



St. Joseph College of Teacher Education for Women Ernakulam



CRITERION VI

6.5.4 Institution Engages in Several Quality Initiatives

Consolidated Report of Academic Administrative Audit (AAA)

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

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



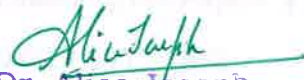
Alice Joseph
Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam

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.

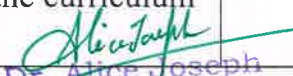



Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam

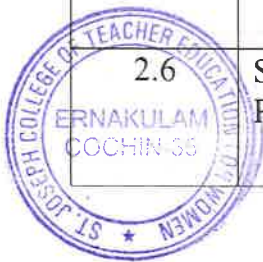
Academic Administrative Audit Report


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>




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


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>




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

	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>




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

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>



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

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>



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


		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>



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

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>




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

		<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



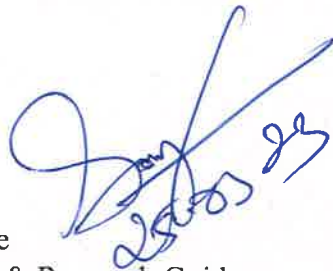
Alice Joseph
 Dr. Alice Joseph
 Principal in Charge
 St. Joseph College of Teacher
 Education for Women,
 Ernakulam


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:

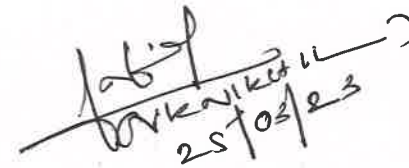
1. Lack of research projects in collaboration with National and International bodies
2. Weaknesses in community engagement, the institution may include a lack of outreach programs, insufficient involvement with the local community, or a lack of social responsibility initiatives.
3. Implement effective 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




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

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.



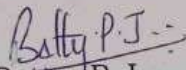
Alice Joseph
Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam

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

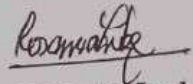
The Academic and Administrative Audit of St. Joseph College of Teacher Education for Women, Ernakulam provided valuable insights into its strengths and areas for improvement. By implementing the recommended measures, the institution can enhance its academic quality, research output, student support services, 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



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



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.

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



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.

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



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
Maria Jose

Alice Joseph

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

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:-




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

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. Incultation 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

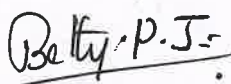
Suggestions of the Auditors


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


Maxin Jose


Betty P. J.


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

