

IQAC Submission

Academic Year to which AQAR has to be submitted : 2018-2019



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	MAR THEOPHILUS TRAINING COLLEGE
Name of the head of the Institution	Dr. K. Y. Benedict
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04712533518
Mobile no.	9387829922
Registered Email	mttctvm15@yahoo.com
Alternate Email	mttctvm15@gmail.com
Address	Mar Ivanios Vidya Nagar, Nalanchira, Thiruvananthapuram, Kerala, Pin-695015
City/Town	Thiruvananthapuram
State/UT	Kerala
Pincode	695015

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	private
Name of the IQAC co-ordinator/Director	Dr. Laji Varghese
Phone no/Alternate Phone no.	04712530074
Mobile no.	9846377011
Registered Email	technolaji@gmail.com

Alternate Email	lajivarghese@icloud.com				
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)	http://www.mttc.ac.in/reports (http://www.mttc.ac.in/reports)				
4. Whether Academic Calendar prepared during the year	Yes				
if yes, whether it is uploaded in the institutional website: Weblink :	http://www.mttc.ac.in/reports (http://www.mttc.ac.in/reports)				
5. Accrediation Details					
				Validity	
Cycle	Grade	CGPA	Year of Accrediation	Period From	Perio
2	A	3.25	2014	21-Feb-2014	20-Feb
1	A	3.21	2005	28-Feb-2005	27-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 be
Summer School Enrichment Courses	03-Apr-2019 60	
	14-Mar-	

Orientation Programme for CRACS Skill Training Programme for Innovative Science Learning	2019 1
International Womens Day Celebration	11-Mar- 2019 1
National Science Day Celebration (Sponsored by Kerala State Council for Science, Technology and Environment, KSCSTE)	26-Feb- 2019 2
ADHAR Enrolment and Awareness Drive	15-Feb- 2019 1
ADHAR Enrollment and Awareness Drive	04-Feb- 2019 2
LMS Orientation Programme and Business Conclave	25-Jan- 2019 1
Dr. K. Sivadasan Pillai Commemoration & Regional workshop on Integrated B.Ed.	17-Dec- 2018 1

View File

(https://assessmentonline.naac.gov.in/public/Postacc/Quality_Initiatives/6938_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 dur
MTTC	National Science Day Celebration	KSCSTE	2019 1

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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/6938_Formation.1)
10. Number of IQAC meetings held during the year :	11
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes

Upload the minutes of meeting and action taken report	View (https://assessmentonline.naac.gov.in/public/Postacc/Meeting_minutes/6938_Minut)
11. Whether	No

IQAC received funding from any of the funding agency to support its activities during the year?

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

LMS Orientation Programme and Business Conclave

International Womens Day Celebration

Orientation Programme for CRACS Skill Training Programme for Innovative Science Learning

Summer School Enrichment Courses

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

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

Plan of Action	Achivements/Outcomes
Continuous interaction with parents	Discussed and Remedied Student issues
WiFi Enabled Digital Campus	Installed Digital hotspots at regular intervals
Integrate Admission Module in LMS	Effortless and transparent admission process
Monthly Action Plan	Enabled smooth execution of Chalked out plan
Digital Profile creation for Staff and Students	Fulfilled with the support of Centralized I

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Management Council	27-Feb-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission 2019

Date of Submission 30-Sep-2019

17. Does the Institution have Management Information

Yes

System ?	
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The Learner management system powered by Emstem Technologies Bangalore was functional during the present academic year. The LMS was installed as a step in the development of the college and in compliance to the mandates of the QC functioning in tandem with NAAC to ensure the Quality of Teacher Education institutions at that point of time. The installation of the LMS system was very beneficial to the college owing to ease of use and total transparency in admission and teaching learning process. The students were empowered as they were able to use their user names and passwords with which they could check their grades and results of examinations online. The teachers too were able to use the LMS to systematize and organize their class work. Admission Module Student Data Module Faculty Profile Module Registration Fee Module Internal Marks Module Time Table and Attendance Module Feedback Module

Part B

CRITERION I - CURRICULAR ASPECTS**1.1 - Curriculum Planning and Implementation****1.1.1 - Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words**

In Mar Theophilus Training College the academic year starts with a series of faculty meetings and finalize the course of action for the coming year. One of the first activity is to go through the areas of weakness. Then the academic calendar is prepared in agreement with the course wise meetings. The teacher designated finalizes the college calendar taking into account all suggestions mentioned in the meetings. The students are given the college calendar at the time of admission. The calendar is documented in the log book. It is made compulsory that staff level and student level plan for the year. Evaluation of the same happens after completion. In order to include all the important aspects, a list of ten clubs are formed in the college. The planning forum of the college organizes various activities. Reading and oratory club sharpens the communication skills and English language command. Sports club promotes sustainable living practices. Women's club organizes activities for gender sensitization. The college opens up avenues for developing media literacy. AICUF club inculcates national values, and organizes celebration of festivals days of national importance. Creativity and population club offers awareness on demographic factors. Health club gives awareness to the college. Offers training in multimedia content development. Tourism club develops awareness and promotes development. There are six subject associations that organize activities for enrichment. Conducted by teachers. Micro teaching lessons, criticisms, demonstration and discussion lessons. Maintain a student diary where they document all the academic and co-scholastic activities. Home visit and social visit to develop the affective domain of the students. The peer evaluation process. The students grow as a team. The invited talk series and other academic get-togethers ensure enrichment. Community living camp is organized for cultivating social commitment. Forty days of practical training. A feel of the school and to understand the practical difficulties encountered by the teachers. Develops a feeling of nationalism and one day tour ensures the visit to places of importance. Collecting feedback after each activity and to the final feedback offered at the end of the year. Future of the institution and enhances institutional planning.

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability
INFORMATION AND COMMUNICATION TECHNOLOGY	nil	01/08/2018	180	Employability
COMMUNICATIVE ENGLISH COURSE	nil	01/08/2018	180	Employability
Life Skill Development Course	nil	01/08/2018	60	Citizen

1.2 - Academic Flexibility**1.2.1 - New programmes/courses introduced during the academic year**

Programme/Course	Programme Specialization
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)

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

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

	Certificate
Number of Students	46

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
Yoga Aerobics	01/08/2018

Basics of Table Tennis		02/01/2019		
1.3.2 - Field Projects / Internships under taken during the year				
Project/Programme Title	Programme Specialization			
BEd	Optional Field Visit			
MEd	Field Visit			
BEd	Internship at Practicing schools			
MEd	Internship at select Colleges of Education and Teacher Education instituti			
1.4 - Feedback System				
1.4.1 - Whether structured feedback received from all the stakeholders.				
Students				
Teachers				
Employers				
Alumni				
Parents				
1.4.2 - How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)				
Feedback Obtained				
<p>The college follows a structure of 360 degree evaluation. The feedback of the students being the faculty advisors in class and centrally by the Principal identifying the various milestones is obtained after each semester in writing and it is scrutinized by the IQAC committee to see to the various formation activities. The opinion of the parent is considered with utmost importance by the stakeholders in the process. The feedback of the parents is obtained periodically. there is a meeting there are three general body meeting of PTA. After University end semester exams parents are consulted. The feedback of the teachers too is obtained by the college IQAC and planning forum after each session are documented by one of the staff members and new action strategies are formed for the future. The feedback of the employers are also evaluated by their peers to enable avoidance of mistakes. The feedback of employers during spells of internship. The findings from the feedback are quantitatively listed and used for day to day functioning and in policy planning.</p>				
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			
BEd	English, Malayalam, Mathematics, Physical Science, Natural Science, Social Science			
MEd	Education			
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 full institution
2018	50	13	12	
2.3 - Teaching - Learning Process				
2.3.1 - Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)				
Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	
16	16	4	10	
2.3.2 - Students mentoring system available in the institution? Give details. (maximum 500 words)				
<p>Tutorial system provides scope for students to get individual guidance from their respective teachers. The Faculty advisors provide individual guidance to students through their classes and individual Special interest clubs where students can follow their course of interest. Guardian angel, a cell for individual mentoring. Guidance is given during project Optional tutorial hours are used for mentoring Guidance and counselling cell also provides open possibilities for individual influence ICT and communicative English class is given to students.</p>				
Number of students enrolled in the institution			Number of fulltime teachers	
63			16	
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 year	
12	11	1	0	
2.4.2 - Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from 2017-2018)				
Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the institution	
No Data Entered/Not Applicable !!!				
2.5 - Evaluation Process and Reforms				

2.5.1 - Number of days from the date of semester-end/ year- end examination till the declaration of results during the year				
Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of
BEd	B.Ed	1	21/09/2018	
BEd	BEd	2	30/03/2018	
BEd	BEd	3	28/09/2018	
BEd	BEd	4	29/03/2019	
MEd	MEd	1	26/10/2018	

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

The college had the added responsibility of making the students ready for the MCQ examination of objective type questions. This was important in the performance of students in the four usually begin with an informal question answer session to identify the knowledge gap in the previous knowledge. Periodical tests are conducted by the teachers. Each of the works by the tests are conducted by the teachers. Student presentations and PPT's are also graded by the intimated to parents through the progress card given to students. Parents are also invited development. At the end of each semester the internal marks are to be uploaded on the LMS and are made to sign the final sheet. Feedback is provided to the students

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

Academic calendar is prepared every year before the commencement of the course. It gives a chart is also included in the calendar. Each student is provided a calendar. The examination according to the activity chart.

2.6 - Student Performance and Learning Outcomes

2.6.1 - Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed

<http://www.mttc.ac.in/programmes> (<http://www.mttc.ac.in/pr>

2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared year examination
MEd	MEd	Education	5
B.Ed.	BEd	English, Malayalam, Mathematics, Physical Science, Natural Science, Social Science	49

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details)

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

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned
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	
Sivadasan Pillai Commemoration Integrated B.Ed. Workshop	IQAC and S
One Day Orientation Workshop on Higher Education by Planning Forum and THEOSA	IQAC and D
Workshop on Feminist Pedagogy by Divya S. Pushpan	IQAC

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
No Data Entered/Not Applicable !!!		

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

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

3.3 - Research Publications and Awards

3.3.1 - Incentive to the teachers who receive recognition/awards

State	National
No Data Entered/Not Applicable !!!	

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

Name of the Department
Education

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

Type	Department	Number of Publication
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International	Education	1
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3.3.4 - Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher

Department	Number
Education	

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

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

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

Number of Faculty	International
Attended/Seminars/Workshops	2
Presented papers	6
Resource persons	3

3.4 - Extension Activities

3.4.1 - Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organizations etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number
Social Visit to Shalom	College Union and MSS	
Optional Field Visit	Extension Wing	
Cultural Visit to Guru Gopinath Nadanagramam	College Union	
Second Semester Educational Visit	Extension Wing	
Annual Theosa Tour to TBGRI, Maangayam Waterfalls, Kulathupuzha and Kudakkathu Para	THEOSA and College Union	

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
No Data Entered/Not Applicable !!!		

3.4.3 - Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers
ADHAR Enrollment and Awareness Drive	UCO Bank and IQAC	ADHAR Enrollment	
ADHAR Enrollment and Awareness Drive - Phase II	UCO Bank and IQAC	ADHAR Enrollment	
National Science Day Celebration	KSCSTE and IQAC	Science Day Celebration	

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
No Data Entered/Not Applicable !!!		

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research
Sharing the research facilities	Institutional Visit	SCERT, Trivandrum
Arts and Aesthetics	Cultural Visit	Guru Gopinath Nadanagramam
Research Awareness	One Day Conference on Research Avenues and JNTBGRI	Jawaharlal Nehru Tropical Botanic Research Institute

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
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
2.8	

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	
Classrooms with Wi-Fi OR LAN	

4.2 - Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)
Libsoft	Partially

4.2.2 - Library Services

Library Service Type	Existing		Newly Added	
Text Books	12647	2532265	158	4
Reference Books	9139	3198629	7	2

4.2.3 - E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOI, institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed
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
Existing	25	1	1	0	0	1	2
Added	0	0	0	0	0	0	0
Total	25	1	1	0	0	1	2

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

80 MBPS/ GBPS

4.3.3 - Facility for e-content

Name of the e-content development facility	Provide the link of the videos/articles
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
5.42	5.89	3.68

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

The college has an efficient system for maintaining and utilizing physical, academic and support facilities. Laboratory facilities available for science students, sports complex, computers, classrooms etc. Laboratory facilities available for science students, other objects required for lab activities are purchased. Students are given sufficient time in computer lab is utilized by students when ever required. Hands-on practice is given during the course to develop command of English language. Psychology lab is also available where students conduct experiments. Each subject has a method lab which offers facility for the students to conduct optional experiments. All students can use the reading room and reference space according to their requirements. A library catalogue system. Each optional class is allotted a time slot for borrowing books. Each optional class, the essential books are kept. Students can also donate books to the optional library. The college has a sports complex (institutions in the campus), a basket ball court and two shuttle badminton courts. facilities are available in the college.

<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

Financial Support from institution	Name/Title of the scheme
Financial Support from Other Sources	0
a) National	e-Grantz
b) International	0

5.1.2 - Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language Mentoring etc.,

Name of the capability enhancement scheme	Date of
Orientation Programme for CRACS Skill Training Programme for Innovative Science Learning	14
ICT Skill Development	06
YOGA	08

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
2018	Optional wise Competitive Exam Training	40	42
2019	Optional wise Competitive Exam Training	32	40

5.1.4 - Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging ca

Total grievances received	Number of grievances redressed
3	3

5.2 - Student Progression

5.2.1 - Details of campus placement during the year

On campus			
Name of organizations visited	Number of students participated	Number of students placed	Na
Lords School, Tvm, Sarvodaya. Nalanchira, Sandeepani Vidya Mandir, Tvm, St. Thomas School, Mukkola	46	7	JSPM

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from
2019	23	B.Ed.	Education
2019	3	M.Ed.	Education

5.2.3 - Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE

Items	Number of students selected/ qualifying
NET	6
SET	31

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

Activity	Institution
SPARKZ -2018	Institution
Navadalam - Arts Fest of the 62nd College Union	Institution
Annual Sports Meet	Institution

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 te

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for C
No Data Entered/Not Applicable !!!				

5.3.2 - Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (max

Students have role in decision making. They play a leading role in decision making planning of the Academic Year, Union is selected. The College Union is given a prominent role in de Implementation. The Arts Sports Fest are conducted by the Union. The various competitions l also organized by the College Union. The College Union has representation in the Grievan Research Council and all other committees in the College. Each of the activities of the coll planning), which is followed by a discussion with the students to gather their opinions and role in implementation.

5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

Yes

THEOSA the old students association has been an integral part of the college. It has l glorious past of the college with its promising tomorrow. Every year THEOSA fest is held on day event that all Theophilites look forward to. The alumni of the college comes back to th meet the generations added every year. It is in the Theosa Fest that awards and recogn honoured. The THEOSA fest binds the college in one firm tradition of universal love and l college auditorium on 12/01/2019. This year also THEOSA took effort to honor all alumni

recognized its members with award to M.Ed Rank Holder, Award for those who cleared NET/SET university Examination. THEOSA annually conducts an essay writing competition for its members. Faculty of the college and the present students of the college are given an opportunity to participate in the essay writing this year was "The relevance of Education during the Floods". THEOSA Garden and Research Institute at Thenmala, Maangayam Waterfalls, Kulathupuzha and Kudakkal early in the morning and returned before 6.30 in the evening. It was a memorable experience. The college joined with the planning forum of the college to organize a one Day Orientation Workshop for members of the association had joined in the planning and execution of the workshop. Special focus on floods in Kerala to reach out to the needy by the members of the THEOSA. Assistance was provided to thousands who had lost their homes in the fury of the floods.

5.4.2 - No. of enrolled Alumni: 2350

5.4.3 - Alumni contribution during the year (in Rupees) : 25000

5.4.4 - Meetings/activities organized by Alumni Association :
 Annual get together Annual tour One Day Orientation Workshop on Higher Education Blood donation during the period of floods in Kerala to reach out to the needy by the members of the

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college practices decentralised administration to the grassroot level. It starts from scholastic activities of the college. There is ample evidence to prove the point in the activities. Deepam The programme had been suggested by the college union, discussed and finalized in the meeting of the THEOSA and the PTA of the college. The programme had been planned by the students and the programme was trimmed and finalized by the joint staff committee which includes teaching staff. Participation of the Parent Teacher association was ensured in the form of blanket permission. Materials and good will in abundance. The THEOSA joined hands with the college union in the planning and execution. They had also made sure that the materials reached the right hands. Thus the programme conducted. Role of all Stake holders in conduct of Summer Enrichment Classes: all stakeholders of the college were meticulously involved in the planning and execution. Teachers of the college were given the task of identifying the areas where intervention was required as a means of intervention. They were also entrusted with the task of contacting their members at primary level. The faculty of the college undertook the course design and brought out the course material for school students during the summer holidays. The administrative staff of the college assisted in the conduct of the courses. The senior faculty members took the role of programme managers and took the role of skill trainers and teachers. The Principal evaluated the day to day events and provided constant supervision.

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

6.2 - Strategy Development and Deployment

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

Strategy Type	Details
Research and Development	The college has a well equipped Research Centre functioning under the supervision of Dr. Gevarghese and Dr. Maya S, Dr. Joju john, Dr. Bindu.B. , Dr. Laji Varghese. Teaching faculty are rendering their service as research guides of the Centre. Training College Nedunganda, Varkala have also joined as Research Guides of the Centre. Faculty, the Research Wing Organized one National Colloquiums this academic year. The college is consistently engaged in the effort of publication of the Research Journal, I

	News Letter, Mar Theophilus Campus Pulse. It is also note worthy that the IS: recognised as an approved Research Journal in the faculties of Education, respective board of studies of the University
Curriculum Development	The college gives utmost importance to curriculum development. A host of cr creative teacher personality inthe students. The curricular planning and deve. a meticulous fashion. Co curricular activities also findsignificant importan college, College Union and Six Optional Associations orga
Teaching and Learning	The College gives ample emphasis on teaching and learning. All the activitie: planned before the commencement of the academic year. It is clearly stated : sessions, micro teaching sessions and videoshoot of the classes of studen: inteaching learning. Two Seminars and One Workshop organized in the coll: improvement programs. The staff visit to Mysore DePaul Col.
Examination and Evaluation	Periodic Evaluation is done by the teachers. The college follows continuous: the examination, parents areinvited to evaluate the student performance. University Exam
Library, ICT and Physical Infrastructure / Instrumentation	The college has state of the art Library facilities with multiple catalogs.It of the college is developed instrict adherence of NCTE norms. the College ha: speed internet connectivity and WiFi conne
Human Resource Management	The Human Resource Management System of the College is exemplary. Creativeman Teaching nad Non Teachingstaff work as a team. Students are never harassed Teacher- Student relationship.
Industry Interaction / Collaboration	The college faculty offer service as resource persons in various socialactivi: Mar Baselios EngineeringCollege and PMS Dental College. Various educational : college.
Admission of Students	Admission of Students of done according to the University regulations. It : College Website. The College also provides conventional paper appli

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

E-governance area	Details
Planning and Development	Competent modules of the MIS system used t
Administration	Centralised administration and attendance manager
Finance and Accounts	SPARKS- Salary And Service of Employees KPCS PF-
Student Admission and Support	LMS supported by EMSTEM Technologies. e-Grantz- Scholarship Prog society
Examination	Online examination for 4th Semester B.Ed .Students Time tabl: examination work.

6.3 - Faculty Empowerment Strategies

6.3.1 - Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies c

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Na
2018	Dr. Laji Varghese	National Conclave on accreditation framework for Higher education institutions	
2018	Dr. Ancy A S	National Conclave on accreditation framework for Higher education institutions	
2018	Dr. Maya S	National Conclave on accreditation framework for Higher education institutions	
2018	Dr. Giby Geevarughese	National Conclave on accreditation framework for Higher education institutions	

6.3.2 - Number of professional development / administrative training programmes organized by the College for teaching and non teachin

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date
2018	Sivadasan Pillai Commemoration Integrated B.Ed. Workshop		17/12/201
2018	One Day Conference on "Research Avenues and JNTBGRI"	One Day Conference on "Research Avenues and JNTBGRI"	18/12/201
2019	LMS Orientation Programme and Business	LMS Orientation Programme and Business	25/01/201

Conclave		Conclave	
2019	ADHAR Enrolment and Awareness Drive	ADHAR Enrolment and Awareness Drive	04/02/201
6.3.3 - No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Co			
Title of the professional development programme			
Refresher Course in Education and Teaching methods			
SUMMER SCHOOL (MULTIDISCIPLINARY) in UGC- HUMAN RESOURCE DEVELOPMENT CENTRE, Kariyavattom, Thiruvananthapuram			
6.3.4 - Faculty and Staff recruitment (no. for permanent recruitment):			
Teaching			
Permanent	Full Time	Permanent	
1	1	0	
6.3.5 - Welfare schemes for			
Teaching		Non-teaching	
MTTC Staff Welfare Fund		MTTC Staff Welfare Fur	
6.4 - Financial Management and Resource Mobilization			
6.4.1 - Institution conducts internal and external financial audits regularly (with in 100 words each)			
The college has a very transparent system of financial management. The college adminis			
accountant maintains all required records and log books tracking the flow of money in the i			
daily basis and all records are subjected to internal audit at the close of the week. All			
counter signed. The accounts are subjected to audit by a chartered accountant at regular			
subjected to verification in the University and Government Aud			
6.4.2 - Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Cr			
Name of the non government funding agencies /individuals			
No Data Entered/Not Applicable !!!			
6.4.3 - Total corpus fund generated			
37800			
6.5 - Internal Quality Assurance System			
6.5.1 - Whether Academic and Administrative Audit (AAA) has been done?			
Audit Type	Yes/No	External	
Academic	Yes	Agency	
Administrative	Yes	Management Council	
		Management Council	
6.5.2 - Activities and support from the Parent - Teacher Association (at least three)			
1. PTA General Body Meetings- To discuss and finalize academic framework 2. Monthly PTA Exec maintenance and student welfare 3. PTA special commissions to study and report on students relating to lack of motivation in competitive exam			
6.5.3 - Development programmes for support staff (at least three)			
1. Communicative English Program for auxiliary staff- organized by English association 2. S a self learning package provided to clerical staff 3. A word a day program- offered by the skill in English			
6.5.4 - Post Accreditation initiative(s) (mention at least three)			
1. Supporting teachers to complete doctoral studies 2. Encouraging teachers to undertake Re undertake minor and major research projects 4. Use of Learner Management Syst			
6.5.5 - Internal Quality Assurance System Details			
a) Submission of Data for AISHE portal			
b)Participation in NIRF			
c)ISO certification			
d)NBA or any other quality audit			
6.5.6 - Number of Quality Initiatives undertaken during the year			
Year	Name of quality initiative by IQAC	Date of conducting IQAC	
2018	Sivadasan Pillai Commemoration Integrated B.Ed. Workshop	12/12/2018	
2019	ADHAR Enrolment and Awareness Drive	12/12/2018	
2019	International Womens Day Celebration	12/12/2019	

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
International Womens Day Celebration	11/03/20
Teaching Aids Preparation Workshop	12/10/20
Health is Wealth - Talk on health issues by ICT club	31/01/20

7.1.2 - Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:	
Percentage of power requirement of the University met by the renewable ene	
No Data Entered/Not Applicable !!!	

7.1.3 - Differently abled (Divyangjan) friendliness	
Item facilities	Yes/No
Physical facilities	Yes
Ramp/Rails	Yes
Braille Software/facilities	Yes
Scribes for examination	Yes

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	Nar
2018	1	1	09/08/2018	1	Social V
2018	1	1	26/10/2018	1	Cultural Gopinath

7.1.5 - Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders		
Title	Date of publication	

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HumanValuesandProfessionalEthicsCodeofConductforMarTheophilusTrainingCollege05/11/2018

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration Fr
Environmental day celebrations	05/06/20
Health is Wealth - Talk on health issues by ICT club	31/01/20

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

- Annual Sports Meet - Giving importance to physical and mental well being of the student spirit, Cooperation and fellowship
- Yoga Awareness and Practice - This creates in the le;

Conduct of friendly shuttle and basketball games. Purchase of portable table tennis court. Ban on use of plastic and promoting the use of paper and cloth bags. Classes on how to make use of cycles for nearby commuting

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

• A learning management system is a software application for the administration, document delivery of educational courses, training programs, or learning and development programs emerged directly from e-Learning Adaptation of Learner Management System in Admission- One all for the applications online, Mar Theophilus Training College had to get permissions from its applications online. The college has streamed lined its academic and evaluation activities setting of time table, allocation of classes, processing of period wise attendance, examinations, the distribution of weightage to subjects, management of practicum, assignments give an idea of the system the LMS Orientation Programme and Business Conclave was conducted separate sessions on how to use the facilities of the LMS. • NavaKerala Karunya Deepam (15 Deepam had been a response to the sufferings of the public of Kerala owing to the Flood. outreach activity of the college in response to the Chief minister's call to the youth to suggested by the college union, discussed and finalized in the staff council and executed the college. The programme had been planned by the students and represented through the college finalized by the joint staff committee which includes teaching and administrative staff Teacher association was ensured in the form of blanket permissions to their wards, food abundance. The THEOSA joined hands with the college union in the collection a

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

The college has chosen as its vision the achievement of excellence through Divine illumination Excellence and Empowerment realizing the Fatherhood of God and Brotherhood of man so as to be balanced, morally upright, socially committed and spiritually inspired teachers for Bhakti organizational structure and administrative frame work characterized by a democratic and effective activities in tune with its vision statement. The institution conducts inter religious programs event in the college. The students feel the need to recognize the fatherhood of God who students-teachers are taught to think beyond the confines of the religion. Everyday at the college chapel. Students and teachers from all religions participate in it. Students of Mar a matter of chance but a result of persistent effort. The students are made to realize that technology where the constraints of time and space can be won while accepting the fact that is also equally important. Thus the persistent efforts which leads to success reflects exemplifies the vision of the college.

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

The plans of the next academic year are based on the feedback given by the students and with IQAC meetings of the next academic year. Major thrust areas are : 1. More hotspots for campus for students 3. Continued Subscription to online resources 4. Building of indoor courts in Library and labs 6. Online library facilities instead of

I hereby declare that all the data entered are true to my knowledge.

ack