



Yearly Status Report - 2015-2016

Part A

Data of the Institution

1. Name of the Institution	ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN
Name of the head of the Institution	Dr Mary Joseph
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04842351695
Mobile no.	9745914503
Registered Email	stjosephtrainingcollege@hotmail.com
Alternate Email	sjcteiqac@gmail.com
Address	St Joseph College of Teacher Education for Women, kovilvattom Road
City/Town	Ernakulam
State/UT	Kerala
Pincode	682035

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Josephine Joseph
Phone no/Alternate Phone no.	04842492391
Mobile no.	8590319868
Registered Email	stjosephtrainingcollege@hotmail.com
Alternate Email	sjcteiqac@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://stjosephcte.in/assets/images/AQAR%20%202014-2015-converted.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://stjosephcte.in/assets/images/Hanbook%202015-16.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B++	81.00	2003	16-Sep-2003	15-Sep-2008
2	B	2.81	2011	16-Sep-2011	15-Sep-2016

6. Date of Establishment of IQAC	01-Nov-2003
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

IQAC Meeting	05-Jan-2016 1	9
IQAC Meeting	20-Aug-2015 1	9
UGC Sponsered National Seminar on Eco psychology	02-Nov-2015 2	168
International Seminar on Education for Global Citizenship: Learning to Live Together and 14th Annual Convention of Council for Teacher Education (CTE) Kerala State Chapter	02-Mar-2016 3	176
IQAC Meeting	05-May-2016 1	9
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
StJoseph College of Teacher Education for Women	International Seminar	ICSSR	2016 3	100000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

Organised International Seminar on Education for Global Citizenship: Learning to Live Together and 14th Annual Convention of Council for Teacher Education (CTE) Kerala State Chapter from 2nd to 4th March 2016 in collaboration with Common Wealth Council for Educational Administration and Management (CCEAM), Kerala

Organised UGC Sponsered National Seminar on Eco psychology - a Synergistic interplay between planetary and personal well being ,on 02/11/2015 03/11/2015

Arranged Campus Placement for the B.Edstudents on 03/02/ 2016

Organised the Extension activitiy Hope at Childrens Home Kakanad from 16 /04/2016 to 15/05/ 2016

Arranged a Workshop on Theatre in Education in collaboration with IMPACT Kochi Fr. Dia Kunnath, Mr Prejeeth 12/ 10/ 2015 to 14/10/2015 and a Yoga class by Fr. Peter Thirunanathil on 04/12/2015.

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

Plan of Action	Achivements/Outcomes
Multifaceted development	Students participated in Blind walk in Association with Chai and Sahrudaya-SocialWork department of Ekm-Ang Arch Diocese Ekm., on 13/10/2016 ,Programme on Leadership Red Energy at Al Ameen College organized y Youth Indian Red Cross Society on 19/01/2016 ,Annual Study Camp 2016 organised by youth red cross of Indain Red cross Society at YMCA, ALUVA 26/02/2016 & 27/ 02/ 2016 ,M.G Univ. Youth Festival 2016 'Saparya ' 10/03/2016 to 14/03/2016 and Miss.Ashwathy Jugesh First Place with A Grade in Folkdance, A grade in Bharath Nattiyam, Kuchupidi, Mohaniattam, and Kerala Nadanam
Promote research skills of teachers	Organised National and International Seminars
Promote research skills of Students	students conducted Action research,Projects on social issues -• Survey on mobile phone usage among teenagers July 2015
Enhance Social Committment of Staff and Students	Visit to Children's Home, Kakanad, presented Musical Skit, Patrioitic songs 02/10/2015

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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <tr> <td>Name of Statutory Body</td> <td>Meeting Date</td> </tr> <tr> <td>Staff council</td> <td>08-Mar-2017</td> </tr> </table>		Name of Statutory Body	Meeting Date	Staff council	08-Mar-2017
Name of Statutory Body	Meeting Date				
Staff council	08-Mar-2017				
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	2015				
Date of Submission	06-Jul-2015				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	SPARK, LIBSOFT				

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

The Curriculum as prescribed by the University is delivered keeping to the Institutional Vision and mission and the needs of the Students and Community at large. This year as the new 2 year B.Ed and M.Ed Programme was to be implemented the faculty of the college took part in the curriculum designing and orientation workshops. Three of our Faculty is members in the Board of Studies. An action plan formulating the years programme was prepared, and in the forth coming College Council the programmes were detailed .Health checkup and counseling sessions were planned to cater to the physical and mental health of our students'. Programmes for imparting the necessary communication skills, personality development, yoga training, ICT skill training were planned. Spiritual renewal programmes were also planned. Workshops on Theatre Arts and yoga classes were planned for the students. To help the students to realize their hidden talents the talent days were also organized. The IQAC met thrice in the year on 20/8/2015, 05/01/2016 and 05/05/2016 respectively. The college council also held meetings on 30/6/2015, 01/09/2015, 07/12/2015 and 11/12/2015 to decide upon the semester's programmes. The Students Union also meets in a regular basis to plan and execute their activities. The photographs of the various events and prgrammes are documented by teacher in charge of preparation of the college magazine. Each club and the person associated with the organizing or convening the programme is given the duty of keeping the record of the events in the form of report. The Students are also encouraged and reminded to maintain reports of the events they have organised or participated.

Minutes of the meetings held by various committees are maintained. The Principal writes the daily chronicles describing the day's happenings or events.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
nil	nil	Nil	0	nil	nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	nil	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BEd	Elementary Education	01/07/2015
BEd	Health And Physical Education	01/07/2015

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

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
nil	Nil	Nil
No file uploaded.		

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	Teaching Practice sessions	196
BEd	School Induction	49
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
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 college has regular feedback mechanism which ensures an evaluation of its performance by all its stake holders. Feedback is collected from the students, parents, and teachers of the practice teaching school regarding the effectiveness of the B.Ed programme via a questionnaire prepared by the institution. The heads of the practice teaching school are also asked about the effectiveness of the B.Ed programme though not in the structured format. Parents, Management and Heads of the Practice Teaching Schools freely voice their opinion, both in oral and written forms regarding the functioning of the college, the curriculum followed etc. The institution collects feedback from the students through mid-course evaluation and curriculum evaluation at the end of the course though not in the structured format. The Student's Council also keeps the authorities informed on their needs. The Students' Grievance Redressal cell is also a source to get feedback on curriculum. The PTA executives monitor the functioning of the college and render their advice. The alumni of the college often give the institution its much required feedback. The institutions that come for placement also voice their concerns and their requirements. Our website has a feedback page for the use of the students and the public. The suggestions and the matters that need attention are discussed in the college council, IQAC, Governing body meetings and the matter looked into. The important suggestions with regard to the curricular aspects are promptly communicated to the University in the curriculum revision workshops attended by the faculty. Matters that require the intervention of the Management is also communicated to them.

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
MEd	Education	50	18	11
BEd	Education	50	300	50
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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
2015	245	47	12	3	3

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	Number of smart classrooms	E-resources and techniques used

18	17	11	11	10	6
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Teachers are the direct mentors for the students and they are given personal care. Weaker students are given special attention which includes special classes, remedial sessions, personality development programmes, personal guidance and counseling. Mentoring helps building a constant rapport and communication between teachers and students, motivating them to take up responsibilities and also to face the challenges of teaching profession. Each teacher makes sure that students are updated with the recent trends and strategies involved in the teaching learning process for the effective transaction of the knowledge. They also consider the psychological and spiritual dimensions of the students to help them develop a balanced personality.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
292	17	1:17

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
16	15	1	Nill	5

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
2015	nil	Nill	ni
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MEd	ED	I	11/01/2016	11/08/2016
BEd	EDU	I	05/08/2015	21/12/2015
BEd	EDU	I	11/12/2015	04/11/2016
BEd	EDU	II	02/02/2016	09/06/2016
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

A system of continuous and comprehensive evaluation is in vogue in the institution. The entry behavior of the students are determined by the entry level test given optional wise and by a teaching aptitude test. Micro teaching, criticism, Induction and Internship sessions help to assess the teaching skills of the students and feedback is provided by the teacher educator, mentor teachers of the respective schools. Apart from this the students are also

subjected to peer assessment and self assessment practices. The students are made to write reflective journals of not only of the classes taken but also of the various co curricular activities they are engaged in. The teacher educators also continuously monitor the students progress in the class by way of observation and written test papers and oral questioning techniques. The academically poor are supported by tutorial sessions. The University's requirement for internal assessment is also fulfilled.

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

The academic calendar of the institution is prepared every year adhering to the academic calendar prepared by the Mahatma Gandhi University. The Institution's Vision, Mission, Motto, code of conduct , the various facilities available In the institution , the courses offered in the institution, the faculty and staff, class hours and attendance , exam dates and important days of celebrations and observations etc. are detailed in the Institutional Calendar .It also gives details of the time schedule of the exams . The website of the college also notifies the dates of the start of admission, reopening of classes, University Examinations and semester breaks .

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)

1. https://stjosephcte.in/BEd_programme.html 2. https://stjosephcte.in/MEd_programme.html

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
EDU	BEd	Education	195	194	99.48
ED	MEd	Education	36	36	100

[View File](#)

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://stjosephcte.in/assets/images/Student%20Satisfaction%20Survey%202015-16.pdf>

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
Nil	0	nil	0	0

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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
nil	nil	

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
nil	na	nil	na	na	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
nil	Nil

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	2	5.1
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Education	5
View File	

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
nilnilnil	nil	nil	Nil	0	00	Nil
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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
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nil	nil	nil	Nil	Nil	Nil	0
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	10	12	Nil	Nil
Presented papers	5	4	Nil	Nil
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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
Hope Childrens Home Kakanad Independence Day celebration	St Joseph College of Teacher Education for Women, Ernakulam in collaboration with Childrens Home Kakanad	2	15
Hope Visit to Children's Home, Kakanad, presented Musical Skit, Patriotic songs 02/10/2015	St Joseph College of Teacher Education for Women, Ernakulam in collaboration with Childrens Home Kakanad	2	15
Hope Christmas Celebration	St Joseph College of Teacher Education for Women, Ernakulam in collaboration with Childrens Home Kakanad	4	20
Hope Summer Camp from 16/04/2016 to 15/05/ 2016	St Joseph College of Teacher Education for Women, Ernakulam in collaboration with Childrens Home Kakanad	6	67
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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
Nil	Nil	Nil	Nil

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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 activities	Number of students participated in such activities
HOPE	St Joseph College of Teacher Education for Women , Ernakulam	Independent day celebration	2	15
HOPE	St Joseph College of Teacher Education for Women , Ernakulam	Visit to Children's Home, Kakanad, presented Musical Skit, Patriotic songs 02/10/2015	2	15
HOPE	St Joseph College of Teacher Education for Women , Ernakulam	Christmas Celebration on 22/12/2015 and 25/12/2015	2	20
HOPE	St Joseph College of Teacher Education for Women , Ernakulam	Summer Camp from 03/04/2016 to 15/04/ 2016	6	67

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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
nil	00	nil	00

No file uploaded.

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
Academic	Teaching Practice	ST. TERESAS G H S S, ERNAKULAM	16/09/2015	11/11/2015	13

Academic	Induction	GOVERNMENT G. H.S., ERNAKULAM SOUTH	18/01/2016	12/02/2016	2
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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
nil	Nil	na	Nil
No file uploaded.			

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
7	6.15

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
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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)	Version	Year of automation
nil	Nil	nil	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	18629	1926236	180	31665	18809	1957901
Reference Books	3152	616203	25	15821	3177	632024
Journals	43	5540	Nil	Nil	43	5540
Digital Database	1	30000	Nil	Nil	1	30000
CD & Video	545	61400	Nil	Nil	545	61400

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
nil	nil	nil	Nil
No file uploaded.			

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	50	25	50	1	1	7	6	10	0
Added	0	0	0	0	0	0	0	0	0
Total	50	25	50	1	1	7	6	10	0

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

0 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
nil	Nil

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 incurred on maintenance of physical facilities
0.88	0.82	7	6.15

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)

Maximizing the utility of the material resources available for the good of the society is the guiding principle of our policy in maintaining and utilizing and sharing our physical, academic and support facilities. The college serves as a venue for many a programmes that does not intervene with its normal functioning. The seminar halls and auditorium as well as classrooms have been open to the conduct of programmes for the Vimala Educational Trust, Mahatma Gandhi University Evaluation Camp and Model school. The play ground of the college serves as a practice ground for the students of model school. The library facilities are availed by the P.G students and research scholars from other institutions free of cost. The parking area is used by the staff of the Model school too. To equip the students to face the competitions in the global world, the institution strives to empower her students with the latest trends in and physical resources to make them e-literate and academically excel

through smart classrooms. For achieving this, institution has set the policy for upgrading and to maintain academic resources and physical resources. A library committee consisting of librarian, and teachers are set to manage library resources and buy books and suggest journals and e-journals. Along with that individual teachers are free to suggest and buy books for the library, which they may feel suitable. Class libraries are maintained by optional teachers. Optional teachers are in charge of Laboratories. In the beginning of each academic year, optional teachers decide and upgrade the equipment and materials required for the lab. For the recreation and physical development, due importance is given for Sports. The institution has a well maintained ground, a gym and sports room. An amount is allocated for the maintenance of sports equipment. Repair and maintenance of computers are done properly. Proper service of computers and smart board are done periodically. For the maintenance of computers and IT complaint register is kept in which class teachers can enter their requirements which is addressed immediately. Computer facilities in the classroom can be availed by the students at any time from 8.00 am to 5.pm. Optional classes as well as multipurpose classroom are smart classrooms with active inspire software. There is also internet facility in every classroom. Proper care is taken for the maintenance of the classroom. Before the commencement of each academic year, management ensures that the classrooms are properly maintained and furnished. Overall the institution have a strong policy for the maintenance of physical, academic and support facilities of the institution.

<https://stjosephcte.in/assets/images/Policies%20for%20maintaining%20and%20utilizing%20physical.pdf>

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	Fee Concession	5	60000
Financial Support from Other Sources			
a) National	Nil	Nil	0
b) International	Nil	Nil	0
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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
Workshop on Theatre arts	12/10/2015	58	Fr.Daey Kunnath and Prejith Sir
Yoga	04/12/2015	58	Fr.Peter Thiruthanathil
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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	Number of benefited students by career	Number of students who have passed in the comp. exam	Number of students placed

		examination	counseling activities		
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

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
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Time Institute, Jeevas CMI Public school, Goan Institute, Carmel academy, Rani Mth a Public School	25	14	St Teresas Girls Higher Secondary School Ernakulam Amrutha Vidhyalaya Ernakulam Al- Ammen public School Edappily Rajigiri St Chavara Public School , Cherthala Amala Public Scholl Vaikom Global Public School, Kaloor St Anns Public Sch Fifteen Schools	35	25

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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	Name of institution joined	Name of programme admitted to
2015	1	B.Ed	Education	Madurai Kamraj	M.Phil Malayalam

				University	
2015	1	B.Ed	Education	CUSAT, Kalamassery	Ph.D in Photonic
2015	1	B.Ed	Education	St Joseh College of Teacher Education , Ernakulam	M.Ed
2015	1	B.Ed	Education	St Joseph's College, Irnjalakuda	MSW
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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	1
SET	8
Any Other	2
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Talents Day	College	58
Christmas Celebration	College	280
Onnam Celebration	College	35
Arts Day Celebration College	College	196
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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
Nil	NIL	Nil	Nil	Nil	Nil	Nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The students' Union elected by the students play a lead role in organizing and conduct of various activities for students. They meet on a regular basis and chalk out plans for the various cultural and sports activities. They also provide the necessary support for the smooth conduct of the various programme by deploying students into various committees. Students are given charge of decorating the stage, the board, arranging the auditorium, of anchoring programmes etc.etc. The students union also keeps the college authorities informed on the needs of the students. We also have the students as members in

the various club and in the Editorial Board of the college Magazine. This year witnessed the functioning of two students Unions. The Students Union of the B.Ed Batch 2014- 2015 stepped off from office only in the month January 2016. The general election for the Students Union (2015-2016) was conducted on 3rd December 2015 and the union members took their oath on 31st December 2015. The motto of the Union was 'Through God All Things'. The Union Members for this year were Chairperson - Savannah Xavier Vice Chairperson - Anjukrishna R General Secretary - Celin neenu University Union councilor - Susan Raju Arts Club Secretary - Neenu Ancillo Magazine Editor - Asmin N SC/ST Student's Representative - Neeshma M M Sports Captain - Nithya Gabriel The following Programmes where organized and conducted by the students:-

1. Social Service Club collected food packets and money for the invalids in the General Hospital, Ernakulam in collaboration with Love and Care Organisation.
2. World Environment day on 05/06/2015.
3. Made arrangements for Awards day 06/06/2015.
4. Fresher's day on 06/06/2015.
5. 20/08/2015 Onam celebration.
6. Study tour to Coorg and Wayanad from 20/08/2015to 22/08/2015.
7. World Student's Day on 15/10/2015
8. Made arrangements for National Seminar on Eco Psychology- A Synergistic Interplay between Planetary and Personal Well-being 02/11/2015 03/11/2015,
9. Art's Day 'Varnam 2015'on 18th Nov. 2015.
10. Christmas Celebration on 18/12/2015.
11. Food Fest on 29/12/2015.
12. Seminar on Fire Crackers on 30/12/2015.
13. Made arrangements for College Day held on 30/12/2015.
14. Donated a sum of Rs.25000/-as Chennai relief fund and Rs.30000 collected by the student teachers and staff to the Catholic Congregation of the Blind.
15. Made arrangements for International Seminar on Education for Global Citizenship: Learning to Live Together held on 2nd, 3rd and 4th March 2016.
16. Active Participation in the extension activity HOPE of the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

196

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

19600

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association organises the alumni awards day and they also award the B.Ed topper of the academic year.

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)

A number of bodies like Staff Council, Finance Committee, Admission Committee, Planning Committee, Library Committee, Evaluation and Examination Committee, Research and Publication Committee, Student Welfare Committee, Placement Cell, Anti Ragging Cell, IQAC, College Council, Grievance Redressal Cell formed in the beginning of the academic year that shoulder the responsibility of various activities. . Decisions are made collectively in consultation with the respective committees in the meetings that are held regularly and as when the need arises The student body and the stakeholders also contribute in the running of the institution. Feedback is received from them , suggestions

accepted and improvements made. The students opinion are given due consideration in planning out club activities, arts and sports activities, charitable activities, tour programmes, etc. Every member in the institution is given the freedom to voice their suggestions for the effective functioning of the institution. Issues raised are discussed and solved collectively.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Human Resource Management	Keeping to the guidelines established by the UGC, NTCE and the State Government the institution recruits its staff members. The teaching staff is encouraged to take up Ph.D studies and to undergo faculty development programmes to keep themselves updated. Feedback is collected from the students about the performance of the faculty. The non teaching staff is also encouraged to undertake higher studies and participate in staff development programmes.
Research and Development	Students and faculty are encouraged to attend various seminars and present and publish research papers in journals . Five of the permanent faculty members are pursuing their research work. The institution encourages the faculty to guide M.Ed Thesis, to take up M.Phil and Research Guideship of other Universities.
Teaching and Learning	An efficient teaching? learning system has been established which includes • Tutorial sessions • Seminars • Micro teaching • Simulations and workshops • Internship and induction programmes
Curriculum Development	The regular staff and IQAC Meetings and the meetings of the various committees plan both the curricular and co curricular activities of the college in line with the Vision and Mission of the Institution and the curriculum prescribed by the university .Three of our faculty members are members of the Boardof Studies. the faculty of the institution actively participatedin the formulation of the syllabus of 2 year B.Ed Programe
Examination and Evaluation	Semester wise Examination and Evaluation is conducted as per the directions from the Mahatma Gandhi

	University, Kottayam. Besides this the students progress is monitored both for theory and practical purposes in a regular and continuous basis Our Institution serves as the center for the centralized valuation camp for B.Ed university semester exams.
Library, ICT and Physical Infrastructure / Instrumentation	The institution has a good library with a good collection of books and journals for the updation of knowledge of teachers and students. The institution has subscribed to the N-List and hence has recourse to about 80409 e- books and 3828 e- journals. Provides free internet facility to all staff and students. All the 6 optional classes are provided with computers internet connectivity LCD projectors which are used by the students and the staff. The Two Seminar hall also has these ICT Facilities. There are six smart boards in the institution and Active Inspire is installed which is utilized by the staff and students for content transaction.The institution has a computer lab and a language lab. Photocopier machines are there for providing reprographic facilities to students and staff.
Admission of Students	The admission procedure for the B.Ed and M.Ed is in adherence to the rules and regulations of the regulatory bodies namely NCTE, Mahatma Gandhi University and the State Government.

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

E-governance area	Details
Finance and Accounts	SPARK

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
2015	Dr Mary Joseph	Nil	AKTCTA	200

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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	Title of the administrative training	From date	To Date	Number of participants (Teaching)	Number of participants (non-teaching)
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	programme organised for teaching staff	programme organised for non-teaching staff			staff)	staff)
Nil	International Seminar on Education for Global Citizenship: Learning to Live Together	Nil	02/03/2016	04/03/2016	17	Nil
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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
nil	Nil	Nil	Nil	0
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Nil	Nil	Nil

6.4 – Financial Management and Resource Mobilization

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

Internal Audit The management has appointed a team for the internal audit. All heads are checked and verified by the team. The financial documents and receipts are produced for scrutiny and all that is needful regarding the maintenance of accounts is completed within the stipulated period of time.
External Audit The institution accounts are audited externally by government auditors from the AG Office (no fixed time interval) and Directorate of Collegiate Education (at the time of retirement of the Principal) . The queries are resolved and these also serve as guidelines for further audits.

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
Nil	0	Nil
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6.4.3 – Total corpus fund generated

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	No	Null	No	Null
Administrative	No	Null	No	Null

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

1. Financial Help of Rs.24000 was given to the eight economically backward students
 2. Amount of Rs.15000 was spend for providing Mementos and awards to B.Ed toppers
 3. Awareness was arranged for the parents and amount spend was Rs. 11,500.

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

1. Spoken English classes for two weeks. 2. One day Spiritual empowerment programme. 3. One day Tour to refresh the mind and body

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

1. Encouraged Faculty to undertake research and publications. 2. Engagement with the community was enhanced. 3. Enhanced Eco friendly practices.

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
2015	IQAC Meetings	20/08/2015	20/08/2015	20/08/2015	9
2015	National Seminar on Eco Psychology	20/08/2015	02/11/2015	03/11/2015	68
2016	International Seminar on Education for Global Citizenship	05/01/2016	02/03/2016	04/03/2016	176

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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	Period from	Period To	Number of Participants
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programme				
			Female	Male
International Seminar on Education for Global Citizenship: Learning to Live Together	02/03/2016	04/03/2016	165	11

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
The institution has a rain water harvesting tank of 60000 liters capacity. Due to the intermittent rains in Kerala this supports nearly 45 of water usage of the institution. The solar panels of 3 KW capacity serves as a backup at times of electricity power failure for the institution's office, seminar hall and two adjacent classrooms which also serve as the university examination rooms. The Biogas plant of 16000 liters capacity of the institution serves to provide fuel for cooking in the College hostel for 4 hours daily. Some of the other initiatives undertaken by the institution are:- 1. World Environment day celebration on 5th June 2015 . 2. Preparation of eco-friendly products for the SUPW in the month of October 2015. 3. Campus cleaning on 05/10/2015 and 12/10/2015. 4. Seminar on Fireworks and Environmental concerns on 30/12/2015

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	Nil
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil

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
2015	1	Nil	05/06/2015	1	World Environment Day	Eco Consciousness	115
2015	Nil	1	18/12/2015	1	Monetary Aid	Relief Aid for Chennai flood victims	250
2015	Nil	1	29/12/2015	1	Food Fest	Fund generated for charity purpose	196

2015	1	Nill	30/12/2015	1	Seminar on Fireworks and Environmental concerns	Environmental pollution	245
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Handbook	16/06/2015	The code of conduct and college calendar gives a description of the general rule and behaviour that a student should follow in the institution. This is given to the students at the start of the academic year.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World student's day	15/10/2015	15/10/2015	47
Orchestra of Catholic Congregation of Blind- Fund Raising Programme	21/08/2015	21/08/2015	243
Training in value integrated classes	08/07/2015	15/07/2015	196
Blind walk in Association with Chai and Sahrudaya- SocialWork department of Ekm-Ang Arch Diocese Ekm.	13/10/2016	13/10/2016	33
Independence day	15/08/2015	15/08/2015	47
Onnam celebration	14/08/2015	14/08/2015	47
Teachers Day	04/09/2015	04/09/2015	47
Regular morning assembly	01/06/2015	31/03/2016	243
Gandhi Jayanthi	02/10/2015	02/10/2015	47
Christmas Celebration	18/12/2015	18/12/2015	243
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Eco friendly products were prepared by Ist year B.Ed batch students utilizing

waste clothes and articles Campus cleaning on 5th and 12th October 2015. A lush green ambience is maintained in the college. A National Seminar on Eco Psychology- A Synergistic Interplay between Planetary and Personal Well-being was conducted on 02/11/2015 03/11/2015 Bio -gas plant is functioning and rain water harvesting is in vogue. There is an incinerator to burn the waste.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best practices (2015-2016) Multi Skilled Development Programmes (SKID) for the Student teachers and the Extension services rendered by the institution by the name Josephites in the Community (JIC) are identified as the Best practices of the institution. In the year 2015-2016 the following programmes were conducted to fulfill the objectives of Mukti Skill Development Programme (SKID) :-

1. Daily prayer in morning assembly.
2. On June 5th 2015, the Eco Club and Natural science student teachers jointly celebrated the World Environment day and a pledge on soil conservation was taken.
3. World student's day to commemorate the Late A P J Kalam on 15/10/2015 was organized and 49 First year B.Ed students and 13 of the faculty participated in it .
4. Talents Day for the fresher's was conducted on 31/07/2015. 49 B.Ed First year Students participated in the programme.
5. Important Days like Independence day on 15/08/2015, Onam Celebration on 20/08/2015 Teacher's day and Christmas celebration was held on 23/12/2015.
6. Training in creating Blog, use of smart Board was given in the month of October 2015 for the First year B.Ed Students .
7. Micro teaching session, Demonstration and Criticism classes were arranged in the month of November for the First Year B.Ed Students.
8. Value integrated lesson plans were taught to the second year B.Ed students in June 2015.
9. Food Fest was held on 29th December 2015.
10. Participation and presented papers in National Seminar on Eco Psychology- A Synergistic Interplay between Planetary and Personal Well-being 02/11/2015 03/11/2015, 11 M.Ed students and 49 B.Ed students also participated in the seminar and 5 of the M.Ed students and the faculty presented paper in the Seminar.
11. Nine of the M.Ed Students and faculty presented papers in the International Seminar on Education for Global Citizenship: Learning to Live Together held on 2nd , 3rd and 4th March 2016.
12. First year B.Ed and M.Ed Students participated in the workshop on Theatre in Education in collaboration with IMPACT Kochi from 12/ 10/ 2015 to 14/10/2015
13. First year B.Ed and M.Ed Students participated Yoga class on 04/12/2015
14. To acquire reflective skills the students were trained in reflective journal writing
15. Programme on Leadership Red Energy at Al Ameen College organized by Youth Indian Red Cross Society 19/01/2016.
16. Study tour to Koorg and wayanad 20/08/2015 to 22/08/2015

The following programmes were organized under the extension programme JOSEPHITES IN THE COMMUNITY (JIC):

1. Survey on mobile phone usage among teenagers in July 2015.
2. Served as invigilators in Sasthra Mela at SRV School, Ernakulam on 11/11/2015 12/11/2015
3. Free tuition to the students of Govt.HSS Panapilly Nagar.
4. Distribution of teaching aids to the neighbouring schools on request.
5. Donated a sum of Rs.25000/- as Chennai relief fund and Rs.30000 collected by the student teachers and staff to the Catholic Congregation of the Blind.
6. The following programmes under HOPE were conducted for the children at Children's Home Kakanad. - 15 students and 3 of the faculty went to Children's Home and celebrated the independence day . Patriotic songs were sung and skit was staged for the children. The children also staged their programmes. - Ten student teachers and two of the faculty visited and presented Musical Skit and organized games for the children on 02/10/2015. - 20 student teachers and three faculty visited and celebrated Christmas with carol songs, skit and distributed cake on 22/12/2015. - on 2nd , 3rd and 4th March 2016. - a one month summer course named HOPE from 18th April to 13th May 2016. Curriculum of the summer course included, communicative English, Basics of different subjects, value education, Theater Arts, Yoga and

personality development. 21 student teachers and nine staff took part in the programme. The amount spent on HOPE this academic year is Rs.40000/-.

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

https://stjosephcte.in/Best_practices2015_2016.html

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

St Joseph College of Teacher Education for women ever since its inception has contributed towards empowering women and uplifting the down trodden. Keeping to the vision of the founder father the institution has framed its vision, mission and goals. All the programmes are chalked out and conducted to this end. The college is a women's only college and every year it produces 200 fully fledged Women teachers who move out to the society with confidence. Seminars, awareness classes, soft skill development programmes, opportunities to show case their hidden talents and participation in various extension activities and co-curricular programmes all contribute in forming them as responsible, confident and productive citizens. The college also motivates the students by rewarding their achievements. Special provisions are made to accommodate and help the socio economically weak as well as those who are weak academically by way of scholarships, fee concessions, other financial helps, continuous guidance and monitoring. The needs of the differently abled are also met with patience and love. Campus placement is also organized for students and they are helped to get placed.

Provide the weblink of the institution

https://stjosephcte.in/Institutional_distinctiveness.html

8.Future Plans of Actions for Next Academic Year

To prepare for the NAAC Visit which is due in 2016 September. In order to apply for the same, the rectification of the college name in NCTE is mandatory and hence steps for the same is to be under taken. Visit to reputed institutions to be planned to get groomed in the healthy practices adopted there. To plan for programmes that are truly effective in building a society free of evil. To organize programmes that would cater to the needs of the students and forming them as productive teachers of the era keeping in tune with the curriculum requirements of the University. Research being an indispensable part for the personel professional growth the faculty to be encouraged to engage in various research activities like organizing and participating in seminars , workshops and conferences both at National and International level, publishing articles in reputed journals and books, undertaking projects and action research, applying for research guideship both in parent as well as outside universities. Encouraging faculty to undertake and complete Ph.D activities. Maintaining a green campus.