IQAC Submission

Academic Year to which AQAR has to be submitted : 2017-2018

Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	MAR THEOPHILUS TRAINING COLLEGE
Name of the head of the Institution	Dr. K. Y. Benedict
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04712533518
Mobile no.	9387829922
Registered Email	mttctvm15@yahoo.com
Alternate Email	mttctvm15@gmail.com
Address	Mar Ivanios Vidya Nagar, Nalanchira, Thiruvananthapuram, Kerala, Pin -6950:
City/Town	Thiruvananthapuram
State/UT	Kerala
Pincode	695015
2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	private
Name of the IQAC co-ordinator/Director	Dr. Bindu B
Phone no/Alternate Phone no.	04712530074

Mobile no.	9446395593
Registered Email	bindu.mttc@gmail.com
Alternate Email	bbnairtvm@gmail.com
3. Website Address	

Web-link of the AQAR: (Previous Academic Year)	https://drive.google.com/file/d/1teS6MEKuW27Y-eeVZu_Du7wFSoRlsw81/view (https://drive.google.com/file/d/1teS6MEKuW27Y-eeVZu_Du7wFSoRlsw81/view)
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://drive.google.com/file/d/1bw3RW_HxnHdRkBTHOBr0UvWwoviKtfl0/view (https://drive.google.com/file/d/1bw3RW_HxnHdRkBTHOBr0UvWwoviKtfl0/view)

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreciation	Validity	
				Period From	Perio
2	A	3.25	2014	21-Feb-2014	20-Feb

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

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ be
HEALTH AWARENESS PROGRAM	02-Feb-2020 1	49
Yoga day celebrations	22-Jun-2017 1	100
Environmental day celebrations	05-Jun-2017 1	65
ACADEMIC PROGRAM WITH ELON UNIVERSITY USA	09-Jan-2018 1	180
INTERNATIONAL COLLOQUIM	30-Sep-2017 01	100

View File (https://assessmentonline.naac.gov.in/public/Postacc/Quality_Initiatives/6911_Quality_Initia

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration
No Data Entered/Not Applicable!!!			

No Files Uploaded !!!

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View (https://assessmentonline.naac.gov.in/public/Postacc/Formation/6911_Format:
10. Number of IQAC meetings held during the year :	**10**

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**

Upload the minutes of meeting and action taken report	View (https://assessmentonline.naac.gov.in/public/Postacc/Meeting_minutes/6911_N
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

INTERNATIONAL COLLOQUIM on 30th September 2017on changing trends in Teacher Educationby Dr. Dean,Department of Humanities and Social Science Thribhuvan University, Nepal

Hands on Training and workshop on the Introduction of LEARNING MANAGEMENT SYSTEM in the colle December 2017

TRANSNATIONAL ACADEMIC ENRICHMENT PROGRAM WITH ELON UNIVERSITY North Carolina, USA on 9th Jar

TOFEL AWARENESS PROGRAM by ELT INTERNATIONAL PENNSYLVANIA On 10th January 2018

HEALTH AWARENESS PROGRAM on 2nd February 2018

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcor the end of the academic year

Plan of Action	Achivements/Outcomes
Introduction of LEARNING MANAGEMENT SYSTEM	Introduced of LEARNING MANAGEMENT SYSTEM
Sharpening ICT Skills	Conducted ICT course
Monthly Action Plan	Completed as per schedule
Continuous interaction with parents	Conducted regular PTA meeting and Class P
Environmental Awareness Program	Completed Eco Friendly Plans

No Files Uploaded !!!

| **14. Whether AQAR was placed before statutory body ?** | Yes |

Name of Statutory Body	Meeting Date
Management Council	28-Feb-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	30-Sep-2018

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

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

• Suggestions to the university regarding the urgency of restructuring of B.Ed. curriculum by the Faculty Members • Each faculty practices diverse modes of transaction, most of the classes are ICT oriented. • Teaching learning process considers hidden curriculum and values • Intervention model in curriculum transaction in tune with issues and problems of the society and nation • Using e- learning in curriculum transaction • Issue based practicums

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
INFORMATION AND COMMUN ICATION TECHNOLOGY	nil	02/08/2017	180	employability	Computer Skill
COMMUNICATIVE ENGLISH COURSE	nil	02/08/2017	180	employability	Communication Skill

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

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

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Yoga Aerobics	19/07/2017	22

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Optional Field Visit	50
MEd	Field Visit	4

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

The institution has adopted well oriented mechanism for collecting feedback and exchange of information with regard to the curricular and co-curricular aspects of the programme being run in the institution. For getting feedback on curriculum following practices are adopted. Feedback on curriculum by the student – teachers:- The institution has tried its best to cater to the needs of the students, society and nation through best practices in curriculum. Student – teachers' views and suggestions on the curriculum are collected for

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

CRITERION II - TEACHING- LEARNING AND EVALUATION

2.1 - Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	English, Malayalam, Mathematics, PhysicalScience,Natural Science, Social Science	50	1790	50
MEd	Education	25	33	4

2.2 - Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	50	5	12	4	0

2.3 - Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Toolsand resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
16	16	4	10	7	5

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

Student mentoring is given prime importance in both the B.Ed and M.Ed. Courses. Certain student initiated programs has beendesigned, developed and implemented in the college for this. The main items are Tutorial Hour in which the student exchange theirideas, views and opinions regarding current issues and relevant topics related to teacher development. More than this, there isGuardian Angel Program which is designed for providing an open forum for students expressions. Guardian angel system ensuresindividual mentoring Guidance is given during project Optional tutorial hours are used for mentoring Guidance and counselling cell alsooffers service Association activities and 10 clubs of the college open possibilities for individual influence ICT and communicative Englishclass is given to the students

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
54	12	1:4

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
12	11	1	0	8

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr.GIBY GEEVARUGHESE	Associate Professor	Dr Sivadasan pillai literary Award(2018)
2018	Dr.MAYA.S.	Assistant Professor	National Award for Emerging Teacher Educator By council of Teacher Education 2018
2018	Dr.JOJU JOHN	Assistant Professor	Best Innovative Paper Presentation Award in the International Conference organized by CTE

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	BEd	3	25/10/2017	23/05/2018
BEd	BEd	1	30/01/2017	23/05/2018
BEd	BEd	2	03/03/2018	21/07/2018
BEd	BEd	4	31/03/2018	31/05/2018
MEd	MEd	1	30/11/2017	19/06/2018

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

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

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

PLANNING OF CURRICULAR, CO-CURRICULAR AND EXTRA-CURRICULAR PROGRAMMES As per the University Norms:- College follows the curriculum prescribed by the Kerala University. The curricular (teaching- learning processes) programmes are planned as per the calendar provided by the University. Planning by the staff council:- The staff Council meets before the commencement of the course every year and extensively evaluates the feedback and suggestions offered by the previous batch. In accordance with the suggestions an institutional curriculum framework which helps for the formation of balanced teacher

personality is prepared. The staff council takes into account the total number of periods, the preparation of time table and all the important activities connected with teacher training. Through elaborate discussion various responsibilities are shared among the members of the faculty. Thus the teachers are given the responsibilities like staff secretary, staff advisor, co-ordination of different clubs, tour-in-charge, academic co-ordinator, staff editor for the magazine, the responsibility of documentation, students grievance cell, staff grievance cell, counselling, club co-ordination, organization of practical board examinations, distribution of 155 awards and prizes, maintenance of log book, PRO, responsibilities of correspondence with UGC, NCTE, NAAC, CTE, staff secretary to PTA, staff secretary to THEOSA (Alumni). A planning committee is selected by the staff council to work out the details of the basic curriculum frame work. Planning by the planning committee:- A planning committee, chaired by the Principal is constituted with six members of the staff. The planning committee prepares the academic calendar, plan of action and the time table for the academic year. Planning by the student council: The student council is a democratically selected team representing six optional classes and one PG student. One of the faculty members (Staff Advisor) is given the responsibility of monitoring the activities. Student council formulates the general policy and also guide the activities of the institution. The activities of each academic year are planned at the beginning of the year. Subject-wise planning:- Each faculty member plans the activities of the optional class ahead of the commencement of the academic year, conducts a discussion with the students and finalizes the course of action. Optional association planning:- Each optional class plans the activities of the association after conducting a detailed discussion in the class. There is an award for the best association. Planning of the club activities:- Each club has seven executive members, monitored by a co-ordinating teacher. The executive committee is democratically selected giving representation to each optional class. A president and a secretary are selected from among the seven executive committee members. The co-ordinator in charge and the executive committee members conduct a discussion at the commencement of the academic year and action plan is charted out for the year. DISSEMINATION OF THE ACTION PLAN College calendar:- The college calendar is effectively used as a tool to disseminate the action plan. It gives the day to day activities. A detailed picture of the B.Ed. and M.Ed. courses including the syllabus, basic requirements, scheme of examination etc. are also given in the calendar.

2.6 - Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.mttc.ac.in/programmes (http://www.mttc.ac.in/programmes)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MEd	MEd	Education	5	5	100
BEd	BEd	English, Malayalam, Mathematics,PhysicalScience, Natural Science,Social Science	50	49	98

2.7 - Student Satisfaction Survey

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

https://drive.google.com/file/d/1vn-O1zX_8ku5XGXu3OmmKt5wYuhSW8Y4/view

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				

3.2 - Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
AWARENESS PROGRAM ON SWATCH BHARATH	IQAC and NATURAL SCIENCE	05/10/2017
HEALTHY HEART PROGRAM	IQAC and English	11/10/2017
ART AND AESTHETIC WORKSHOP	IQAC	19/10/2017
WORKSHOP ON HEALTH AND EXERCISE	IQAC and Health Club	02/02/2018
SELF DEFENSE PROGRAM	IQAC and Legal Awareness Cell	05/03/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

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

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

Name of the Department	Number of PhD's Awarded
Education	"2

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Education	1	5.72

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

Department	Number of Publication
Education	1

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	6	7	5
Presented papers	5	0	7	5
Resource persons	5	5	6	5

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Intellectual exchange program	PMS DNTAL COLLEGE	10	0
Educational Visit	. ACADEMIC PROGRAM WITH ELON UNIVERSITY USA	12	100

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration

| Intellectual exchange program- PMS DNTAL COLLEGE | 10 | PMS Management | 7 |

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Cultural	. ACADEMIC PROGRAM WITH ELON UNIVERSITY USA	ELON UNIVERSITY USA	09/01/2018	09/01/2018	180

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2.8	2.4

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Libsoft	Partially	4.1	2002

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12365	2461723	282	70542	12647	2532265

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platformon which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	25	1	1	0	0	1	2	16	0
Added	0	0	0	0	0	0	0	34	0
Total	25	1	1	0	0	1	2	50	0

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

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

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution has a planning committee to review the needs for augmenting the infrastructure to keep pace with the academic growth. The institution plans and arranges various maintenance, modification, upgradation and installations to the existing infrastructure facility according to the need of the hour on regular basis. The requirements of the students are enquired through the periodic feedback, interaction with the students, careful observation of the activities of the students and through the complaint box mechanism. The following are some of the recently augmented infrastructural

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

http://www.mttc.ac.in/reports (http://www.mttc.ac.in/reports)

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	na	0	0
Financial Support from Other Sources			
a) National	e-Grantz	21	136100
b)International	na	0	0

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
YOGA	19/07/2017	50	50

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2017	Optional wise Competitive Exam Training	35"	38	14	29
2018	Optional wise Competitive Exam Training	40"	42	18	30

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Lords School, Tvm,Sarvodaya. Nalanchira	46	4		0	0

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	27	BEd	Education	Govt, Aided	PG/MPhil

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	4
SET	27

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

Activity	Level	Number of Participants
ANNUAL SPORTS	Institution level	48
BADMINTON COMPETITION	Institution level	28

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students have role in decision making. They play a leading role in decision making planningand organizing activities. In the beginning of the Academic Year, Union is selected. TheCollege Union is given a prominent role in decision making, planning of activities andImplementation.The Arts Sports Fest are conducted by the Union. The various competitionsheld in the college and other colleges are also organized by the College Union. The CollegeUnion has representation in the Grievance Cell, NAAC Core Tea, Library Council, ResearchCouncil and all other committees in the College. Each of the activities of the college areplanned by the teachers (First level planning), which is followed by a discussion with thestudents to gather their opinions and suggestions. The students play a leading role inimplementation

5.4 - Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

ACTIVITIES AND SUPPORT FROM THE ALUMNI ASSOCIATION • Celebration of Alumni day in every year on January second Saturday • Essay completion on " Communication explosion and exploitation" • Honoring of PhD Awardees, • Award to M.Ed Rank Holder • Award for those who cleared NET/ SET • Award for College B.Ed topper in the university Examination • One day tour

5.4.2 – No. of enrolled Alumni:

2300

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

25000

5.4.4 – Meetings/activities organized by Alumni Association :

Annual get together Annual tour Poster making competition Blood donation camp Social extension activities

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

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

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

No

6.2 - Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The college gives utmost importance to curriculum development. A hostofcreative activities are organized to ensure creative teacher personalityin thestudents. The curricular planning and development of academic yearcalendar isdone in a meticulous fashion. Co curricular activities also findsignificantimportance in the curriculum. The ten clubs of the college,College Union andSix Optional Associations organize creative programs

Teaching and Learning	1. ICT Integrated teaching through • Smart classrooms • The effective use of Computers, Internet in teaching learning • LCD projectors for transacting • Audio resources • Video resources • Communication course • Computer literacy programme
Examination and Evaluation	Periodic Evaluation is done by the teachers. The college follows continuousandcomprehensive evaluation strategy. After the examination, parents areinvitedto evaluate the student performance. Model exams are conducted beforeeveryUniversity Exam.
Research and Development	Research and Development Dr. A. John, Dr. K.Y.Benedict, Dr. T.P. Jose, Dr. Giby Gevarghese and Dr. Maya S Dr. Joju john Dr. Bindu.B. and Dr.Ancy.A.S. are rendering their service as research guides of the Centre. Dr. Reetha Revi and Dr. Smitha S of S.N Training College Nedunganda, Varkala also joined as Research Guides of the Centre. In collaboration with the M.Ed faculty, the Research Wing Organized one National Colloquiums this academic Year. The Publication wing which is entering to the 14 th year of its existence continues the publication of the Research Journal, Teacher Learner and Society and the College News Letter Mar Theophilus Campus Pulse. It is also not worthy that the ISSN numbered Journal of the college got a special recognition as an approved Research Journal by the University Of Kerala.
Library, ICT and Physical Infrastructure / Instrumentation	The institution has a spacious digitalized library with seating arrangement. A separate reading room is maintained adjacent to the library. The office of the librarian is inside the main library. There is a storeroom aside the reading room for keeping outdated books and daily. The library timing is from 8.30 am to 4.30 pm on working days. A separate week day is meant for each optional for the convenience of teacher trainees. The library is well furnished and ventilated to provide a conducive environment for reference and learning.
Human Resource Management	At the beginning an academic calendar is prepared with cooperative effort ofthe faculty and non teaching faculty. Action plan is prepared in the staffcouncil through discussion and various committees, associations, clubs andcells are constituted for the effective management of differentinstitutional activities. The staff council meets periodically to review theaction plans. These committees assess and recommend the resources requiredfor carrying out academic and co-curricular activities. The Principal andthe management consider the recommendations and allocate the required humanand financial resources. Changes resulted from the action plans areaccomplished and sustained by proper allocation of the human and financialresources.
Industry Interaction / Collaboration	The college faculty offer service as resource persons in varioussocialactivities. The college gives Faculty training to Mar BaseliosEngineeringCollege and PMS Dental College. Various educational agencies comefor campusrecruitment in the college
Admission of Students	B Ed Admissions are conducted by the state government on the basis of marksobtained in qualifying examination. Eighty five percent of seats are filledthrough centralized allotment system. Publicity and transparency in theadmission process are ensured to access equity considering the normsincluding reservation policies. The government allotted seats include thefollowing categories. General Category Socially and Educationally backwardclasses (SEBC) like Ezhava, Muslim, other backward Hindus MinoritiesScheduled Caste and Scheduled Tribes Sports Quota Physically impairedFifteen percentages of seats are reserved as management seats. For M.Ed.admissions 50 seats are filled on the basis of entrance test conducted bythe University of Kerala considering the norms including reservationpolicies and the other 50 seats are filled by the management as per thenorms of the university

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

E-governace area	Details
Planning and Development	Planning and Development The development of the prospective academic plan is initiated keeping in view the National policies in higher education, existing priorities and local needs. It begins with informal consultations with a cross-section of stakeholders (named FRIENDS OF MTTC) including community leaders, prominent academicians, Practice teaching school teachers, faculty members, staff and students. This is followed by a formal meeting of faculty

Development	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.
Administration	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
Finance and Accounts	To support the implementation of mission and goals an institutional academicplan 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 thehuman and financial resources are planned and obtained according to the norms.UGC, Government and Management provide financial resources which are utilized bykeeping the norms. In accordance with the norms of UGC and NCTE human resourcesare assigned to accomplish the requirements.
Student Admission and Support	Admission of Students B Ed Admissions are conducted by the state government on the basis of marks obtained in qualifying examination. Eighty five percent of seats are filled through centralized allotment system. Publicity and transparency in the admission process are ensured to access equity considering the norms including reservation policies. The government allotted seats include the following categories. General Category Socially and Educationally backward classes (SEBC) like Ezhava, Muslim, other backward Hindus Minorities Scheduled Caste and Scheduled Tribes Sports Quota Physically impaired Fifteen percentages of seats are reserved as management seats. For M.Ed. admissions 50 seats are filled on the basis of entrance test conducted by the University of Kerala considering the norms including reservation policies and the other 50 seats are filled by the management as per the norms of the university.
Examination	Continuous and Comprehensive Evaluation: The evaluation in the college iscontinuous and comprehensive. Even the minor initiatives are taken into accountin the evaluation part. All the practical works and performance and teachingstrategies adopted and even the attendance of the candidate is taken intoaccount in the process of evaluation. The periodical tests help the students tobe vigilant all the time. Model examinations are also conducted at the end ofeach semester

6.3 - Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
		No Data Entered/Not Applicable !!!		

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Econtent Development program	na	19/10/2017	19/10/2017	10	0

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Workshop on research writing in social science	11	24/02/2018	02/03/2018	10

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	

Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
MTTC Staff Welfare Fund	MTTC Staff Welfare Fund	Scholarship

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

1. Internal Audit is done by representative of teacher and non teaching staff. External Audit is done by the Govt. of Kerala

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		

6.4.3 – Total corpus fund generated

33000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Management Council	Yes	College Council
Administrative	Yes	Management Council	Yes	College Council

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Support for infrastructural Development 2. Help in identifying Resource Persons 3. Helpas aliaison between the College and Govt.

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

1. Sending staff members for In-service courses 2. Sending staff members for Workshopsandconferences Sending staff members for institutional Visit

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

1. Starting Research Wing 2. Organizing courses in Robotics 3. Supporting teachers tocompletedoctoral work 4. Encouraging teachers to undertake Research Guide ship 5. Web 2.0trainingprograms

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	INTERNATIONAL COLLOQUIM on 30th September 2017on changing trends in Teacher Educationby Dr. Prem Khatri Dean,Department of Humanities and Social Science Thribhuvan University, Nepal	30/09/2017	30/09/2017	30/09/2017	75
2017	Hands on Training and workshop on the Introduction of LEARNING MAMNAGEMENT SYSTEM in the college o n 11th December 2017	11/12/2017	11/12/2017	11/12/2017	54
2018	TRANSNATIONAL ACADEMIC ENRICHMENT PROGRAM WITH ELON UNIVERSITY North Carolina, USA on 9th January 2018	09/01/2018	09/01/2018	09/01/2018	180
2018	TOFEL AWARENESS PROGRAM by ELT INTERNATIONAL PENNSYLVANIA On 10th january 2018	10/01/2018	10/01/2018	10/01/2018	54
2018	HEALTH AWARENESS PROGRAM on 2nd February 2018	02/02/2018	02/02/2018	02/02/2018	53

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International womens day celebrations	08/03/2018	08/03/2018	45	6

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
AWARENESS PROGRAM ON SWATCH BHARATH HEALTHY HEART PROGRAM ART AND AESTHETIC WORKSHOP WORKSHOP ON HEALTH AND EXERCISE

7.1.3 – Differently abled (Divyangjan) friendliness		
Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	0
Braille Software/facilities	Yes	1
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	22/08/2017	1	Visit to Shalom	Mental Illness	55

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
HumanValuesandProfessionalEthicsCodeof ConductforMarTheophilusTrainingCollege	08/11/2017	Human Values and Professional Ethics Code of Conductfor MarTheophilus Training College We have to mouldacademically excellentand professionally competentteachers equipped with properconceptual understandingand functional efficiency inter twined withscientifictemper appropriate for the new world order. We havetoenable the students to create learningopportunities that areadapted to diverse contexts andlearners in educational and outside the classrooms.We have to conceptualize and practically applyformaland informal evaluation strategies to assess thecontinuousall-round development of the learners. Wehave to instill a researchbased academic culturethrough implementation of issue based problemsolvingapproach in the student teachers. We have to enhancetheprofessional competence of teacher educators andmaster degreescholars through action research andother collaborative activities.We have to promote thespirit of fellowship among students acrossculture,caste and creed to equip them to meet the NationalandGlobal demands and challenges. We have to lead tomeaningful actionsfor the social up-liftment of theeducationallybackward/weaker/minority sessions of thesociety. We have to upholdthe habit of learning tolive together in a complex modern world ofpluralismand multi ethnic-linguistic diversity. We have toempowerthe students through the development ofintegrated personalitycharacterized by leadershipqualities, commitment, and ethicalprofessionalism. Wehave to acquire proficiency in teaching,research,extension and counselling and guidance servicesleading toexcellence in classroom/teacher educationpractices. We have toimpart conscientisation onconservation of environmental diversityand preventivemeasures ()rover exploitation of natural resources.Wehave to develop an eco-friendly and pollution

freelifestyleinside and outside the
institution. Todevelop a positive
attitudetowards sustainabledevelopment We
have to train the newgenerationteachers to
preserve and transform. We haveto help the
students tostrengthen their varied baseof
universal value system in the lightof
spiritualand emotional intelligences and
cultural ethos ofthebest from east and west
We have to promotecommitment and
adherenceto national values
throughmeaningful actions
upholdingconstitutionalobligations. We have
to develop the capabilitiesamongthe
students to appreciate and interpret
theenvironmentwithin and outside them. We
have topromote the designing,composition
and performance ofcultural and art forms on
and off thesbge in varieddimensions. We
have to generate a holistic visionofLoka
Sarnastha Sukhino. Bhavanthu
throughenhancement ofappreciation of
Sathyam, Sivam andSundaram.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Environmental day celebrations	05/06/2017	05/06/2017	65
Awareness program on swatch bharath misssion	22/09/2017	22/09/2017	100

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

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

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Guardian Angel System- There is a program in the college named Guardian Angel System,throughwhich, each teacher takes care of 5 students taking care of their Educational,Personal andVocational needs and aspirations. Maintaining state of the art facilities- Thecollege takescare to maintain state of the art infrastructure. Focus in value inculcationand Nationbuilding- The college focuses on developing teachers with 360 degree personalitydevelopment

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.mttc.ac.in/reports (http://www.mttc.ac.in/reports)

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Making each student teacher a leader through the 10 clubs and 6 associations giving

themample opportunities for shouldering opportunities, planning activities, identifyingresource persons, organizing programs and executing with previsions. A system is createdwhere by all students automatically become active participants in activities, not merelypassive recipients.

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

8.Future Plans of Actions for Next Academic Year

Conducting internal discussion series and brainstorming sessions ☐ Inspiring facultyimprovement through publications and media interventions by the faculty ☐ Promotingminor/major and action research by faculty members. ☐ Providing technical support for Upgradation of infra structure facilities to enhance teaching learning process. Upgrading the LMS

here by declare that all the data entered are true to my knowledge. ☐

ıck