



St. Joseph College of Teacher Education for Women Ernakulam



Criterion III- Research and Outreach Activities

**3.1.3: Documentary Evidence for the Claim
In-House Support Provided by the Institution to Teachers
for Research Purposes in the form of
Undertaking Appraisals of Institutional Functioning and Documentation**

Submitted to

**National Assessment and Accreditation Council (NAAC)
3rd Cycle of Assessment**



ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN

KOVILVATTOM ROAD, ERNAKULAM, KOCHI, PIN - 682 035, KERALA, S. INDIA

(Affiliated to Mahatma Gandhi University, Kottayam)

Recognised by NCTE

DECLARATION

The appraisal regarding the institutional functioning and documentation was carried out in the following ways

1. Academic and Administrative Audit of years 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23
2. Performance Based Self-Appraisal forms on Faculty Competence and Research



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Ernakulam

ACADEMIC AND ADMINISTRATIVE AUDIT (EXTERNAL) 2022-2023

Name of the Institution: **St. Joseph College of Teacher Education for Women, Ernakulam, Kerala**

Schedule of the Programme (25/03/2023)

Time	Programme	Venue
9.30 AM- 10.00 AM	Introductory Meeting	Principal's office
10.00 AM-11.00 AM	Meeting with the Faculty	M.Ed Seminar Hall
11.00 AM -11.30 AM	Meeting with students	M.Ed Seminar Hall
11.30 AM- 11.45 AM	Tea Break	M.Ed Seminar Hall
11.45AM- 12.15PM	Meeting with Support staff & record verification	M.Ed Seminar Hall
12.15 PM-1.00PM	Campus visit	Library, research Center, Playground and Facilities
1.00 PM-1.45 PM	Lunch break	M.Ed Seminar Hall
1.45 PM- 2.15 PM	Meeting with IQAC Coordinator verification of Documents	M.Ed Seminar Hall
2.15 PM-3.15 PM	Report Preparation	M.Ed Seminar Hall
3.15 PM-4.30 PM	Appraisal of the Report and Academic Audit Report Submission	M.Ed Seminar Hall
4.30 PM	Vote of Thanks	M.Ed Seminar hall
4.30 PM	Tea	Conference room



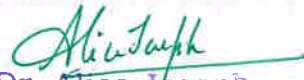
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Brief profile of the College

St Joseph College of Teacher Education for Women, Ernakulam a Private Aided institution (Minority Educational Institution) was established in the year 1957 and is one of the reputed colleges in Kerala. It is affiliated to Mahatma Gandhi University, Kottayam and has the financial status of UGC 2f and 12(B). It had its first NAAC Accreditation in the year 2003 and was awarded B++ with a score of 81.00 and reaccreditation in 2011 with a CGPA of 2.81, B.

The institution has a calm, serene and green campus with good infrastructural facilities. The institution has a well-furnished Research Center, Library, Auditorium, multipurpose hall, M.Ed Conference Hall, Seminar halls, College Hostel in the campus, Gym, computer lab, Psychology lab, Science labs, cubicles for faculty, and a lush green playground. Four of the method labs, the multipurpose hall, the M.Ed Conference Hall and the two seminar halls have interactive smart boards. The Auditorium and the two method labs have smart board. The campus has wifi and internet facility which is availed free of cost by the faculty and the students. The good infrastructural facilities and the well planned curriculum delivery has helped the institution to have good reputation. The institution also has a number of best practices. Multi skill development programmes named SKID, Josephites in the Community (JIC) the extension activities of the college all contribute toward the holistic formation of our student teachers. Value integrated classes and training in value integrated delivery is one of the unique features of the college. The student community is given ample multi skill development programmes like training in ICT, Leadership quality, Capacity Development Programmes, legal awareness classes, value education classes etc. the students are also given opportunities to organize and conduct programmes to develop organizing skills. Thrust is given to develop and enhance national integration by engaging these student teachers in observation of national days of importance.

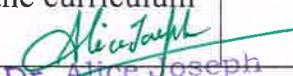



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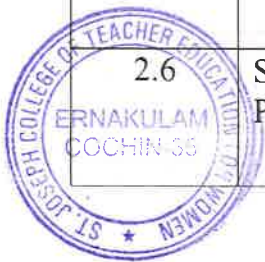
Academic Administrative Audit Report

Criteria	Item	Recommendations/Observations/Remark	Impression with grade A(Good)/B (Satisfactory)/C (poor) after observation	
			Grade	Suggestions
I	CURRICULAR ASPECTS			
1.1	Curriculum Planning and Implementation	Inputs from the PTA, Alumnae, Teaching Practice schools, Experts and Employers are taken while planning the curriculum. The institution has a clear vision about the implementation of the prescribed university curriculum in accordance with the need of the students.	A	<i>Assessed the effectiveness of teaching methodologies and the integration of technology in classrooms.</i>
1.2	Academic Flexibility	Eleven value added course was provided in the year 2022-2023	B	<i>More MOOC Courses are to be considered</i>
1.3	Curriculum Enrichment	The student teachers are also familiarized with the diverse school education system. The wide range of curricular and co-curricular activities enrich the professional acumen of the student teachers.	A	<i>More Inclusive strategies can be included</i>
1.4	Feedback System	Feedb ack of student teachers, faculty, Heads of the Teaching Practice Schools, Alumnae employers regarding the curriculum collected.	A	<i>Reviewed the feedback mechanisms for continuous improvement</i>




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II	TEACHING- LEARNING AND EVALUATION			
2.1	Student Enrolment and Profile	The process of enrolling students to the programmes is through a transparent, complying with all the norms of the concerned regulatory/governing agencies including state and central governments.	B	<i>Find strategies to attract more students for the M.Ed Programme</i>
	Catering to Student Diversity	Blended learning strategy was used. Both online and offline methods were used for curriculum delivery. Google meet and Zoom Platform were used for online delivery. Google classrooms, whatsapp messages, telegrams messages, audio clippings and videos were used for offline classes. Mentoring Services were provided to address student diversities	A	<i>Hybrid learning can be promoted</i>
2.3	Teaching Learning Process	Practical and practicum submissions were also done via google classroom. Both Internal and external evaluation was done. Student teacher was also trained in the preparation and use of various assessment tools. Preparation for internship and induction was planned and delivered both in online and offline mode respectively.	A	<i>Fully utilize the functions of ERP.</i>
2.4	Teacher Profile and Quality	The Teachers keep themselves updated by participating in seminarsconferences, and workshops. 15 of the faculty are Ph.D Holders.	A	<i>Post doctoral research and projects are to be initiated</i>
2.5	Evaluation Process and Reforms	The institution has a transparent, robust and time bound evaluation system. There is also an effective Mechanism for grievance redressal related to examination.	A	<i>Question bank for the B.Ed and M.Ed</i>
2.6	Student Performance and	The teaching learning process of the institution is aligned with the stated PLOs and CLOs. The pass percentage of the students of B.Ed. and M.Ed is 100.	A	<i>Outstanding results needs to be maintained</i>



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	Learning Outcomes	The performance of the students in the university examinations is worth appreciating.		
2.7	Student Satisfaction Survey	The Students Satisfaction Survey needed to be conducted.	B	<i>The Students Satisfaction Survey needed to be conducted systematically</i>
III	RESEARCH, INNOVATIONS AND EXTENSION			
3.1	Resource Mobilization for Research	The institution is short of funds for projects . there is dearth of projects	C	<i>The institution needs to mobilize funds for projects</i>
3.2	Innovation	The institution must encourage faculty in bringing up more innovations inthe teaching and research.	B	<i>Encourage more innovations in the teaching through research</i>
3.3	Research Publications and Awards	Thirteen of the Faculty have publication in the UGC care journals. No projects funded by the UGC or Government or NGOS is undertaken by the institution. The faculty of the institution have research publications in national and international refereed and peer reviewed journals. The institution has per reviewed Journal by the name Edufocus.	B	<i>Faculty should publish more quality publications in national and international journals</i>




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3.4	Extension Activities	The institution organized several extension programmes, like Govt.Children's Home Activities.	A	<i>More extension activities relating to curriculum needs</i>
3.5	Collaborations	Twelve MOUs were signed. The institution has linkages and collaborations with other educational institutions	B	<i>The institution should arrange more activities according to the MOUs</i>
IV	INFRASTRUCTURE AND LEARNING RESOURCES			
4.1	Physical Facilities	The institution has adequate facilities to house 2 units of students of each year as required by NCTE and the University. The campus is student and disabled friendly.	A	<i>Adequate infrastructure.</i>
4.2	Library as a Learning Resource	The College library is fully automated using open source ILMS KOHA. There is a Digital library which was developed using D space digital library software. The institution subscribes to the National Library and Information Services Infrastructure for Scholarly Content (N-LIST). The library has an organized collection of M.Ed. dissertations, faculty publications, subscribed and open-access e-journals, digitized books, etc. Library has its own website.	A	<i>Adequate facilities.</i>
4.3	IT Infrastructure	The institution tries to make available the latest ICT Infrastructure for use by its students and staff. The institution has well-maintained ICT enabled classrooms, Seminar Hall, Computer lab, Wi-fi, facility, networked printing facility, Visualizer, Printers in Library and Office, LCD Projectors, Interactive Boards, Whiteboards, and Green Boards.	B	<i>Adequate ICT infrastructure.</i>



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4.4	Maintenance of Campus Infrastructure	Maintenance of digital equipment must be ensured.	A	<i>Evaluated the adequacy and maintenance of physical infrastructure.</i>
V				
STUDENT SUPPORT AND PROGRESSION				
5.1	Student Support	A range of capability building and skill enhancement initiatives are undertaken by the institution such as Career and Personal Counseling, Skill enhancement in academic, technical and organizational aspects, Capability to develop a seminar paper and a research paper; understand/appreciate the difference between the two, E-content development and Online assessment of learning. The Institution has a transparent mechanism for timely redressal of student grievances.	A	<i>Assessed the effectiveness of student grievance redressal mechanisms</i>
5.2	Student Progression	The students of the institution have secured good jobs in several reputed institutions inside and outside Kerala, has a well-functioning placement cell. Monetary help is provided to the needy students in the form of scholarships and fee concessions. The management, faculty, PTA and Alumnae fund scholarships for the needy students.	A	<i>M.Ed students should be encouraged to clear NET</i>
5.3	Student Participation and Activities	To improve active participation of students, the institution provides facilities for different activities on campus for students and staff.	A	<i>Provide opportunities to students of other institutions to</i>




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		The institution makes best use of its infrastructure for developing various skills and competencies and thereby foster holistic development of students and staff.		<i>participate in diverse activities</i>
5.4	Alumni Engagement	The Alumnae Association is on the process of registration. It contributes to the betterment of the institution and support the student. Alumnae Award is given to the B.Ed optional toppers.	B	<i>Provide more opportunities to Alumnae</i>
VI	GOVERNANCE, LEADERSHIP AND MANAGEMENT			
6.1	Institutional Vision and Leadership	The quality policy of the college was developed in tune with the institutional vision and mission. Management encourages and supports involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes. A decentralized mechanism is carried out successfully in the college. This inclusive and participatory approach promotes an environment of unity and mutual respect which ensure the smooth functioning and growth of the institution. The institution strives to develop adequate infrastructure for the smooth conduct of classes, co scholastic and extension activities. The institution ensures the usage of these adequate facilities among stakeholders.	A	<i>The institution must conduct more training programmes for the administrative staff, especially in the field of digital office work.</i>
6.2	Strategy Development and Deployment	The institution formulates development objectives, directives and guidelines with specific plans for implementation by aligning the academic and administrative aspects to improve the overall quality of the institutional provisions. It makes strategic plans to realize long term outcomes- such as helping student teachers clear teacher eligibility tests	A	<i>Assessed the leadership's strategic vision and decision-making processes</i>



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6.3	Faculty Empowerment Strategies	The teaching and non-teaching staff works together in the various committees under the guidance of the management and principal for the efficient administration of the institution. E governance is partially implemented. Faculty empowerment strategies in the form of encouragement and recognition than in kind is in practice. The teachers and nonteaching staff have performance appraisal proforma filled annually.	B	<i>Analysis of the Performance appraisal is essential.</i>
6.4	Financial Management and Resource Mobilization	The institution maintains transparency in its financial, academic, administrative and other functions. Effective functioning of the College is governed through different administrative section as specified in policy guidelines of the college. The institution conducts internal and external financial audits on the financial transactions every year to ensure financial compliance.	B	<i>There is transparency in the financial management.</i>
6.5	Internal Quality Assurance System	The IQAC plays a significant role in retaining and improving the quality of the institution and suggests quality enhancement measures.	A	<i>Arrange more programmes for Non-teaching staff</i>
VII	INSTITUTIONAL VALUES AND BEST PRACTICES			
7.1	Institutional Values and Social Responsibilities	The concerns for social responsibilities as well as the values held by the institution are explicit in its regular activities. The institution organizes gender equity promotion programmes. It adopts environment friendly practices and takes necessary actions such as – energy conservation.	A	<i>Continue this programme with additional aspects like disaster management</i>
	Green Practices	Energy conservation is of concern to the institution and hence energy conservation methods are adopted. Solar panels have been installed. Scientific methods are used for waste disposal and waste management. Institution waste management practices include Segregation of waste, E- waste management, Bio gas plants.	B	<i>Conceive these best practices in a systematic and formal order also record them properly</i>




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		<p>Institution has water management and conservation initiatives in the form of 1. Rain water harvesting 2. bore wells and 3. Economical usage/ reduced wastage.</p> <p>Institution is committed to encourage green practices that include developplastic-free campus and green landscaping with trees and plants. The institution has a prescribed code of conduct for students, teachers, administrators and other staff</p>		
7.2	Best Practices	<p>‘Cultural Eclecticism: Nurturing Sustainable Educators with Tradition and Innovation’ to form empowered prospective teachers with a sound footing on the rich cultural heritage of India embracing the nuances of technological word in their pedagogy with a blend of Sustainability and Innovation and ‘Rising with Discipline and Diversity: Shaping Educators through Inspirational Mornings’ to instil discipline and nurture the holistic development of our student teachers are the two identified best practices .</p>	A	<i>Customize the activities and programmes in tune with vision and mission of the institution</i>

SUMMARY

The major quality sustenance and enhancement measures undertaken by the institution since the previous assessment and accreditation are the following. The institution is research Centre of Education in Mahatma Gandhi University, Kottayam, and two of the faculty got Ph.D guideship. One of the faculty members is in the Board of studies. Campus is made more eco-friendly.

The strengths of the institution are:

1. Grounded in St Chavara’s Vision
1. Ecofriendly peaceful and serene campus



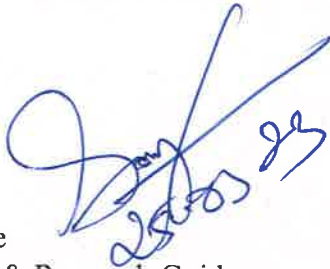
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2. Promotion in Global Citizenship with firm ground in national values
3. very supportive and forward-looking Management and Cooperative, enthusiastic and responsible staff
4. Good infrastructural facilities
5. A good rapport with the local Society
6. Active Placement Drive in the campus
7. Ability to respond to the COVID situation and switch over to online teaching and learning and conduct of various activities
8. Promotion of research culture and the Research center application is under processing

The identified weakness is the following:

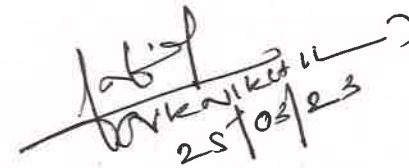
1. Lack of research projects in collaboration with National and International bodies
2. Weaknesses in community engagement, the institution may include a lack of outreach programs, insufficient involvement with the local community, or a lack of social responsibility initiatives.
3. Implement effective quality assurance mechanisms, internal assessment systems, and measures for continuous improvement in academics and administration.

Dr. Sony Kuriakose
Assistant Professor & Research Guide
Nirmala College
Movattupuzha




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N.K Nikhil
Assistant Professor
Rajagiri College of Social Science
Kochi



25/03/23

Academic and Administrative Audit Report 2021-2022

The academic audit of the Institution for the year 2021-2022 was conducted on 29/06/2022 by the Internal Audit team appointed by the management. The audit team comprised of Marin Jose (Assistant Professor, St. Joseph College of teacher Education for Women, Ernakulam) Dr. Betty P.J (Associate Professor, St Joseph College of Teacher Education for Women, Ernakulam), Dr. Rosamma Lukose (M.Ed HOD, St Joseph College of Teacher Education for Women, Ernakulam). The audit aimed to identify strengths and areas for improvement to enhance the quality of education and administrative practices.

The AQAR report was studied and evidences in support was verified by the team. The audit team members reviewed of institutional documents, policies, and procedures. And also interviewed the faculty and students.

Findings of the Audit

1. Faculty members showed a good level of expertise and qualifications.
2. Student feedback mechanisms were in place, but the utilization of feedback to improve teaching and learning needed enhancement.
3. Collaboration with institutions and other research organizations was limited, and efforts to encourage the collaboration and research engagements needed strengthening.
4. Infrastructure facilities were generally satisfactory, but maintenance and upgradation were required in faculty cubicles and library.

Recommendations

Based on the audit findings, the following recommendations are put forth:

1. Strengthen the utilization of student feedback for continuous improvement.



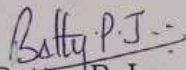
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2. Promote a research-oriented culture and encourage interdisciplinary collaboration.
3. Improve student support services and initiatives to ensure the holistic development of students

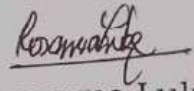
The Academic and Administrative Audit of St. Joseph College of Teacher Education for Women, Ernakulam provided valuable insights into its strengths and areas for improvement. By implementing the recommended measures, the institution can enhance its academic quality, research output, student support services, and administrative efficiency. This report is intended to assist the institution in its continuous improvement journey. It should be treated as a constructive guide to address the identified areas and to maintain a high standard of academic and administrative excellence.



Marin Jose



Dr. Betty P.J



Dr. Rosamma Lukose



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St. Joseph College of Teacher Education for Women, Ernakulam, Kochi.

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2020-2021



Vision of the College

Keeping to the spirit of our founder Saint Kuriakose Elias Chavara we dream of forming empowered teachers who lead a life imbued in faith in God, realizing their full potential and passionately contributing to build a learned society rooted in love and unity.

Mission of the College

The College strives for the integral liberation of women through life oriented education, transforming them to responsible citizens who respond proactively to the global challenges with courage and commitment, build a just social order, and be stewards of this universe as modelled in the person of Jesus Christ.

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Name of the Courses – Bachelor of Education (B.Ed.) and Master of Education (M.Ed.)

Total number of intake – B.Ed -100, M.Ed-50

The Internal Audit team is appointed by the management for the year 2020-2021.

Audit Committee Members

1. Dr.Marin Jose (Assistant Professor in English Education)
2. Dr.Betty P.J (Assistant Professor in Mathematics Education)
3. Dr. Josephine Joseph (Assistant Professor in Physical Science Education & IQAC Cordinator)

Schedule of the Audit

Date 15th May 2021 Time - 9.30 to 3.30

The Academic Administrative Audit of the College was conducted on 20th April 2021. The main purpose of the Audit is to provide opportunity for a regular and systematic overview of the Teaching-Learning and administrative activities. The Members examined the different activities of the college with the supporting evidences. Members of the Committee began their programme as per the prepared schedule. After completing the inspection the committee prepared the AAA Report covering the brief observations and recommendations.

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Academic Administrative Audit Report for the Academic Year 2020-2021

Observations

- 1) Documentation has to be made more systematic
- 2) Research must be given thrust and faculty must engage in publishing articles in UAC core list journals and take up research projects.
- 3) More exposure to be provided to students and field trips must be organised.
- 4) The in-house planning committee must involve external experts too.
- 5) Opinions, suggestions and feedback of practice teaching schools must be collected in a scientific and systematic way.
- 6) More online learning resources should be utilized by faculty members.
- 7) Value added courses to be designed and made available for students.
- 8) Library references are to be increased and library facilities to be improved.

Betty P.J.
Dr. Betty P.



Maria Jose

Alice Joseph

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ACADEMIC AUDIT REPORT 2019-2020


The academic audit of the Institution for the year 2019-2020 was conducted on 10/12/2020 by the Internal Audit team appointed by the management.

The audit team comprised of:-

- i. **Dr Ammini M.J** (Retd. Lecturer, St Joseph College of Teacher Education for Women, Ernakulam),
- ii. **Dr Rosamma Lukose M** (Retd. Associate Professor, St Joseph College of Teacher Education for Women, Ernakulam) and
- iii. **Dr Newly Joseph** (Asst. Professor, Dept. Chemistry, St Xavier's College for Women, Aluva).

The Self Study Report was studied and evidences in support was verified by the team. The following report was submitted by the Academic Audit team:-




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Academic Audit Report 2019-2020

St Joseph College of Teacher Education for Women, Ernakulam established in the year 1957 is a minority institution, affiliated to Mahatma Gandhi University, Kottayam. It is owned and run by Vimala Province of the Congregation of Mother of Carmel (CMC). The college functions in 2 blocks which have around 52 rooms including IT- enabled class rooms, halls, Science Labs , Psychology labs, Computer lab and library. The college has an auditorium with a seating capacity of 400 and access to auditorium is provided through lift facility.

The curriculum given by the university is transacted in keeping with institutional goals and objective. The college plans out the curriculum to be transacted at the start of the academic year. The IQAC and college council played a key role in planning the various activities of the college. The faculty contributed to the revision of the Two year B.Ed programme in matters of IV semester B.Ed Programme Practicals. The college overcomes the academic rigidity of the affiliated system by providing freedom to choose the practicum, projects, assignments, SUPW activities, membership in clubs, items in sports and arts competitions, areas of field visit, excursions, special school visits, and practice teaching schools at the U.G level. At the P.G. level, the institution provides freedom to choose topic for dissertation and topic for mini projects.

The college has a highly qualified team of 13 teachers on its B.Ed staff with 8 Ph.D holders and 4 are awaiting their Open defence and one is pursuing her Ph.D. There are 3 guest lecturers for the M.Ed Department.

A participatory student centered approach of teaching and learning is employed by the teachers. Continuous evaluation by way of observation, unit tests, surprise tests, internal tests are done. To extract the reflective skills of students , they are trained in writing (i) Reflective Diary to reflect on the daily experiences (ii) Journal writing (iii) Reflection on all lessons given during



teaching practice in a specific format (v) Conducting Action Research and reporting the same. Students have their school Induction programme and Internships in the 32 schools in and around Ernakulam. The college has regular feedback mechanism which ensures an evaluation of its performance by all its students, stake holders- Parents, Management and Heads of the Practice Teaching Schools both in oral and written forms.

Five of the faculty have applied for guideship in the parent University and one is having guideship in other university. The institution has a Journal entitled Edufocus and the faculty and students have contributed articles. The faculty has published papers in reputed journals and have also published books and contributed chapters in edited books. Faculty have participated in orientation and refresher courses, National and International seminars, workshops and faculty development programmes. They have presented papers and have also chaired presentation sessions in the same. The students of the UG and PG level have also been encouraged to participate and present papers in National and International Seminars. An International Seminar was also organized by the Faculty.

The infrastructure facilities are well maintained and the auditorium was renovated. Maintenance and repair is done periodically. Financial budget is prepared and financial audit is carried both by internal auditors and external auditors. The number of computers are adequate and the classrooms, Seminar halls are furnished with smart board. Sufficient number of rest rooms are available. The library is spacious and has adequate number of books. There is also a digital library. Internet facilities are provided to students and staff alike. Reprographic machines are available. There is a Physical Science lab, a Natural Science Lab, a Psychology lab, a Computer cum Language Lab a gymnasium and a small canteen. A clean and green campus is maintained. Biometric punching was introduced for both staff and students.

Grants and Scholarships are provided to economically backward students. Fee concession is also provided to the needy. A grievance redressal cell is functioning. An Alumnae association is there. 21 students cleared SET, 9-



NET, 24- CTET, 1-KTET I, 32- KTET II and 72-KTET III. The institution strives at providing multi skill development programme and also value based teacher education by organizing workshops and conducting classes on Value Education. To develop inter personal intelligence, associations, club activities, group projects, co-operative learning strategies and group activities are organized both in curricular and co-curricular fields. Workshops in Theatre Arts and Yoga, preparation of teaching aids, self assessment tools were also organized for the students. Classes on relevant topics like Disaster management, mental health, substance use were provided to the students. Training in the preparation of Blog and use of smart boards are also provided. The student teachers given opportunity to make documentaries and short films, preparation of digital album, writing articles and publishing the same in blogs, in reviewing journal and writing reports of the same. To develop a caring culture, the student teachers are involved in extension activities and 5 day community living camp. Campus placement services are available and a Placement Cell is functioning. This year 45 students were placed in various schools. 15 students opted for higher education and joined for PG courses . Administrative powers are decentralized in the institution. Various committees as mentioned in revised 'Policy in Action: Guidelines' function in the institution. Financial support is provided to the faculty to take part in faculty improvement programmes.

Contributions have been made to the locality by way of organizing flood relief activities, preparing and distributing paper bags in the market , collection of waste plastic bottles, preparation of eco friendly products, setting up of herbal garden and monetary aid for the blind student. The institution has been able to uphold its distinctiveness in empowering women and uplifting the poor. The Institution has rain water harvesting, solar panels and a biogas plant. The institution also has ramps, hand bars and lift facility to cater to the needs of the differently abled. Various activities are organized for inculcating universal values in the students.

The institution has also as its Best practice



SJCTEW Academic Audit Report 2019-2020

- (i) 'Jagaran' an initiative for awakening and empowering children and youth to choose a life without drugs.
- (ii) 'Hope' a summer course for the inmates of Government Children's Home, Kakanad. But this year Hope could not be materialized due to the pandemic situation.

Suggestions and Recommendations of the Auditors:

- More research based activities to be initiated. Projects to be initiated.
Funds for the same to be accrued.
- Faculty to publish articles in journals in the UGC Care List
- E-resources to be developed by the faculty
- Mentoring and counseling services to be strengthened
- Maximise the use of ICT Tools
- Library to be updated and more new books and journals to be purchased
- Systematic documentation of events to be practiced
- Add on courses and valued added courses to be initiated.
- A curriculum planning body to be organized
- Sanitary waste disposal mechanism to be improved
- MOU's to be signed
- Consultancy to be encouraged
- Alumnae association to be strengthened
- Canteen facilities to be improved

Ammini M.J.
10.12.2020
Dr Ammini M J

Rosamma Lukose
10/12/2020
Dr Rosamma Lukose M

Newly
10/12/2020
Dr Newly Joseph



Alicia Joseph
PRINCIPAL IN CHARGE
ST. JOSEPH COLLEGE OF TEACHER
EDUCATION FOR WOMEN,
ERNAKULAM.

St. Joseph College of Teacher Education for Women, Ernakulam

Academic and Administrative Audit

2018-2019

The Academic and Administrative Audit aimed to evaluate the overall performance of the college in various aspects, including academic standards, administrative efficiency, and adherence to institutional policies. The comprehensive assessment involved a thorough examination of academic programs, faculty quality, student services, infrastructure, financial management, and overall institutional governance.

The Academic and Administrative Audit of St. Joseph College of Teacher Education for Women was conducted on 10/06/2019 for the period 2018 June to 2019 May.

The team Members

1. Dr. Alice Joseph
2. Dr. Betty P.J
3. Marin Jose


About the College

St Joseph College of Teacher Education for Women, Ernakulam a Private Aided institution (Minority Educational Institution) was established in the year 1957 and is one of the reputed colleges in Kerala. It is affiliated to Mahatma Gandhi University, Kottayam and has the financial status of UGC 2f and 12(B). It had its first NAAC Accreditation in the year 2003 and was awarded B++ with a score of 81.00 and reaccreditation in 2011 with a CGPA of 2.81, B.

Vision

Keeping to the spirit of our founder, Saint Kuriakose Elias Chavara, we dream of forming empowered teachers who lead a life imbued in faith in God, realizing their full potential, and passionately contributing to build a learned society rooted in love and unity.




Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam


Mission

The college strives for the integral liberation of women through life-oriented education, transforming them to responsible citizens who respond proactively to global challenges with courage and commitment, build a just social order, and be stewards of this universe as modeled in the person of Jesus Christ.

Report

Transparency is maintained in the the admission procedures and the norms of the government and University is strictly adhered to .Admissions were done in the month of June. The B.Ed students were admitted from the rank list prepared by the University. M.Ed students were admitted from the applications received following all the reservation policies of the govt. Classes started on July second 2018 with an intake of 100 and 9 for B.Ed. and M.Ed. respectively. Inculcation of values is given top priority .The activities are arranged with a focus on improving the quality of future teachers and for nurturing responsible teachers with competence, commitment and values. Bridge courses, Tutorial sessions, Reflective Practices, etc. were incorporated in the normal schedule of the curriculum. The student teachers and teacher educands are trained in their profession via meticulously planned School Induction and Internship programmes. Ample opportunities were provided to the students to grow in open-mindedness, aesthetic sense, artistic qualities, and creativity etc. There are 5 Clubs, 4 Houses and Women's Cell, Health and Red Cross Cell functioning in the college. Due representation of students is ensured in the various bodies of the institution. The student's Union is active. The extension activities of the college namely HOPE Jagaran and Kaithangu are praise worthy. Apart from this the Students also actively engaged in the flood relief activities and were appreciated for the same by the Civil Authorities. Student enrichment programmes are in place. Encouragement and recognitions are given for student's achievement. Awards day was celebrated. Fee concession and other monetary help amounting to 50,000 Rupees has been provided to the students. The institution has a Placement service and campus recruitment was done. Faculty is encouraged to undertake research and publications. Faculty Development programmes were conducted.




Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam

Strengths of the college

Qualified and experienced faculty.
Adequate student support services
Transparent admission processes
Well-organized administrative offices.
Financial transparency in all areas
Well-established Library

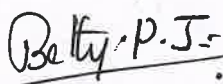
Suggestions of the Auditors


1. To develop of a long-term strategic plan aligned with the institution's mission and vision.
2. To Enhance Collaborative publications.
3. To Provide add-on courses and certificate courses to students.
4. To Propose the establishment of a regular monitoring and evaluation system to track the progress of recommended changes
5. To encourage collaborative activities of other colleges
6. To sign more MoUs with state level and national level institutions
7. To promote research culture in the institutions
8. To organize more national and international seminars and conferences in the institutions.
9. To enhance Alumnae Associations activities

Date: 10/06/2019

Place: Ernakulam


Maxim Jose


Betty P. J.


Alice Joseph
Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam



**ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN,
ERNAKULAM**

Performance-Based Appraisal System (Teaching Staff)

2022-2023

GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (English Block Letters)	ROSY TINTU M. P
2	Designation	Assistant Professor in Physical Science
3	Date of Birth	08/02/1987
4	Gender	Female
5	Indicate Category: SC/ST/OBC/OEC/General category	General
6	Permanent Address with PINCODE	Carmelite Provincial House Kovilvattom Road, Ernakulam, Kochi – 35, Pin:682035
7	Phone number and email Id	9074353938, paulthejus@gmail.com
8	University's Examiner Code	

9. Academic Qualifications

Qualification	University/Board	Year of Passing	% of marks obtained	Division/Class/Grade	Subjects/Specialization
SSLC/Equivalent	Kerala State Board	2002	90%	Distinction	General Education
B.A/B.Sc	M.G University	2012	87%	B ⁺	Chemistry
B.Ed.	M.G University	2018	97%	A ⁺	Physical Science
PG	M.G University	2016	80%	A	Chemistry
M.Ed.	M.G University	2020	90%	A	Physical Science
Others	K-TET category 2&3 UGC	2018 2022			Physical Science Education



Alice Joseph
Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher Education for Women,
Ernakulam, Cochin-35

10. Research Degrees

Qualification	Title	Date of award	University
M.Phil	NA		
PhD	Doing Effectiveness of an Instructional Package on Energy Conservation Habits and Biospheric Values Among Secondary School Students		M.G University
D.Sc/D.Lit/Others	NA		

11. Recognized Orientation/Refresher/ Winter /Short Term/MOOC Courses attended

Name of the Course/ Summer school	Name of Institution & Place	Duration	Sponsoring Agency
National online workshop on 'TRENDS IN BOOK AND JOURNAL PUBLISHING'	online workshop	12-days (From 6-24 August 2022)	organized in association with Lore & Ed Research associates in Kottayam, Kerala
faculty induction/orientation program for "faculty in universities/colleges /institutes of higher education"	Teaching and Learning Centre, Ramanujan college university of Delhi (Online Workshop)	4-week (From 21 August – 19 September 2022.)	organized by the Teaching and Learning Centre, Ramanujan college university of Delhi
MOOC on 'Mental Health	Online Workshop	7 days (10-16 October 2022)	Organized by PRABAL MOOC.
National Level Online Faculty Development Program on Outcome-Based Education (OBE)	Online Workshop	7 days (From 10 May to 17 May 2023)	Organized by Nirmala College, Muvattupuzha, in association with the Kerala State Higher Education Council
3-day International Virtual Conference on Nuances in	Online Workshop	Held between	Organised by St. Joseph College of Teacher



Dr. Alice
Principal in Charge
St. Joseph College of Teacher
E

Social Science Research Methodology, Academic Writing & reference management: An Exploration		April 17-19,2023.	Education for Women Ernakulam, (SJCTE) – in collaboration with The Kerala Higher Education Council (KSHEC)
Two-Day International Conference on Information Infrastructure of Social Science Research in India (IISRI – 2023)	Institute of Development Studies Kolkata (IDSK)	held between March 02-03,2023	organized by the Institute of Development Studies Kolkata (IDSK)and sponsored by the Indian Council of Social Science Research
Two-Day National Virtual Conference on Curriculum Designing & Transactions under the proposed UGC Curriculum Framework	online workshop	28 &29 July 2022	Organized by IQAC Nirmala College, Muvattupuzha
A two-Day workshop on ‘ Research Ethics & Digital Literacy	M.G. University Kottayam.	25 & 26 May 2023	Organized by Library - M.G. University Kottayam.

12. List of UGC listed/peer-reviewed Publications

Sl. No	Title of Paper	Name of Journal/Publisher in Case of Book	Date of Publication and Impact Factor if any	Volume Number and Pages
1	A Multidisciplinary Approach in Value Education: A Qualitative Study	<i>Academic Research Practices in Higher Education: Multidisciplinary Perspectives.</i>		vol.2, UGC – HRDC, University of Kerala, ISBN:978-81-957171-2-5
2	Value Integrated Chemistry Learning Package: To foster social skills among students of Kerala	Education, and Society (UGC Care Journal),	October – December 2022	Vol-46, Issue-4, No.-02, October – December 2022.
3	Study on Green Preparation and Characterization Nano	AJANTA - An international multidisciplinary Quarterly Research Journal – peer		Vol- XII, issue -1, ISSN 2277-5730

Dr. Alice Joseph
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Ernakulam

	Zinc Oxide: An Alternative Pathway for Sustainable Development	Reviewed Referred and UGC listed Journal -Journal no. 40776		
4	Awareness of Prospective Teachers about Sustainable development	EDUFOCUS –A peer Reviewed Journal in Education,	June 2022.	ISSN No. 2347-646X, Vol. 17, No. 1 June 2022.
5	“Role of Education in Promoting the Mental Health of Students in the Post-Covid Period”	EDUFOCUS –A peer Reviewed Journal in Education,	December 2022.	ISSN No. 2347-646X, Vol. 18, No. 2 December 2022.
6	“A Trans disciplinary Approach in Science Education: A Qualitative Analysis” “Libraries and the New Education Policy 2020: A step forward in the Indian Education System”	Only Presentation	April 2023 March 2023	

13. List of Seminars/ Workshops/ Conferences attended

Sl.No.	Name of the Seminar/ Workshop/ Conference	Date	Organizing Institution

14. List of Seminars/ Workshops/ Conference Coordinated / Organised

Sl.No.	Name of the Seminar/ Workshop/ Conference	Date	Organizing Institution

15. List of Paper Presented / Published

Sl.No	Name of the Seminar/ Workshop/ Conference with date	Title of the Paper	Organizing Institution



Alice Joseph
 Dr. Alice Joseph
 Principal in Charge
 St. Joseph College of Education

16. (a) Whether an Approved Research Guide

Name of the Institution/ University at which guide ship is approved	Date in which the guide ship is approved	Number of students enrolled for Ph.D/ M.Phil	Number of thesis submitted the thesis	Number of students awarded the degree

(b) Evidence of guiding Ph. D. students

Sl.No	Name of Student	Date of Registration	U.O granting Registration
01			

TEACHING

I a. Lectures, Seminars, Tutorials, Practical, Contact Hours

Year	Total class Assigned	Number of classes engaged as per documented record	Number of classes engaged
			$\frac{\text{Number of classes engaged}}{\text{Total class Assigned}} \times 100$
2022-2023	441 (21/Week)	441	100

*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

INVOLVEMENT IN THE UNIVERSITY/COLLEGE STUDENTS RELATED ACTIVITIES/RESEARCH ACTIVITIES

Administrative responsibilities

Sl. No	Type of Responsibility	Role Performed
1	NAAC Documentation	Responsibility to do the Criteria 5

b. Examination and evaluation duties assigned by the college/university or attending paper evaluation

Sl. No	Name of Duty	Role Performed
	Examination @10	Invigilator
	Paper evaluation@2	Valuation



Alice Joseph
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 Education for Women.
 Ernakulam

c. Student-related, co-curricular, extension, and field-based activities

Sl. No	Type of Activity	Role Performed
1	Filed Trip for physical science optional students	Teacher Coordinator
2	Value-added course for physical science optional students	Coordinator
3	Field Visit (Catholic Congregation of Blinds, Nalam Mile, Perumbavoor)- extension	Coordinator
4	Energy Conservation Campaign, 2022	Coordinator
5	Students 'Capacity Enhancement Programme on First Aid, 2022	Coordinator
6	Theatre and Drama Workshop	Coordinator
7	National Energy Conservation Day	Coordinator
8	Awards Day, Edu Fest & College Day	Program in charge
9	St. Euphrasia Fest	Coordinator
10	Food fest	Staff Coordinator

d. Organizing seminars/conferences/workshops and other college/university activities

Sl. No	Type of Activity	Role Performed
1	FDP -@ 2 Organised by IQAC - SJCTE	Staff Coordinator

e. Details of Guiding M.Ed. Thesis

Sl.No.	Name of Students	Title of the Thesis
	Doing @1	Developing Learning Package for Fostering Science Process Skills and eco- economics sustainability among secondary school students

f. Details of minor/major research projects sponsored by national or international agencies:

Sl.No	Name of the project	Funding Agency	Amount sanctioned/ utilized
01	NA		
Total number of projects			



Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher Education for Women
Ernamkulam

g. Any other information (Awards, Achievements etc.

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place: Ernakulam

Date:



Name and Signature of the Teacher

Remarks of the Principal:

Try to progress in doctoral studies and ensure that you publish articles.



**Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam**



**ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN,
ERNAKULAM**

Performance Based Appraisal System (Teaching Staff)

2021-2022

GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (English Block Letters)	Dr. BETTY .P.J
2	Designation	Associate professor
3	Date of Birth	27/10/1969
4	Gender	female
5	Indicate Category: SC/ST/OBC/OEC/General category	General
6	Permanent Address with PINCODE	Carmelite Provincial House, Kovilvattom Road, Ernakulam, Kochi, 682035
7	Phone number and email Id	8281950569 santicheladwhite@gmail.com
8	University's Examiner Code	AARS

9. Academic Qualifications

Qualification	Board / University	Year	% of marks	Division/ Grade Merit etc.	Subjects
SSLC/Equivalent	Dept. of Education Kerala	1985	88	Distinction	Science, Maths, Social Science
B.A/B.Sc	M.G. University	1987-1990	96	Distinction	Mathematics
B.Ed.	M.G. University	1993	65	I Class	Mathematics



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St. Joseph College of Teacher
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Ernakulam

PG	M.G. University	1992	85	II Rank with Distinction	Mathematics
M.Ed.	Mangalore University	2005	79	Distinction	Education
Others (Diploma Certificates etc.)	UGC - NET	2005	NA		Education

10. Research Degrees

Qualification	Title	Date of award	University
PhD	Mathematical Creativity and Ability for Fundamental Mathematical Operations of Primary School Students With Dyscalculia	5/12/2013	Mahatma Gandhi University

11. Recognized Orientation/Refresher/ Winter /Short Term/MOOC Courses attended

Name of the Course/Summer school	Name of Institution & Place	Duration	Sponsoring Agency
FDP on Learning Management System and course design	KERALA STATE HIGHER EDUCATION COUNCIL (Online)	01/09/2021 to 06/09/2021	Nil
FDP on Educational Technology-Integration and Interaction	AICTE TRAINING AND LEARNING (ATAL) ACADEMY	06/06/2021 to 10/06/2021	Nil

12. List of UGC listed/peer reviewed Publications

Sl. No	Title of Paper	Name of Journal/Publisher in case of Book	Date of Publication and Impact factor if any	Volume number and Pages



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 Principal in Charge
 St. Joseph College of Teacher
 Education for Women,
 Ernakulam

13. List of Seminars/ Workshops/ Conferences attended

Sl.No.	Name of the Seminar/ Workshop/ Conference	Date	Organizing Institution

14. List of Seminars/ Workshops/ Conference Coordinated / Organised

Sl.No.	Name of the Seminar/ Workshop/ Conference	Date	Organizing Institution

15. List of Paper Presented / Published

Sl.No	Name of the Seminar/ Workshop/ Conference with date	Title of the Paper	Organizing Institution

16. (a) Whether an Approved Research Guide

Name of the Institution/University at which guide ship is approved	Date in which the guide ship approved	Number of students enrolled for PhD/ M.Phil	Number of students submitted the thesis	Number of students awarded the Degree
School of Pedagogical Sciences, Mahatma Gandhi University, Kottayam	17/6/202 UO No. 2647/ACA6/2020/MGU	4	Nil	Nil

(b) Evidence of guiding Ph. D. students

Sl.No	Name of Student	Date of Registration	U.O granting Registration
01	Aswathy D V	01/09/2021	4130/ACA13/2021/MGU
02	Renimole K J	01/09/2021	4130/ACA13/2021/MGU



M. Alice Joseph
Principal in Charge
St. Joseph's College of Women,
Kottayam

03	Sudha K S	01/09/2021	4130/ACA13/2021/MGU
04	Teena Baby	01/09/2021	4130/ACA13/2021/MGU

TEACHING

I a. Lectures, Seminars, Tutorials, Practical, Contact Hours

Year	Mode of Activity*		Total class Assigned	Number of classes engaged as per documented record	Number of classes engaged _____X100 Total class Assigned
2021-2022	L	300	800	800	800/800*100 = 100
	S	50			
	T	100			
	P	250			
	C	100			

*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

INVOLVEMENT IN THE UNIVERSITY/COLLEGE STUDENTS RELATED ACTIVITIES/RESEARCH ACTIVITIES

a. Administrative responsibilities

Sl.No	Type of Responsibility	Role Performed
01	College council member	Member

b. Examination and evaluation duties assigned by the college/university or attending paper evaluation

Sl.No		Role Performed
01	University exam invigilation	Chief Invigilator



Mrs. Joseph
Dr. M. J. Joseph
Principal in Charge
St. Joseph's College for Women,
Ernakulam

c. Student related co-curricular, extension and field based activities

Sl.No	Type of Activity	Role Performed
01	Teacher in charge of Anti ragging cell	In charge

d. Organizing seminars/conferences/workshops and other college/university activities

Sl.No	Type of Activity	Role Performed
01	Editorial board member of College journal Edufocus	Reviewer
02	Editorial board member of World journal of Social Sciences (WJSS)	Reviewer
03	Editorial board member of of International Journal for Creative Research Thoughts	Member
04	Life member in CTE	Member
05	Member -All Kerala Training College Teachers Association	Member
06	Member society of innovative researchers and academicians (SIRA)	Member
Total number of activities		6

e. Details of Guiding M.Ed. Thesis

Sl.No.	Name of Students	Title of the Thesis

f. Details of minor/major research project sponsored by national or international agencies:

Sl.No	Name of the project	Funding Agency	Amount sanctioned/utilized
01			
Total number of projects			



Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam

g. Any other information (Awards, Achievements etc.):

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place: Ernakulam

Date:

Dr. Betty P.J. Betty P.J.
Name and Signature of the Teacher

Remarks of the Principal:

Publish articles in core listed Journal



Alice Joseph

Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam

**ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN,
ERNAKULAM**

Performance Based Appraisal system (Teaching Staff)

2020-2021

A. GENERAL INFORMATION

- (a) Name : Dr Josephine Joseph
- (b) Address (Residential) : Carmelite Provincial House,
Kovilvattom Road, Ernakulam , Kochi -35
- Phone No. : 9497745610
- (c) Designation : Assistant Professor
- (d) Department : Physical Science Education
- (e) Date of Birth : 18/11/1972
- (f) Area of Specialization :

B. ACADEMIC QUALIFICATION

Exam. Passed	Board / University	Subjects	Year	Division/ Grade Merit etc.
SSLC	ICSE		1989	Distinction
B.A/B.Sc	M.G University	Chemistry	1994	Ist Class
B.Ed	M.G University	Chemistry	1996	Ist Class
M.A/M.Sc.	M.G University	Physical Science Education	1998	Ist Class
M.Ed	Mangalore University	Education	2005	Distinction
Research degree (s) Ph.D	M.G University	Education	2017	NA
Post-Doctoral				
Others (Diploma Certificates etc.) M.Phil	University Grants Commission	NET	2005	NA



NA
Alice Joseph
Alice Joseph
Principal in Charge
St. Joseph College of Teacher Education for Women,
Ernakulam

C. TEACHING

(a) Class Taught

Year	Mode of Activity*		Total class Assigned	Number of classes engaged as per documented record	% of classes engaged
01-06-2020 to 31-05-2021	L	225	640 (16hrs /week for 40 weeks)	610	610/640*100 = 95.31%
	S	100			
	T	95			
	P	95			
	C	95			

** L = Lecture T = Tutorial P - Practical

b) Regularity and Punctuality :

c) Details of course teaching plan :

D. Details of participation in the following:

(i) University Examination : Attended valuation camp as Additional Examiner, undertook invigilation, University Practical exam Practical Examination Duty, Pre-Valuation Board Meeting

(ii) Internal Evaluation : Model exams, Evaluated projects, assignments and seminars.

(iii) Paper Setting : Preparation of Model Question Paper for, EDU 104.17 EDU105.17, EDU 204.17, EDU 205.17, EDU 403

(iv) Conduct of Examinations : Conducted internal test and model exams

(v) Evaluation of Dissertation, Ph.D Thesis etc. :

E. Details of Innovations / Contribution in Teaching during the year:

a) Design of curriculum :

b) Teaching methods : Discussion method, Project method, Problem



Alice Joseph
Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher Education

solving, Co-operate learning methods, webinars,

Brain storming, ppt on various topics , quiz.

- c) Laboratory experiments : Laboratory experiments for project works
- d) Evaluation methods : Class Test, observation, Assignments Projects, Preparation of self evaluation tools for students, rating scale to assess teaching competency of student's by teacher educators
- e) Preparation of resource material including
Books, reading material, laboratory manuals etc.: Prepared reading material on Physical Science education
- (f) Remedial Teaching / Student
Counseling (academic) : Remedial coaching was given to slow Learners and special. coaching for weak students

F. Research Guidance (M.Ed/Ph.D)

Name of the Student	Title of the study	University
ROSHINI R P,	EFFECTIVENESS OF CREATIVE WRITING STRATEGIES IN ENHANCING ENGLISH LANGUAGE VOCABULARY AMONG PRIMARY SCHOOL STUDENTS	M.G University

G. Research Projects carried out:

Name of the Project	Funding Agency	Date	
		From	To
Nil		<i>Alice Joseph</i>	



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Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam

H. Seminars /Conferences / workshop etc. attended

Name of the Seminar / Conference/Workshop	Name of the Sponsoring Agency	Place and Date
1. Webinar 2020 entitled Effective Office Administration	St Joseph college of Teacher of Education for Women, , Ernakulam ,	24/06/2020 06/07/2020
2. Webinar on E teaching	Coaching Center of Minority Youth Kayamkulam & Kalpetta	
3. National Virtual short term Programme on Fundamentals of Research	Tamil Nadu teachers Education University in collaboration with Sri Sarada College of Education (Autonomous) Salem	17/07/2020
4. Two day Natinal Level Webinar on NAAC Assessment and Accreditation Process of Teacher Education Institutions	StJoseph College of Education, Mysuru	28/07/2020 & 29/07/2020

I. Seminars, Conferences, Symposia, Workshop etc. Organised- Nil

J. Presentation of Paper in National and International Seminars:

K. Publications: Published a Paper titled A survey on Catering to Individual Differences in the Classroom by the teacher trainees during intership, . Edufocus, Vol.15 No.1 June 2020 ISSN NO.2347-646X

L. Extension work / Community Service

(a) Please give a short account of your Contribution to :

- i) Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family



Mica Joseph
Dr. Mica Joseph
Principal in Charge
St. Joseph College of Education for Women,
Ernakulam

norms etc,

ii) National Literacy Mission, Kudumbasree Programmes

(b) Positions held / leadership / role played in organizations linked with extension work and National Service Scheme (NSS) or NCC or any other similar activity: Actively participated in the college extension activities

iii) Women empowerment : Empowered women through sensitization

iv) Value Education : Provide value education classes for physical science optional

v) Community Development: Member of community development programme of the college.

M. Participation in Various activities in the College:

Please give a short account of your contribution to:

(a) Co - curricular activities : Actively participated in college co- curricular activities of the college

(b) Enrichment of Campus Life : Encouraged students to participate in games sports and cultural activities.

(Hostels, sports, games, cultural activities etc.):

(c) Students welfare and discipline: : Lay due stress in the discipline of the college and work for the upliftment for students specially the weak.

N. (a) Membership of Professional bodies, Societies etc ;, CTEF AKTCTA, AIAER, Xavier Board, SIRA

(b) Editorship of Journals /Magazines / Documents : Member of editorial Board EDUFOCUS

O. Any other information (Awards, Achievements etc.) : Nil

Josephine Joseph

Signature of the Teacher: Dr Josephine Joseph

Remarks by the Principal

*Publish articles in
Voc care list Journals*

PRINCIPAL

Alice Joseph
**Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam**



**ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN,
ERNAKULAM**

Performance Based Appraisal System (Teaching Staff)

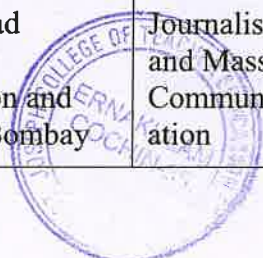
2019-2020

A. GENERAL INFORMATION

(a) Name : MARIN JOSE
 (b) Address (Residential) : D4, CLIFFORD GALAXY,
 CHILAVANOUR ROAD,
 KADAVANTRA PO: 682020
 Phone No. 9746251034
 (c) Designation : ASSISTANT PROFESSOR
 (d) Department : ENGLISH EDUCATION
 (e) Date of Birth : 30-05-1975
 (f) Area of Specialization : ENGLISH EDUCATION,
 E-LEARNING

B. ACADEMIC QUALIFICATION

Exam. Passed	Board / University	Subjects	Year	Division/ Grade Merit etc.
SSLC	Board of Public Examination Kerala		1990	Distinction
B.A	Mahatma Gandhi University Kottayam	English	1995	Second Class
B.Ed.	Mahatma Gandhi University Kottayam	English Education	1998	First Class
M.A	Mahatma Gandhi University Kottayam	English	1997	Second Class
M.Ed.	Mangalore University	Education	1999	First Class
Research degree (s) Ph.D	Mahatma Gandhi University Kottayam	Education	Pursuing	Pursuing
Post-Doctoral	Nil	Nil	Nil	Nil
PG Diploma Certificate	Rajendra Prasad Institute of Communication and Management Bombay	Journalism and Mass Communication	1998	First Class with Third Rank



Dr. Alice Joseph
 Principal in Charge
 St. Joseph College of Teacher Education for Women,
 Ernakulam

C. TEACHING

(a) Class Taught

Class	Periods		
	Assigned per week ** L/ T/ P (1)	Taught in the year L/ T/ P (2)	Steps taken for the teaching of periods missed during absence or leave (3)
i) U.G. :B.Ed.(B.A./ B.SC. etc)	L/ T/ P	L/ T/ P	Assignment Group discussion Project work Seminar
ii) P.G (M.A/M.Sc. etc.)			Online Classes Peer Tutoring, Self Study Materials
iii) M.Ed.			
iv) Any other			

** L = Lecture T = Tutorial P - Practical

b) Regularity and Punctuality : Works and classes as per Academic Calendar

c) Details of course teaching plan : Implementation Plan , E-Learning Based Teaching Manuals,

D. Details of participation in the following :

(i) University Examination :

1. Duty Certificate dated: 19-02-2020 ref. No: 4407

(Attended B.Ed. III Semester CV Camp at St. Joseph Training College
Mannanam held from 11- 02-2020 to 19-02-2020)

2. Duty Certificate Dated: 28-01-2020 Ref. No: 10571

(Attended Pre-Valuation Board Meeting Pareeksha Bhavan MG University
Kottayam Sem III B.Ed. 2019)

(ii) Internal Evaluation

(iii) Paper Setting

(iv) Conduct of Examinations

(v) Evaluation of Dissertation, Ph.D Thesis etc.

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b) Examination and evaluation duties assigned by the college/university or attending paper evaluation

- Valuation of University answer scripts as per allotment– Chairman / Chief / Addl. Examiner
- University Exam Invigilation as per allotment.
- Evaluation of Dissertation (Project Viva) – External Examiner /Chairman
- University Practical Exam–External Examiner/Chairman/University Practical Exam– Internal/Skill
- Internal Exam – Question paper setting/Valuation of Answer scripts
University –Question Paper setting/Question Bank.

E. Details of Innovations / Contribution in Teaching during the year:

- a) Design of curriculum :
- b) Teaching methods :
- c) Laboratory experiments :
- d) Evaluation methods :
- e) Preparation of resource material including Books, reading material, laboratory manuals etc.:
- f) (f) Remedial Teaching / Student Counseling (academic) :

F. Research Guidance (M.Ed. Dissertation)

Name of the Student	Title of the study	University
Sreelakshmi	Effectiveness of Just-In-Time Teaching (JiTT) Strategy on Achievement in Chemistry Among Secondary School Students	Mahatma Gandhi University Kottayam

G. Research Projects carried out:

Name of the Project	Funding Agency	Date	
		From	To

Alice Joseph
 Dr. Alice Joseph
 Principal in Charge



H. Orientation/Refresher/Short Term Course/MOOC etc. attended

Name of the Orientation/ Refresher /Short Term Course/ MOOC	Name of the Sponsoring Agency	Place and Date
Attended an <i>Online Refresher Course</i> on 'Research Methodology'	sponsored by University Grants Commission, New Delhi under UGC STRIDE Scheme	conducted and hosted by Human Resource Development Centre, Mizoram University held from (07/07/2020 To 20/07/2020)
Participated in a Short Term Course on 'Research Methodology and Statistics'	organized and hosted by Institute of Advanced Study in Education, Thrissur, and Sponsored by the Directorate of Collegiate Education, Govt. of Kerala	From 12/11/2019 to 18/11/2019

H. Faculty Development Programmes etc. attended

Name of the Orientation/ Refresher/ Short Term Course/ MOOC	Name of the Sponsoring Agency	Place and Date
Attended an One Week Online National Workshop on 'Creative Adaptation–Reaching Out through Digital Classrooms '	organised by St. Thomas College of Teacher Education, Pala (IQAC) in collaboration with the UGC-HRDC University of Kerala, Thirivanthapuram	held from (19/05/2020 To 25/05/2020)
Completed a One year PIA Theology Correspondence Course III on	From Mangalapuzha Pontifical Seminary Aluva	Completed on 08-02-2020



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H. Seminars /Conferences / workshop etc. attended

Name of the Seminar / Conference/Workshop	Name of the Sponsoring Agency	Place and Date

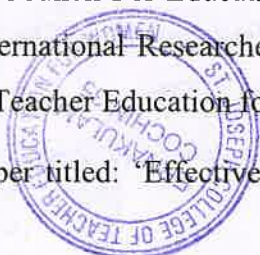
I. Seminars, Conferences, Symposia, Workshop etc. Organised

- i Seminar Coordinator of the International Seminar on: 'An equal world is an enabled world: Realizing women's power' And International Womens' Day -2020 Celebration on 8th, 9th and 10th of March 2020, organized by St. Joseph College of Teacher Education for women, Ernakulam and Council For Teacher Education Foundation (CTEF), India, South Zone In Collaboration with The Kerala State Higher Education Council(KSHEC), Council For Educational Administration And Management (CEAM) and Association Of International Researchers Of Indian Origin (AIRIO) Kerala Chapter, at St. Joseph College of Teacher Education for women, Ernakulam.
- ii Resource person at the Workshop on 'A Practical Approach to Outcome Based Education' organized by Internal Quality Assurance Cell, St.Teresa's College Ernakulam on 22nd August2019
- iii Faculty in Post Graduate Certificate in English Language Teaching (PGCELT), Directorate of Applied Short Term Programmes, Mahatma Gandhi University Kottayam.

J. Presentation of Paper in National and International Seminars

Presented a Paper titled 'Developing A Three Dimensional Trinitarian Empowerment Model For Women Empowerment' in the International Seminar on: 'An equal world is an enabled world: Realizing Women's Power' And International Women's Day -2020 Celebration on 8th, 9th and 10th of March 2020, organized by St. Joseph College of Teacher Education for Women, Ernakulam and Council For Teacher Education Foundation (CTEF), India, South Zone In Collaboration with The Kerala State Higher Education Council(KSHEC), Council For Educational Administration And Management (CEAM) and Association Of International Researchers Of Indian Origin (AIRIO) Kerala Chapter, at St. Joseph College of Teacher Education for women, Ernakulam.

Presented a Paper titled: 'Effectiveness Of ICT Based Strategy On English Language



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Proficiency Of Secondary School Students' at the two day National Seminar on 'Transformational Leadership : A Call for Empowerment of Teachers' on Jan 31st & Feb, 1st,2020 held at Christ Nagar College of Education, Thiruvallam, Thiruvananthapuram.

K. Publications

- i. Published an Anthology of poems titled, 'PORUL' (2021) with the ISBN:978-81-952659-1-6 .
- ii. Published a paper titled : Developing A Multi- Dimensional Trinitarian Model For Women Empowerment' in the International Seminar Proceedings ISBN : 978-81-9513204-1 on: 'An equal world is an enabled world: Realizing women's power' And International Women's' Day -2020 Celebration on 8th, 9th and 10th of March 2020, organized by St. Joseph College of Teacher Education for women, Ernakulam and Council For Teacher Education Foundation (CTEF), India, South Zone In Collaboration with The Kerala State Higher Education Council(KSHEC), Council For Educational Administration And Management (CEAM) and Association Of International Researchers Of Indian Origin (AIRIO) Kerala Chapter, at St. Joseph College of Teacher Education for women, Ernakulam.

L. Extension work / Community Service

(a) Please give a short account of your Contribution to:

- i Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc,
- ii National Literacy Mission, Kudumbasree Programmes

(b) Positions held / leadership / role played in organizations linked with extension work and National Service Scheme (NSS) or NCC or any other similar activity

- iii) Women empowerment: Successfully completed the training program on 'Fundamentals of Remedial Teaching for Dyslexic Students', by Madras Dyslexia Association and St.Teresa's College Ernakulam on 25nd January 2020
- iv) Value Education : Completed the Theology Correspondence Course for two years (2018- 2020) and secured a Diploma in Theology on 08th February 2020, from Department of Distance Education, Pontifical Institute of Theology and Philosophy, Alwaye.
- v) Community Development : Worked as a Faculty in Post Graduate Certificate in



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English Language Teaching (PGCELT), Directorate of Applied Short Term Programmes, Mahatma Gandhi University Kottayam.

M. Participation in Various activities in the College:

Please give a short account of your contribution to:

- (a) Co - curricular activities :
- i. College Council Secretary member
 - ii. Member of IQAC
 - iii. College Council Member
 - iv. Class Tutor or Mentor
 - v. Faculty holding positions of various Committees (Discipline/ Admission/ Purchase/ Planning Board/ Research/ Ethics/ ICC/ Library/ Other bodies under UGC plan etc.)
 - vi. Faculty involved in various Centers in the college Language lab/ Digital Resources/ Data Repository/Website/ etc.
 - vii. Staff in Charge of Department Alumni Association
 - viii. Faculty involved in College Union Election Returning Officer
 - ix. Faculty In charge of Grievance Redressal Cell
- (b) Enrichment of Campus Life (Hostels, sports, games, cultural activities etc.):
- i) Youth Redcross Wing and Health Club Coordinator
 - ii) Coordinator of extension programme 'HOPE'
 - iii) Teacher in charge of English Association
- (c) Students welfare and discipline:
- i) Staff Advisor of College Union
 - ii) Staff accompanying students for Study Tour/ community camp/ Field Trip / Extension Service and Outreach Programme etc.
 - iii) Editor and editorial board member of Department News Letter/Campus Publications; Convenor/Editor/Sub-editor of College Souvenirs Documentation of Annual Reports, Minutes etc of the college



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- iv) Faculty in charge of Extension and Outreach programmes
 - v) Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students, preparing Participatory Learning modules/Interactive course/Case Studies etc
 - vi) Faculty involved in Developing and imparting soft skills/ communication skills/personality development courses/psychological counseling modules;
 - vii) Faculty involved in preparation of digital library with seminar papers, uploading of seminar papers/ resource materials to the college website, scholar portal etc./ Use of online course management system.
 - viii) Faculty involved in Mentoring–Internal and external Industrial/ Institute/ community, school visits
 - ix) Community work such as values of National Integration, Environment democracy, socialism, Human Rights, Peace, scientific temper; flood or, drought relief, waste management etc.
- N. (a) Membership of Professional bodies, Societies etc : Membership in AIAER, AKTCTA, CTE,CEAM
- (b) Editorship of Journals /Magazines / Documents: Staff editor of International Seminar Proceedings ISBN: 978-81-9513204-1 on: ‘An equal world is an enabled world: Realizing women’s power’ And International Women’s’ Day -2020 Celebration on 8th, 9th and 10th of March 2020, organized by St.Joseph College of Teacher Education for Women, Ernakulam and Council For Teacher Education Foundation (CTEF), India, South Zone In Collaboration with The Kerala State Higher Education Council(KSHEC), Council For Educational Administration And Management (CEAM) and Association Of International Researchers Of Indian Origin (AIRIO) Kerala Chapter, at St. Joseph College of Teacher Education for women, Ernakulam. And published a paper titled: Developing A Multi- Dimensional Trinitarian Model For Women Empowerment’.
- (c) Editorial board member of Journal ‘EDUFOCUS’
- d) Organizing seminars/conferences/workshops and other college/university Activities**
- i Organizing seminars/conferences/workshops



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- ii Subject Expert in Curriculum Preparation/Subject Expert
- iii Member-Faculty in Pass Board of the University
- iv Interaction with Industry, Industrial Experience for students
- v Conducting Bridge Courses, Finishing school, Gifted Children programme.

O. Any other information (Awards, Achievements etc.) :

Received the 'Dr. N.P. Pillai Memorial Literary Award-2019' instituted by Dr. K. Sivadasan Pillai Foundation and sponsored by family of Dr. N.P.Pillai to Book Writers from among the Teacher Educators of the state, presented at the two day National Seminar on Jan 31st & Feb, 1st,2020 at Christ Nagar College of Education, Thiruvallam, Thiruvananthapuram.

Signature of the Teacher

PRINCIPAL

Remarks by the Principal

Complete the Ph D. studies at the earliest

Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
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**ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN,
ERNAKULAM**

**Performance Based Appraisal system (Teaching Staff)
2018-2019**

A. GENERAL INFORMATION

- (a) Name : SMITHA JOSE
- (b) Address (Residential) : St. Joseph College of Teacher Education
For Women, Kovilvattom Road,
Ernakulam-682035
- Phone No. : 9495921362
- (c) Designation : Assistant Professor
- (d) Department : Education
- (e) Date of Birth : 25.02.1980
- (f) Area of Specialization : Education

B. ACADEMIC QUALIFICATION

Exam. Passed	Board / University	Subjects	Year	Division/ Grade Merit etc.
SSLC	Department of General Education Kerala State	1995	71.33%	First Class
B.A/B.Sc	M.G University, Kottayam	2000	66.08%	First Class
B.Ed	M.G University, Kottayam	2002	56.92%	Second Class
M.A/M.Sc.	M.G University, Kottayam	2003	76.4%	First Class
M.Ed	School of Pedagogical Science M. G University , Kottayam	2005	7.5	A Minus
Research	Pursuing Ph.D at Bharathiar			



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degree (s)Ph.D	University Coimbatore			
Post-Doctoral				
Others (Diploma Certificates etc.)M.Phil	Cochin University of Science and Technology	2009	62.37%	First Class

C. TEACHING

(a) Class Taught

Class	Periods						
	Assigned per week **L/T/P (1)	Taught in the year L/T/P (2)	Steps taken for the teaching of periods missed during absence or leave (3)				
i) U.G. (B.A./B.SC. etc)	<table border="1"> <tr> <td>L</td> <td>271</td> </tr> <tr> <td>T</td> <td>70</td> </tr> </table>	L	271	T	70	441	Assignment Project work Seminar
L	271						
T	70						
ii) P.G (M.A/M.Sc. etc.)	<table border="1"> <tr> <td>P</td> <td>100</td> </tr> </table>	P	100				
P	100						
iii) M.Ed							
iv) Any other							

** L = Lecture T = Tutorial P - Practical

b) Regularity and Punctuality :

c) Details of course teaching plan :

D. Details of participation in the following:

(i) University Examination

Valuation of University answer scripts as per
allotment- chief examiner



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- (ii) Internal Evaluation : Question paper setting of EDU 101, 106.13, 201,401
Valuation of Answer scripts EDU 101, 106.13, 201,401
- (iii) Paper Setting : Question paper setting of EDU 101, 106.13, 201,401
- (iv) Conduct of Examinations : University Exam and model exam Invigilation as per allotment.
- (v) Evaluation of Dissertation, Ph.D Thesis etc. : NIL

E. Details of Innovations / Contribution in Teaching during the year:

- a) Design of curriculum : Teacher in Charge of General Paper 101,201,106.12, 301.1,401
- b) Teaching methods : Lecture , Discussion, Seminars
- c) Laboratory experiments : Conducted Social Survey
- d) Evaluation methods : Continuous and Comprehensive Evaluation
- e) Preparation of resource material including
Books, reading material, laboratory manuals etc.: Notes for 101,201,106.12, 401
- (f) Remedial Teaching / Student Counseling (academic) : Nil

F. Research Guidance (M.Ed/Ph.D)

Name of the Student	Title of the study	University
Seetha K R	Effectiveness of ARCS model on Achievement in Mathematics among Secondary School Students	M.G University
Treza Hebzt Pinheiro	Effectiveness of Frayer model for Enhancing Vocabulary in English among Secondary School Students	M.G University

G. Research Projects carried out: NIL

Name of the Project	Funding Agency	Date	
		From	To



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H. Seminars /Conferences / workshop etc. attended: NIL

Name of the Seminar / Conference/Workshop	Name of the Sponsoring Agency	Place and Date

I. Seminars, Conferences, Symposia, Workshop etc. Organized: NIL

J. Presentation of Paper in National and International Seminars: NIL

K. Publications

1. Relationship Between Social Competence and Moral Judgment among Adolescents, Edufocus – A peer Reviewed Research Journal in Education December 2019,ISSN No. 2347-646X Page No: 24-29
2. ICT for 21st Century Classrooms (Chapter) ICT in Education (Edited Book) ISBN 978-93-87460-07-2

L. Extension work / Community Service

(a) Please give a short account of your Contribution to :

- i) Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc,
 - ii) National Literacy Mission, Kudumbasree Programmes
- (b) Positions held / leadership / role played in organizations linked with extension work and National Service Scheme (NSS) or NCC or any other similar activity
- iii) Women empowerment : Organized an Awareness class on Rights of Women with Special reference to POCSO Act with Resource Person: Mrs Beena Sebastian , Chairperson of Cultural Academy for Peace.
 - iv) Value Education : Value Education Lesson Plans
 - v) Community Development : Organized Plastic Bottle Collection from Road Side and donating for Recycling in order to develop environment awareness among students



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M. Participation in Various activities in the College:

Please give a short account of your contribution to:

(a) Co - curricular activities :

1. Accompanied students to Chavara Special School, Koonamavu
2. Accompanied students to Kochi Art Binnale at FortKochi

(b)Enrichment of Campus Life : Anti- narcotic club, Staff-in -Charge

(Hostels, sports, games, cultural activities etc.):

(c) Students welfare and discipline: Anti- Ragging Cell Member

Returning officer of college union election

N. (a) Membership of Professional bodies, Societies etc :

Membership in All Kerala Training College Teachers' Association (AKTCTA)

Member from 1/04/2015 Life Member of CTE

(b) Editorship of Journals /Magazines / Documents :

O. Any other information (Awards, Achievements etc.):

Janitha

Signature of the Teacher

Alice Joseph

PRINCIPAL

Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
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Remarks by the Principal

Good Program. Publish articles in reputed Journals.

