. Fr. Roy George Vayalirakkath	Bursar
3	Dr. Esther Gladiz	Senior Faculty
4	Mrs. Bindu .B	Staff Secretary
5	Dr.Giby Geevarughese	Staff Advisor
6	Mr. Mathewkutty V.T	Junior superintendent

FUNCTIONING

* Promoting faculty to do research under faculty improvement programme, to participate in refresher courses, orientation programmes, seminars, workshops, conferences
* Resource persons to various institutions especially Academic Staff Colleges.
* Directing the auxiliary staff to work efficiently so as to achieve excellence
* Directing the administrative body to make the necessary provisions for maintaining the smooth functioning.
* Promoting the faculty for effective and efficient transaction of teaching and learning process in the institution
* Encouraging faculty to take up minor and major research work from UGC and providing the facilities for executing these researches.
* Providing feedback, encouragement and recognition to the teacher educators periodically.
* Leadership role in the decentralization of the administration work among the staff.
* Analysing, evaluating and giving feedback on the effective functioning of the various responsibilities rendered to the staff and students
* Organizes staff tour programme every calendar year.
* Conducting Family get together of the staff every calendar year

6.1.4. How does the management and head of the institution ensure that responsibilities are defined and communicated to the staff of the institution?

The administrative functions of the institution are carried out by the Head of the Institution through a series of committees and clubs. The head of the institution organizes meeting before the commencement of the academic period. Various committees and clubs are formed through discussion and voluntary acceptance of the faculty based on their potential, teaching experience, interest, communicative style and specialization. The plan of action is prepared after thorough discussion. Powers are delegated to these different bodies for the smooth functioning of the academic activities with the Principal having a supervisory role. The Principal and Bursar frequently have meetings to ensure that the responsibilities are done by each committee and club. The College Staff Council, College Union and the Parent Teacher Association assist the Head of the institution in the academic activities. Every month staff meeting is conducted where analysis, evaluation and new plans are discussed and proper decisions are taken. The decisions are informed to Bursar at the meetings conducted between the Principal and the bursar which will be conveyed to the management who ensures that the responsibilities are properly defined and communicated to the staff through official communications.

6.1.5. How does the management/head of the institution ensure that valid information (from feedback and personal contacts etc.) is available for

the management to review the activities of the institution?

The Management/ Head of the Institution rely on the following steps to review the activities of the institution. The pieces of information are gathered by the following means:

* The Principal and the Bursar (management representative) hold meetings on regular basis
* Meetings are conducted with teaching and non-teaching faculties by the Bursar at intervals.
* Personal interaction of the Principal with the faculty and nonteaching staff.
* Personal interaction of the Principal with students at both formal and informal levels.
* Interaction of the Principal with guardians.
* Information available through feedbacks from students, heads of the schools, subject teachers and guardians (through written feedback forms).
* Feedback from Guardian's during the PTA meetings
* Reports of the different clubs, associations and cells.
* Informal meetings of Bursar with staff and students

The gathered information are discussed between the Principal and bursar on regular basis and conveyed to the management to review the activities of the institution.

6.1.6 How does the institution identify and address the barriers (if any) in achieving the vision/mission and goals?

Reflections on the Functioning:

* Reflection by the faculty through weekly journal helps to identify the barriers.
* Through self reflection barriers are detected
* Peer discussions helps to identify the barriers
* Through observation of the activities

Staff meetings:

* The staff meetings that are conducted every month give opportunity to analyze the activities to realize the achievement of the vision/mission and goals of the institution that help to identify the barriers.
* Discussion are followed to find the pros and corns to overcome the barriers

COMMITTEES/CLUBS/ASSOCIATIONS/UNION

* The barriers in achieving the vision/mission and goals are identified by the committees/associations/union, clubs and are communicated to the head of the institution.
* Interactions and discussions follow to overcome the barriers. The management, head of the institution and concerned co-ordinator of the committee try to find remedies.

6.1.7 How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes?

The management encourages and supports involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes.

* The management encourages the participation of the staff in the process of decision-making in institutional functioning.
* Encourages the faculty to do research leading to Ph.D., minor and major research
* Provides various technological resources for strengthening the teaching learning processes
* Promotes the staff to acquire additional qualifications and skills.
* Motivates to attend professional development programmes such as seminars, conferences and Workshops
* Encourages the faculty to act as resource persons to Academic Staff College, different colleges, media etc
* Gives appreciation, recognition and awards to those teachers who excel in various fields

6.1.8. Describe the leadership role of the institution in governance and management of the curriculum, administration, allocation and utilization of resources for the preparation of students?

The Principal's office is the sole agency in discharging the responsibility for the smooth-running of the institution. The role of the Principal of the College is multi-dimensional and reflect the vision and mission of the institution. The leadership role of the institution is as follows:

* Provides administrative and academic leadership in association with the faculty members by planning, executing and evaluating the curriculum according to the academic calendar plan and the respective action plan prepared before the commencement of the academic year. Academic and administrative planning goes hand in hand.
* Motivates, encourages and monitors the faculty members on the effective transaction of the curriculum and the extent of use of resources available
* Supports and guides the administrative staff to provide maximum services to the staff and students
* Utilizes the fund allotted for the purchase of journals and books according to the requirement of the teaching learning process

✻ As the member of the Management Body of MSC management, the Principal places academic and administrative matters before the Governing Body, for the approval and the Principal is responsible for executing its decisions.

✻ Principal is also responsible for all correspondence with the Management body, Governing Body, Government of Kerala, University of Kerala, University Grants Commission and different stakeholders of the College.

✻ As the Chairperson of the different Committee implementing the development activities in the College under UGC's Academic and financial support, the Principal monitors the progress of the work under the schemes.

✻ Motivates the students to work hard and keep abreast with the national and global requirements

✻ As Officer-in-Charge of all examinations held in the College, the Principal assumes responsibility for the receipt and dispatch of all confidential evaluation material. Chief examiner is appointed for overall smooth conduct of each examination

✻ As the Drawing and Disbursing Officer for the College, the Principal assumes responsibility for all financial transactions of the institution facilitating audit of the College accounts.

✻ The Principal receives reports from the different College association and Committees. The Principal if required gives suggestions for improvement when committee approaches.

✻ Constitutes various committees, student council, associations, clubs and cells and decentralizes the duties after discussing in the staff council and makes sure their effective implementation. The Principal chairs committee meetings if the agenda involves important policy decisions. The Principal of the institution is available to faculties, administrative staff and students for the redressal of their grievances.

6.2 ORGANIZATIONAL ARRANGEMENTS

6.2.1   List the different committees constituted by the institution for management of different institutional activities? Give details - the meetings held and the decisions made, regarding academic management, finance, infrastructure, faculty, research, extension and linkages and examinations during the last year?

Different committees constituted by the institution for management of different institutional activities:

✻ Staff council
✻ Finance committee
✻ Admission committee

✻ Scholastic enhancement / Curriculum committee
✻ Planning committee
✻ NCTE committee

- UGC committee
- Library committee
- Evaluation and Examination committee
- Discipline committee
- Guidance & counselling committee
- Physical education committee
- Grievance redressal committee
- Sexual harassment prevention committee
- Placement committee
- Website up-gradation committee
- Publication committee
- Anti ragging committee
- IQAC committee
- Research and extension committee

- Documentation committee
- Purchasing committee
- PTA committee
- THEOSA committee
- NAAC committee
- Recreation club
- Remedial teaching committee
- Consultancy Cell
- Community and Extension activities

- Laboratory committee
- Co-curricular committee
- Mobile censoring

Details of the meetings held:- Every committee meets once in a month. But if there is an urgent situation the respective committee meets then and there. The committee meets at the Principal's chamber. The meetings are documented properly. Refreshment is provided. The meeting commences with a prayer. An academic friendly atmosphere is maintained.

Decisions made in the last year:

Academic management:
- To prepare the academic calendar before the commencement of the academic year.
- To prepare the action plan before the commencement of the academic year.
- To select committees before the commencement of the academic year except the student members.
- To make the attendance of the students strict by the use of bio-metric punching system
- To review the timely execution of the action plan (by the Principal)
- To decide the pre-practice and practice teaching sessions in advance.
- To adopt continuous and comprehensive evaluation measures for periodic assessment of students
- To execute the teachers' weekly action plan more effectively
- To arrange more invited talks on creative teaching learning
- To make the guardian angel system-the individual student mentoring system more effective.

Finance management:
- To utilize the financial resources to the optimum level
- To find out new sources of income by forwarding proposals for grant in aid and other sources
- To ensure the utilization of fund for student welfare
- To identify the new technological gadgets for qualitative improvement of student training

Infrastructure:

- To develop three smart class rooms
- To improve the garden
- To construct a new block for M.Ed.
- To renovate the parking area
- To ensure 24 X 7 power supply through installing power generator
- To ensure a better facility for provision of continuous water supply

Faculty:
- To promote faculty development programmes through refresher and orientation programmes
- To encourage the faculty members to undertake Ph.D. through FIP
- To organize refresher programmes in the home institution
- To promote faculty development programmes through IQSC
- To invite resource persons from India and abroad for faculty enrichment.
- To send the faculty for life-skill and soft-skill training programmes
- To make the faculty the master trainers of INTEL
- To continue with staff welfare measures- Personal savings- availing loan
- To offer more facilities for the faculty

Research:
- To continue with the publication of the research journal
- To encourage teachers to undertake action research
- To encourage teachers to undertake major and minor researches
- To encourage teachers to undertake guideship
- To publish a research compendium annually by the PG students
- To establish a research room
- To encourage the student teachers to undertake researches through problem based practicum
- To speed up the processes of the already sent proposal for sanctioning a recognized research centre
- To encourage the faculty to go abroad to popularize the research initiatives in the college

Extension and linkages:
- To send faculty for various training programmes conducted by SCERT
- To establish linkages with professional bodies like CTE,C [3]
- To take membership in SCERT library
- To organize international seminar in collaboration with CTE
- To collaborate with research programmes of SCERT
- To collaborate with research programmes of Department of Education

Examinations:
- To conduct periodic tests by respective faculty members
- To standardize the internal assessment procedures
- To conduct the term end examinations
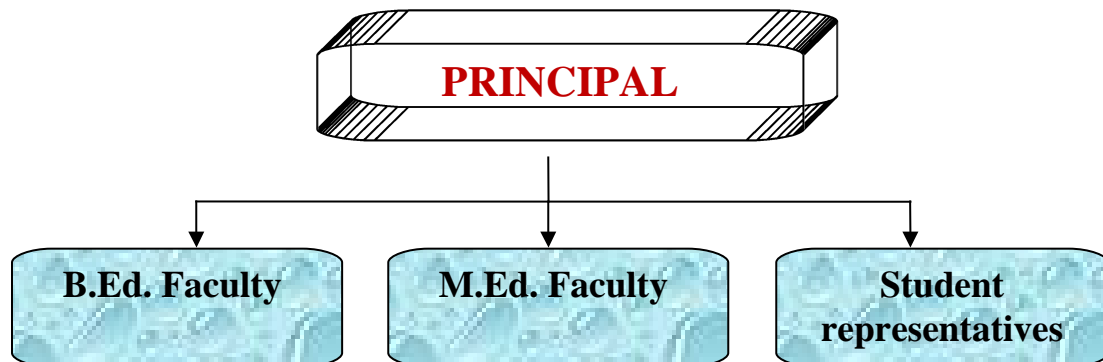- To conduct mock practical examination

✹ To conduct re-examination for absentees
✹ To discuss the previous question papers before examination
✹ To make the assessment system by revealing the internal marks to the students

6.2.2   Give the organizational structure and the details of the academic and administrative bodies of the institution.
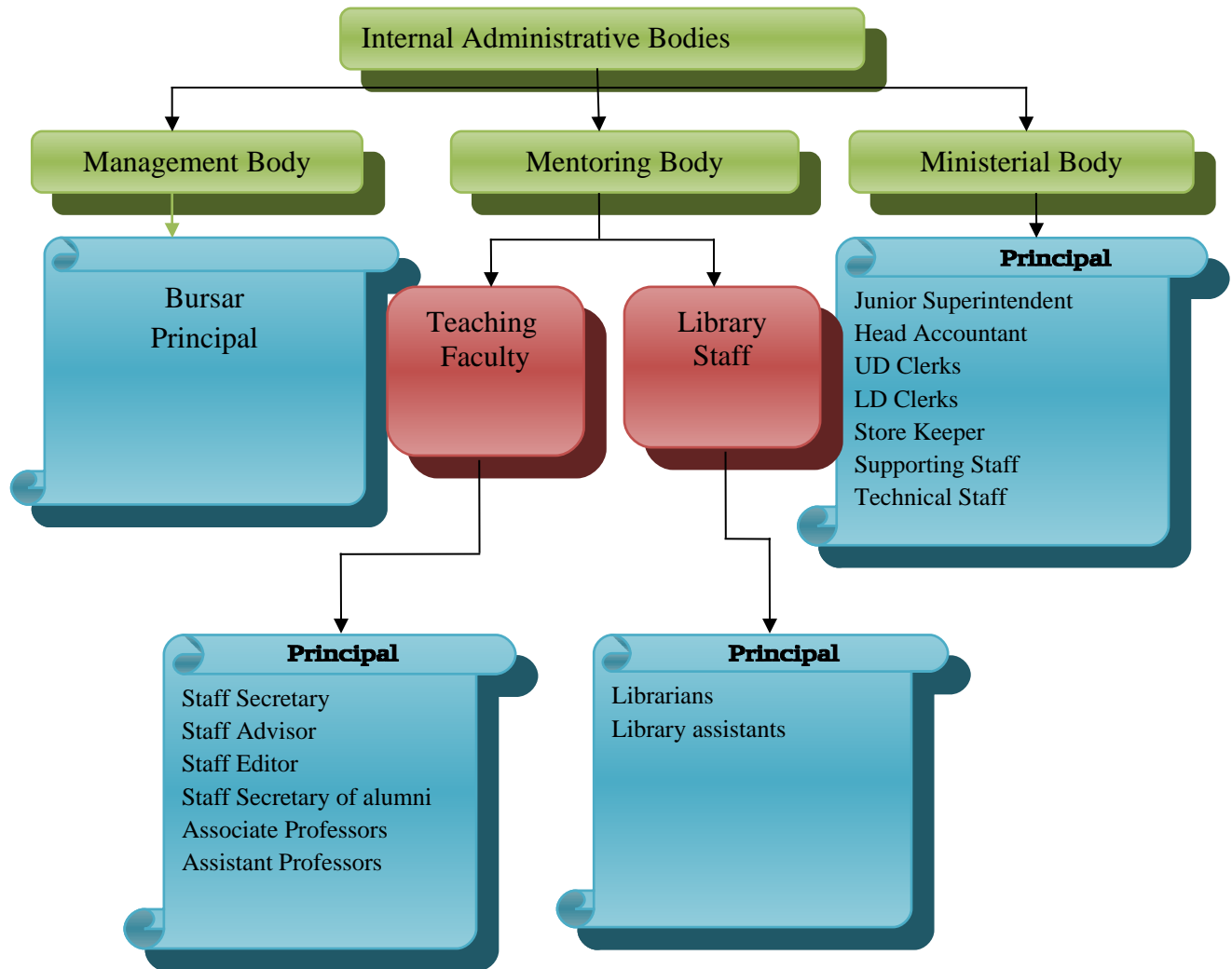
THE GENERAL ORGANIZATIONAL STRUCTURE
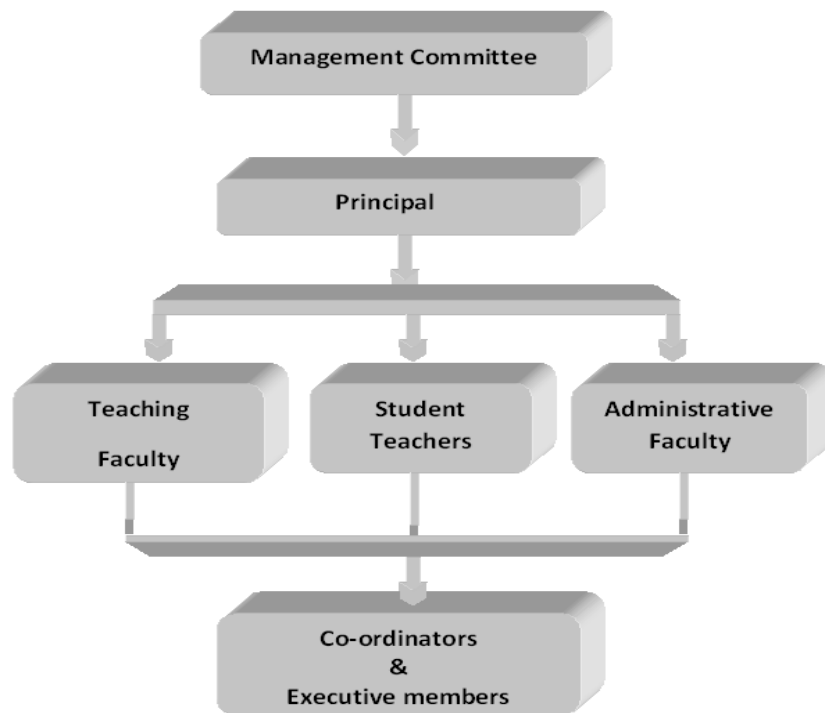
THE ACADEMIC BODY

THE INTERNAL ADMINISTRATIVE BODY

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                    ┌─────────────────────────────┐
                    │ Internal Administrative Bodies │
                    └─────────────────────────────┘
        ┌──────────────────┬──────────────────┬──────────────────┐
  ┌──────────────┐   ┌──────────────┐   ┌──────────────┐
  │ Management   │   │  Mentoring   │   │  Ministerial │
  │    Body      │   │     Body     │   │     Body     │
  └──────────────┘   └──────────────┘   └──────────────┘
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Management Body

Bursar
Principal

Mentoring Body

Teaching Faculty

Library Staff

Ministerial Body

Principal

Junior Superintendent
Head Accountant
UD Clerks
LD Clerks
Store Keeper
Supporting Staff
Technical Staff

Principal

Staff Secretary
Staff Advisor
Staff Editor
Staff Secretary of alumni
Associate Professors
Assistant Professors

Principal

Librarians
Library assistants

6.2.3   To what extent is the administration decentralized? Give the structure and details of its functioning?

Administration of the institution is totally decentralized. Different committees are constituted with an organizational structure in a democratic way. The executive members are elected by the general body of the faculty under the supervision of the Principal.

Each faculty is the co-ordinator of different committees which has the flexibility in decision making and implementation with the principal as the ex officio. Each committee will have office staff and student representatives according to the need.

The functions of the institution and its acdemic administrative units are in accordance with the principles of participation and transparency.

GOVERNING BODY

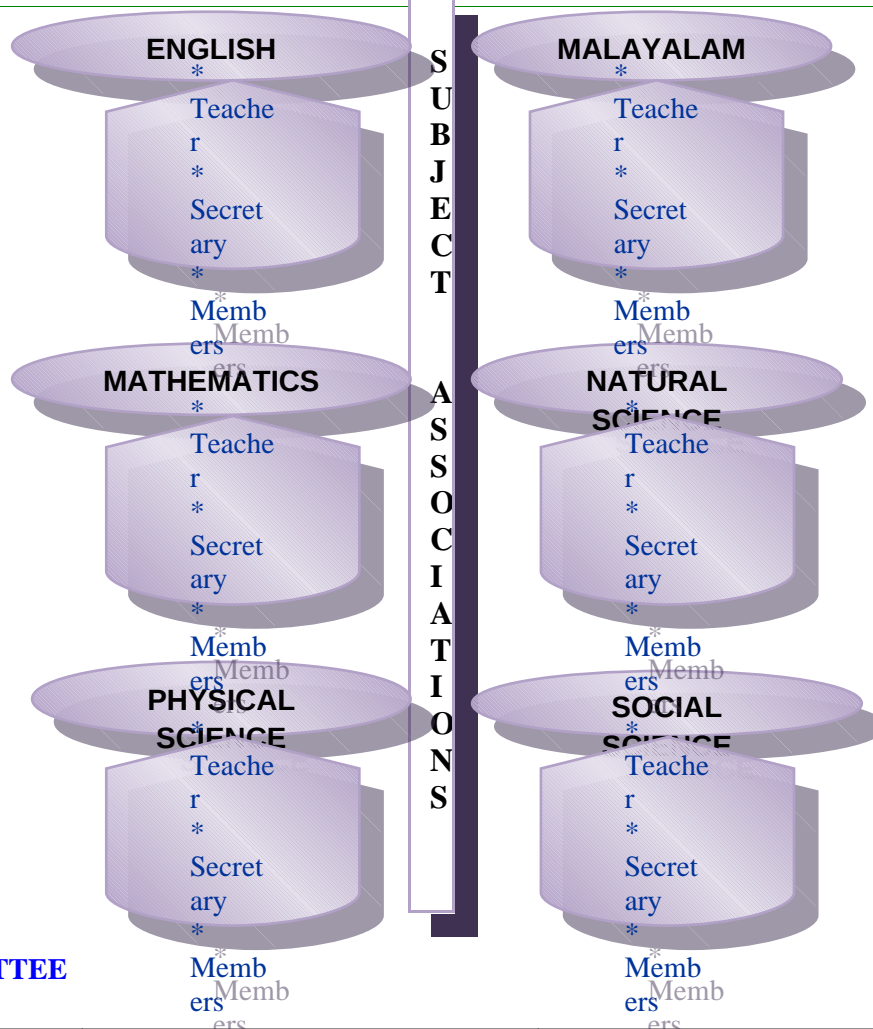| Sl No	Name	Designation in the BOG
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4	Mrs. Bindu.B	Staff Secretary
5	Dr.Giby Geevarughese	Staff Advisor
6	Mr. Mathewkutty .V.T	Head of Ministerial Body

FUNCTIONING

* Take care of the financial reponsibilities for the development of the instituion
* Conducting admission
* Organise curricular and co-curricular activities
* Organise sports and arts fest
* Organise practice teaching
* Conduct of Examination
* Updating the Library
* Provision for maintance of the infrastructure
* Purchasing of Equipments
* Publish college magazine
* Provides guidance and counselling
* Provides research assistance

DECENTRALISATION OF ACTIVITIES THROUGH :

STUDENT COUNCIL

* Chairman
* Vice-chairman
* General secretary
* University union councilor
* Arts club secretary
* Magazine editor
* Sports secretary
* Lady representatives
* Class representatives

SUBJECT ASSOCIATIONS

ENGLISH
* Teacher
* Secretary
* Members

MALAYALAM
* Teacher
* Secretary
* Members

MATHEMATICS
* Teacher
* Secretary
* Members

NATURAL SCIENCE
* Teacher
* Secretary
* Members

PHYSICAL SCIENCE
* Teacher
* Secretary
* Members

SOCIAL SCIENCE
* Teacher
* Secretary
* Members

SUBJECT ASSOCIATIONS

COMMITTEE

Committee	Convener and members	Function
Scholastic Enhancement/ Curriculum	◆ Principal ◆ Three teaching faculty	Transaction of curriculum, planning and preparation of academic calendar, time table
Finance	◆ Bursar ◆ Principal ◆ Junior Superintendent ◆ Head Accountant	Infrastructural improvement and internal maintenance, financial support to the M.Ed. course, purchase of materials
Planning	◆ Bursar ◆ Principal ◆ Two teaching faculty ◆ Two non-teaching faculty	Planning the entire programme of the institution in advance and to act accordingly
UGC	◆ Principal ◆ Two teaching faculty ◆ One non-teaching faculty	Forwarding proposals, submitting reports, maintaining accounts, correspondence.
NCTE	◆ Principal ◆ One teaching faculty ◆ One non-teaching faculty	Forwarding proposals, submitting reports, correspondence. Yearly self appraisal
NAAC	◆ Principal ◆ One teaching faculty ◆ One non-teaching faculty	Forwarding proposals, submitting reports, Correspondence, self appraisal, IQSC
IQAC	◆ Principal	Teacher empowerment, skill up-gradation

		programmes
Research & extension	◆ Principal ◆ M.Ed. Co-ordinator ◆ Senior faculty –B.Ed.	Guidance , publication of research journal, dissemination of research work, co-ordination of research wing
Admission	◆ Principal ◆ Bursar ◆ One teaching faculty ◆ One non-teaching faculty	Interview the candidates, certificate verification, fee collection, bio-data collection, Id-card distribution, college calendar distribution
Library	◆ Principal ◆ Librarian ◆ One teaching faculty ◆ One non-teaching faculty	Stock verification, subscribing new journals, periodicals, educational CD's, up grading computerization programmes
Guidance and Counselling	◆ Principal ◆ Teaching Faculty ◆ Psychology Faculty	Functioning of guidance and counseling cell, inviting resource persons, arranging talks
Evaluation & Examination	◆ Principal ◆ Senior teaching faculty ◆ Five non-teaching faculty	Conducting internal evaluation (both theory and practical), developing proforma for peer evaluation, model examinations, fee collection online registration, seating arrangements.
Physical Education	◆ Principal ◆ Physical Education Faculty ◆ Senior teaching faculty ◆ Three non-teaching faculty	Stock verification, provision of facilities for indoor and outdoor games, maintenance of aerobics and yoga room, annual sports meet, University level competitions.
Co-curricular	◆ Principal ◆ One teaching faculty ◆ Two non-teaching faculty	Celebration of national festivals, fairs, days etc arts and cultural programmes, Seminars, workshops, debates, quizzes, talks, posters, manuscripts, newsletters etc
Discipline	◆ Principal ◆ One teaching faculty ◆ Three non-teaching faculty	Keeping time table, punching on time, neat and tidy appearance, submission of works etc.
Laboratory	◆ Principal ◆ One teaching faculty ◆ One non-teaching faculty	Maintenance of laboratory, purchase of materials, conducting practicals
Community and extension activities	◆ Principal ◆ One teaching faculty ◆ One non-teaching faculty ◆ Librarian	Tapping resource persons, going to different institutions as resource person, programmes in media, conducting social visit, village adoption, social survey, blood donation, medical camp etc
Purchasing	◆ Principal ◆ One teaching faculty ◆ Two non-teaching faculty	Purchasing of bouquet, compliments, awards and honours, refreshments
Grievance Redressal	◆ Principal ◆ Two teaching faculty ◆ One non-teaching faculty ◆ Student council member	Grievances are received and solved in a democratic manner of staff and students

Sexual Harassment Prevention	◆ Principal ◆ Two teaching faculty ◆ One non-teaching faculty ◆ Student council member	Sexual harassment if any is reported it is rectified accordingly
Placement	◆ Principal ◆ Two teaching faculty ◆ One non-teaching faculty	Inviting schools for campus selection, informing students about vacancies, placing students according to the request from schools
Website upgradation	◆ Principal ◆ Two teaching faculty ◆ One non-teaching faculty	Website is upgraded time to time
Publication	◆ Principal ◆ Two teaching faculty ◆ One non-teaching faculty ◆ Student council member	Institution Journal, Newsletters, College Magazine, Souvenir and other publications are taken care off
Document-ation	◆ Principal ◆ Two teaching faculty ◆ Two non-teaching faculty ◆ Six student representatives	To document important notices/ brochure, report of the programme conducted with photographs
Remedial Teaching	◆ Principal ◆ Two teaching faculty ◆ Two non-teaching faculty ◆ Six student representatives	Identify students who require remedial teaching, preparation of remedial materials, leadership in giving remedial teaching etc.
Consultancy Cell	◆ Principal ◆ Two teaching faculty ◆ One non-teaching faculty	Consultancy on specific area is given according to the request
Anti Ragging	◆ Principal ◆ Two teaching faculty ◆ One non-teaching faculty ◆ Six student representatives	As per the University requirement the institution has an anti ragging committee but no situation arises as this is a one year course
Mobile Censoring	◆ Principal ◆ Two teaching faculty ◆ One non-teaching faculty ◆ Six student representatives	Students are not permitted to use mobile phone in the class
Recreation Club	◆ Principal ◆ Two teaching faculty ◆ One non-teaching faculty	To arrange recreation activities mainly for the staff such as annual family get-together, staff tour etc.
THEOSA	◆ Principal ◆ One teaching faculty ◆ Old student representatives	To conduct annual THEOSA FEST on second Saturday of January every year, to publish newsletter namely 'Theosa Voice', to support the institution in all aspects
PTA	◆ Principal ◆ One teaching faculty ◆ Parent representatives	To support the institution in all its ventures and give timely suggestions whenever necessary.

The recommentation of these committees are considered and approved in the staff council. The Principal constantly interact with the functional unit of all the committees. The meetings of the committees are chaired by the Principal and decision of these committees are finalised in the meetings.The functions of each committee is well defined to ensure the

administrative decentralisation.All the academic and administrative activities are reviewed by the respective committees to ensure the effective functioning of the insttution .

CELLS AND CLUBS

Planning Forum

Eco Club

Population Education

Creative Club

Legal Awareness Cell

AICUF Club

Women's Cell

Health Club

Reading & Oratory Club

Tourism Club

Media Club

Staff   Coordinator
Student Consultant – M.Ed.
Student president
Secretary
Four Executive Bodies

The work of each cells and clubs is directed by a co-odinator. The administrative structure consists of student president, secreaty and four executive members.

6.2.4   How does the institution collaborate with other sections/ departments and school personnel to improve and plan the quality of educational provisions?

The institution collaborates with other sections/ departments and school personnel as:

OTHER SECTIONS/DEPARTMENTS

* The institution has two departments- M.Ed. & B.Ed.
* The two departments shares the infrastructure and facilities
* The institution collaborate with departments as per the requirements by face to face contact or by means of official communication
* The M.Ed. students get guidance from the B.Ed. faculty also
* There is frequent peer debriefing among the faculties of two departments
* There is effective internal co-ordination and monitoring mechanism

SCHOOL PERSONNEL

* Teaching faculty meets the school personnel for the provision of practice teaching at their institutions
* An orientation is given to the school authorities before the practice teaching, for which the heads of the institutes assign representatives.
* Gets feedback from all the schools where the teacher trainees go for practice teaching.

SCHOOL STUDENTS

* Teacher trainees take classes on cleanliness and environmental awareness
* Teacher trainees clean the school surroundings during practice teaching phase
* Teacher trainees support the institution in all the activities as well as take duties as per the instruction given by the school authorities
* Remedial teaching is given to school students by our teacher trainees
* Value orientation is given to school students during teaching practice period
* Students of the schools are also given awareness on communicable diseases
* Students of the schools are given awareness on zero waste programme

OTHER INSTITUTIONS

* Other institutions visit our institution to get guide line on the infrastructure, laboratories and NAAC preparation
* Nearby institutions utilize our institutional badminton and basket ball courts for practice
* Our faculty and students are invited to nearby institutions as judges of science exhibition and arts fest
* The faculty go as resource persons to nearby institutions to take classes and seminars
* The faculty goes to Academic staff college as resource person for orientation and refresher courses

* The faculty goes to other colleges and schools as invitees of women's cell, resource person and panelist for seminar and to take classes
* The faculty act as media personnel for different programmes of different channels
* One of the faculty had 25 episodes on value oriented media programme in Shalom Television

6.2.5 Does the institution use the various data and information obtained from the feedback in decision-making and performance improvement? If yes, give details.

Yes, the institution use the various data and information obtained from the feedback in decision-making and performance improvement

Feedback is collected on regular basis either written / oral from employer, employees, academic peers, student trainees, heads and staff of the practice teaching schools, alumni, parents/guardians and stake holders

Principal and faculty meet to analyze and discuss the feedback. According to the feedback clarification is given to whoever is concerned.

The outcomes are :

Decision-making and performance improvement:

* In preparing the class routine for the Academic Year.
* In suggesting improvements in curriculum and forwarding the same to the university
* In deciding priorities in infrastructure facility improvement and in deciding the budgetary allocations for the financial year.
* In orienting and encouraging peer members to participate and present papers in seminars, workshops, research and in publishing articles and books
* In debriefing the peer to enhance quality in teaching learning process
* In aspiring the peers to opt for higher level of achievement
* In deciding to give in-service training programmes
* In orienting the administrative staff to excel in their service
* In improving the services to the students
* In changing the methodology of teaching
* The students will be informed about the feedback from the schools head, teachers and thus makes improvement in the performance
* To convene more frequent guardian teacher meetings
* In using the expertise of the alumni for improving the quality
* Effective functioning of grievance redressal cell for the staff and students

6.2.6. What are the institution's initiatives in promoting cooperation, sharing of knowledge, innovations and empowerment of the faculty? (Skill sharing across department's creating / providing conductive environment).

The institution's initiatives for promoting co-operation, sharing of knowledge, innovation and empowerment of the faculty include the following:

* The management through the Bursar meets the staff periodically, conducts discussions on all the activities of the college and do its best for promoting cooperation, innovations, empowering faculty, providing conducive environment etc
* Introduced the IQSC (Internal Quality Sustenance Cell) to encourage the interdisciplinary teaching, and improve the efficiency of teaching among faculty.
* Delegation of responsibility for various Institutional functions to committees, which allows the collective inputs and co-operative action.
* Support for faculty to avail of UGC's FIP, minor/ major research projects
* Development schemes, participation in seminars, workshops, conferences and training programmes.
* Teaching staff conducts non-formal discussion and gives feedback as well as cooperate each ones' required needs
* Sharing of knowledge, books, innovative ideas, areas to internet search are frequently done
* At times team teaching is done
* Optional classes are also shared by the teachers
* Optional subject associations of different colleges meet at various colleges to share their views and expertise
* The college has a grievance redressal cell for its staff and students. However, there is a set procedure for receiving and addressing the grievances of both teaching and non-teaching staff. Grievances of all staff are addressed to the Principal. The Principal usually deals with the problem but may refer a grievance to the Governing Body, and all employees and students can also appeal directly to the Governing Body.

6.3   STRATEGY DEVELOPMENT AND DEPLOYMENT

6.3.1   Has the institution an MIS in place, to select, collect align and integrate data and information on academic and administrative aspects of the institution?

The institution has a Management Information System in place, to select, collect align and integrate data and information on academic and administrative aspects. The College has

installed the hardware and networked its academic and administrative units. Customized software has been acquired and the staff is being trained in its use. The library is computerized. Digital interactive language lab is maintained in the institution. Interactive board is installed in three places- general, conference and seminar halls and in other classes LCD is used.

6.3.2 How does the institution allocate resources (human and financial) for accomplishment and sustaining the changes resulting from the action plans?

At the beginning an academic calendar is prepared with cooperative effort of the faculty and non teaching faculty. Action plan is prepared in the staff council through discussion and various committees, associations, clubs and cells are constituted for the effective management of different institutional activities. The staff council meets periodically to review the action plans. These committees assess and recommend the resources required for carrying out academic and co-curricular activities. The Principal and the management consider the recommendations and allocate the required human and financial resources.

Changes resulted from the action plans are accomplished and sustained by proper allocation of the human and financial resources.

6.3.3 How are the resources needed (human and financial) to support the implementation of the mission and goals, planned and obtained?

To support the implementation of mission and goals an institutional academic plan for the whole session is prepared by the academic body of the institution, in which the activities related to teaching-learning, curricular and co-curricular activities are planned. To carry out these activities smoothly the human and financial resources are planned and obtained according to the norms.

UGC, Government and Management provide financial resources which are utilized by keeping the norms. In accordance with the norms of UGC and NCTE human resources are assigned to accomplish the requirements.

6.3.4 Describe the procedure of developing academic plan. How are the practice teaching school teachers, faculty and administrators involved in the planning process?

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

Refer Appendix 13

6.3.5 How are the objectives communicated and deployed at all levels to assure individual employee's contribution for institutional development?

The institution's objectives are communicated to the stakeholders by means of orientations to parents and teacher trainees at the time of admission and also by means of college calendar, website, publications, weekly assembly, Guardian-Teacher meetings and various functions organized by the institution. The vision, mission and motto of the College are prominently displayed at the entrance of the institution.

Decisions are taken in the staff council, which is communicated to the employees and students through proper channel. The College has constituted different Committees, Clubs, Associations and Cells with teacher and student representatives, which play an important role in the deployment and implementation of activities in different spheres of institutional functioning.

6.3.6 How and with what frequency is the vision, mission implementation plans monitored, evaluated and revised?

Every academic year begins with a review of what has been attained and what is to achieve. A continuous and comprehensive monitoring of all the scheduled academic, cultural, co-curricular, and social activities are executed monthly by staff council and student's council. Stake holders' feedback is also considered. The frequency of monitoring, evaluating and revising

the implementation plans of vision, mission depends on emerging needs and it is not limited or confined to a specific number.

6.3.7 How does the institution plan and deploy the new technology?

The institution plan is to apply latest technology in class room to make the interaction more effective and generative for the global needs. The management avails new technology and provides sufficient facilities.

The faculties who are techno savvy apply the new technology in the class room. The students are encouraged to use technology for taking seminars. The general, seminar and conference halls are provided with smart boards. All class rooms have computer and internet facility. The digital interactive language lab enhances effective learning.

6.4 HUMAN RESOURCE MANAGEMENT

6.4.1 How do you identify the faculty development needs and career progression of the staff?

The needs of faculty development are assessed, keeping in view the changes taking place in higher education and also institutional requirements. The Principal evaluates the self appraisal reports of the faculty members. The management promotes faculty for carrier progression. At present the College has perceived the need for enabling its faculty to use ICT tools to create richer learning environments.

6.4.2 What are the mechanisms in place for performances assessment (teaching, research, service) of faculty and staff? (Self appraisal method, comprehensive evaluations by students and peers.) Does the institution use the evaluations to improve teaching, research and service of the faculty and other staff?

Faculty assessments are made on the basis of self-appraisal reports, students and stake holders feedback. For performance assessment of the non-teaching staff, feedback is obtained from the primary recipients of the support services provided by them, viz., students, guardians

and teachers. The overall supervision of the academic and administrative functions of the Institution is performed by the Principal who receives a report on all feedback and interacts directly with the teaching faculty, staff, students and guardians to gain first hand information on the academic and administrative functions of the Institution.

The feedback received is used to identify areas of improvement in both academic and administrative functions and the concerned faculty is informed by the Principal about the feedback and asked to implement the desirable changes. Faculties are encouraged to take up research towards Ph.D., minor and major projects, and orient students towards research projects. Guidance is given to M. Ed. students for theses work and B.Ed. students to do micro-mini research towards the fulfillment of their curriculum need.

6.4.3   What are the welfare measures for the staff and faculty? (Mention only those which affect and improve staff well-being, satisfaction and motivation)

The College's initiatives towards the welfare of its teaching and non teaching faculties include the following:

* College introduced a staff welfare fund society and the members are from the teaching and non-teaching staff. A cash loan is granted to the staff with nominal interest and the rules and regulation are as per the co-operative society.
* Organization of Health Awareness programmes
* Organization of sports and cultural activities in which all staff can participate.
* Canteen facilities for students and staff.
* Outdoor and indoor activities including recreational tours for staff.
* Yearly get together and cultural programme of the staff with family in which merits of wards are appreciated
* Well furnished instructional and other infrastructure
* Conducive and warm environment is provided
* Group Insurance is initiated
* Merit awards are presented for staff on the basis of their higher achievements
* Appreciates and accepts the idea of the staff related to development of institution
* Permitting the staff to be resource persons in other institutions
* Motivates the staff to take part in seminars, work- shops, conferences and publications

6.4.4   Has the institution conducted any staff development programme for skill up-gradation

and training of the teaching and non-teaching staff? If yes, give details.

Yes. The institution has conducted multi faceted skill up-gradation programmes and training for teaching and non teaching staff to excel in their respective fields.

The professional efficiency development programmes conducted for teaching staff are :

* One Month IQSC Discussion series programme conducted in the college on August 2006
* Orientation Programme for College Teachers on "Discovering the Teacher Within" in Collaboration with UGC on 23rd and 24th , February 2007 for the college teachers around Trivandrum
* One Week course on "ICT enabled Classroom Practices" for teacher educators in collaboration with INTEL authorized by NCTE on 11th -17th February 2009
* One Week course on "ICT enabled Classroom Practices" for teacher educators in collaboration with INTEL authorized by NCTE - May 2009
* College facilitate faculty participation in programmes for professional development , organized by the College and also other agencies
* Training in communication, soft and life skill programmes
* National Refresher course cum Workshop in Frontier Areas of Research Methodology for Social Scientists organized by IQSC on 17th to 22nd May 2010.
* Regional colloquium on "Constructivism in ICT Integrated classroom environment"
* Mind power management and classroom effectiveness
* Online Mathlab-USA training programme for mathematics teachers, Trivandrum on 27th August 2011.
* Training to handle ICT oriented classes through Interactive White Board.

The professional efficiency of non-teaching staff is improved through:

* Provision is given by University and Management to attend part time Computer courses.
* Orientation programme for non teaching staff on Service rules and its functioning
* Participation in short courses on office administration and library maintenance.
* Orientation programme on Library Management soft ware (LIBSOFT)installation
* College Management and Administration Soft ware (Maestro) training programme
* ESSL software training for punching of attendance
* Online students enrolment training programme
* University examination Fee registration training programme
* e-grantz for ST & SC scholarship training
* Post metric scholarship training

6.4.5   What are the strategies and implementation plans of the institution to recruit and retain diverse faculty and other staff who have the

desired qualifications, knowledge and skills (Recruitment policy, salary structure, service conditions) and how does the institution align these with the requirements of the statutory and regulatory bodies (NCTE, UGC, University etc.)?

The strategies and implementation plans for the institution to recruit and retain the diverse faculty who have desired qualifications are according to the rules and regulations established by NCTE, UGC, University and Government. The vacant posts are advertized in four leading news papers of national repute. The applications are received and interview is conducted by the duly constituted selection committee of the university by following all the norms and guidelines prescribed by the University of Kerala. Rank list is published and appointments are made as per the list.

6.4.6   What are the criteria for employing part-time/Adhoc faculty? How are the part-tome! Adhoc faculty different from the regular faculty/ (E.g. salary structure, work load, specializations).

✺ For appointments against full time vacancies (Raised to FIP leave), the procedure for appointment is similar to that of recruiting regular faculty and follows the guidelines issued by the UGC. Salary structure and workload are that of regular staff.
✺ For appointments made against full-time temporary posts appointment is similar to that of recruiting regular faculty and follows the guidelines issued by the UGC.
✺ For appointments made against part-time /ad-hoc temporary posts, the specialisation is decided and appointed by the Governing Body.

6.4.7   What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty?   (E.g. budget allocation for staff development , sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc. and supporting membership and

active involvement in local, state, national and international professional associations).

The institution enhances the faculty to excel in their efficiency by giving opportunities for their professional growth in all respects.

The College permits the faculty to participate in refresher courses conducted by UGC and allow college faculty to attend national and international seminars, workshops, conferences and publications. The institution encourages the teachers to undertake and successfully complete the research programmes like Ph.D., minor/major projects etc. The teachers are provided with all required facilities. Finance allocation for developmental programme is done by the management. The institution supports the faculty in active involvement in local, state, national and international professional associations.

6.4.8 What are the physical facilities provided to faculty? (Well-maintained and functional office, instructional and other space to carry out their work effectively).

The facilities made available to the faculty by the College include :

* The principal's office has a parlor, a sitting room, a dining room, a rest room along with aesthetically furnished functional room for conducting staff meetings and discussions
* The College office which takes care of all the administrative aspects pertaining to the service of a teacher in the College, viz. salary and other financial benefits, confirmation in service and promotion, in service training and retirement benefits.
* Individual well furnished staff rooms
* The class rooms along with method labs are provided with sufficient amenities, including computers
* Completely equipped science, psychology, technology and computer laboratories are provide.
* The library and reading room are adequately arranged with books and seating arrangements
* The faculty has access to internet facilities available in the computer centre.

6.4.9 What are the major mechanisms in place for faculty and other stakeholders to seek information and/or make complaints?

* The faculty and other stake holders have the freedom to give information and place complaints straight to the management or principal on face to face grounds.

* The web site and calendar of the institution provides information
* To seek information and to give complaints communication can be done by means of email and telephone
* Written complaints can be posted or put in suggestion box
* Information or complaints can sort out in GTA/PTA meetings

6.4.10 Detail on the workload policies and practices that encourage faculty to be engaged in a wide range of professional and administrative activities including teaching, research, assessment, mentoring, working with schools and community engagement.

* Work load as per UGC norms are assigned to the faculty
* The faculty carries out the role of co-ordinator of different committees , associations, clubs and student council
* Faculty are engaged in research work, journal work and publishing work
* Faculty are encouraged and allowed to go as resource persons to other institutions, academic colleges, media and remedial teaching
* Faculty take responsibility as coordinating chairman, chair persons , chiefs and additional examiners for both external practical and theory examinations of the University
* Mentoring of students is another responsibility taken up by the faculty
* Faculties engage in community services like village adoption, house construction, sponsoring students in education, social visit and charity to destitute

6.4.11 Does the institution have any mechanism to reward and motivate staff members? If yes, give details.

Yes, the institution has mechanism to reward and motivate staff members.

The mechanisms to reward and motivate are:

* The institution encourages the participation of the staff in the process of decision-making in institutional functioning.
* Encourages the faculty to do research leading to PhD, Minor and Major research
* Provides various technological resources for strengthening the teaching learning processes
* Promotes the staff to acquire additional qualifications and skills.
* Motivates to attend professional development programmes such as seminars conferences and Workshops

✹ Encourages the faculty to act as resource persons to Academic Staff College, different colleges, media etc
✹ Give appreciation, recognition and awards to those teachers who excel in various fields
　　The College has constituted different Committees, Clubs, Association and Cells with teacher and student representatives, which play an important role in the planning and implementation of activities in different spheres of institutional functioning.

6.5　FINANCIAL MANAGEMENT AND RESEARCH MOBILIZATION

6.5.1　Does the institution get financial support from the government? If yes, mention the grants received in the last three years under different heads. If no, give details of the source of revenue and income generated?

Yes, the institution gets grant-in-aid and salary from the Government.

Year	Head	Amount
2011-2012	Grants-in-aid	₹　11,26,831/-
	Salary	₹　95,59,106/-
2010-2011	Grants-in-aid	₹　16,66,293/-
	Salary	₹　54,13,085/-
2009-2010	Grants-in-aid	₹　5,58,632/-
	Salary	₹　54,13,085/-

6.5.2　What is the quantum of resources mobilized through donations? Give information for the last three years.

No resource is mobilized by donations

6.5.3　Is the operational budget of the institution adequate to cover the day-to-day expenses? If no, how is the deficit met?

Yes. The operational budget of the institution covers up the day to day expenses, but if deficit is felt the management meets the expenses

6.5.4 What are the budgetary resources to fulfill the missions and offer quality programs? (Budget allocations over the past five years, depicted through income expenditure statements, future planning, resources allocated during the current year and excess/ deficit).

The main budgetary resource is UGC Grant, Tuition Fee, Management Grant and Salary from The government to fulfill the missions and to offer quality programs.

6.5.5 Are the accounts audited regularly? If yes, give the details of internal and external audit procedures and information on the outcome of last two audits.(Major pending audit paras, objections raised and dropped).

Yes, the accounts of the college are audited regularly.

6.5.6 Has the institution computerized its finance management systems? If yes, give details.

The finance management system is computerized partially. SC/ST stipend, Post Metric Scholarship and exam fee collection are done through online. The salary calculations are made through computerised system.

6.6 BEST PRACTICES IN GOVERNANCE AND LEADERSHIP

6.6.1 What are the significant best practices in Governance and Leadership carried out by the institution?

The institutions' significant best practices in governance and Leadership are :

❋ Decentralization of leadership through committees, student council, associations, clubs and cells

* Democratic decision making system

* Development of well defined duties and responsibilities

* Well planned time table with due weightage to curriculum and co-curricular activities for the all round development of the students.

* Well defined academic planning with the participation of the staff council.

* Implementation of values by means of curricular and co-curricular activities which realizes our vision and mission

* Encouragement to the faculty to act as resource persons to Academic Staff College, different institutions, media etc

* Transparent academic administration

* Freedom to practice innovative methodologies.

* Sustenance of the Internal Quality Sustenance Cell

* Introduction of staff welfare fund society

* Granting of personal loan to the staff with nominal interest and the rules and regulations are as per the norms of the co-operative society.

* Augmentation of Communicative English Course, Total Computer Literacy Programme etc.

* Consultation for starting new B.Ed. Colleges.

* Conducting Staff tour in every calendar year.

* Conduct Family get together of the staff every calendar year

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

1. What were the evaluative observations made under governance and leadership in the previous assessment report and how have they been acted upon?

The previous assessment report highly appreciated the efficient organization of management system prevailing in the institution. As per the previous evaluation report the institution has taken proper measures to strengthen grievance redressal mechanism.

2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous assessment and accreditation with regard to governance and leadership?

The institution continues with the following quality sustenance and enhancement measures:

✴ Decentralization of administration
✴ Democratic decision making system
✴ An effective year plan to organize curricular and co-curricular activities
✴ Academic planning with the participation of the active staff council.
✴ Effective implementation of programmes which realizes vision and mission of the institution
✴ Encouragement to the faculty to share human resources with other institutions and community.
✴ Opportunity to practice yoga / aerobics.
✴ Opportunity to practice innovative methodologies.
✴ Introduction of staff welfare fund
✴ Granting of personal loan to the staff with nominal interest and the rules and regulation are as per the norms of the co-operative society.
✴ Conducting Staff tour in every calendar year.
✴ Conduct Family get together of the staff every calendar year