



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		ST. THOMAS COLLEGE OF TEACHER EDUCATION
Name of the head of the Institution		Dr. Sr. Celene Joseph
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04822216537
Mobile no.		9497821267
Registered Email		stcepala@gmail.com
Alternate Email		pavithracelene@yahoo.com
Address		St. Thomas College of Teacher Education Pala
City/Town		Kottayam
State/UT		Kerala
Pincode		686575

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Semi-urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr. Lavina Dominic			
Phone no/Alternate Phone no.		04822216537			
Mobile no.		9495443393			
Registered Email		lavina_dominic@hotmail.com			
Alternate Email		lavinaldominic@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://stcte.ac.in/igac/			
4. Whether Academic Calendar prepared during the year		Yes			
if yes, whether it is uploaded in the institutional website: Weblink :		https://stcte.ac.in/handbook-calendar/			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
3	A	3.32	2014	10-Dec-2014	09-Dec-2019
6. Date of Establishment of IQAC			17-Mar-2004		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	
A certificate course in Aerobics		03-Sep-2018 90		50	

Mathru Bhasha Dinam- Malayala Dinam	09-Nov-2018 1	100
Sthree Suraksha - Gender Equality	24-Sep-2018 2	55
Endowment Lecture	22-Feb-2018 1	100
El -Lit Inter-collegiate English Language and Literature Quiz	15-Jan-2018 1	150
Workshop on E-Content preparation	18-Jul-2018 1	50
National Seminar cum Workshop for Digital Nativesfor on Teaching Learning Platforms	27-Sep-2018 2	250
Initiated two certificate courses	02-Jul-2018 90	50
Initiated Value Education Classes	01-Aug-2018 90	100
Initiated the value added course, Pro-Active Gender Equality	03-Dec-2018 90	100
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Departmen t/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	NIL	NIL	2018 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

5

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of

No

the funding agency to support its activities during the year?

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

- Helped to take sound decisions for the smooth academic and administrative functioning of the college
- Took the Initiative towards updating the faculty, staff and students in their own respective areas
- Conducted a National Seminar on National Level Seminar cum Workshop on Teaching Learning Platforms for Digital Natives in collaboration with SIRA , a research association
- Initiated 3 Certificate courses and 2 Value added courses
- Delegated members of the administrative staff for training programmes, conducted by the Government of Kerala, related to creation of paper less offices, e governance
- Actively involved in flood relief activities in the aftermath of Kerala floods

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

Plan of Action	Achivements/Outcomes
Create environmental sensitivity among staff and students	Initiated zero waste management in the college campus, instituted Green Protocol
Orient the faculty and students towards MOOC courses and SWAYAM platform	All students enrolled in various MOOC courses, some of them successfully cleared the online tests and were awarded certificates
Prepare for the fourth cycle of NAAC	Conducted orientation programme on the revised NAAC accreditation and assessment process
Update the digital teaching and learning knowledge and skills of the faculty, staff and students	Conducted workshops and provided training in preparation of E content,Creation of blogs,uploading of e-content, paper less office. Students prepared their own blogs and uploaded econtent prepared by them. Blog
Make significant contributions to society , devlelop social sensitivity among staff and students	Conducted several extension activities, actively involved in flood relief activities in aftermath of Kerala floods
Ensure all round development of students	Conducted various activities during association period , competitions, Arts fest, Sports Meet, Drama workshop, short film production, script writing, filming documentaries, preparation of E Content
Publish the biannual issues of the college Journal	Published two issues of the college journal
Enrich the reaersrch skills of the faculty and students	Members of faculty and students particiapted and presented research

	papers in several seminars
Augment the infrastructure of the college	Presented proposal for renovation and infrastructure augmentation with RUSA
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body	27-May-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2019
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Date of Submission	02-Feb-2019
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Bio metric punching functions in the college. The details of the attendance of teachers, students and staff are provided in the college website. The college library has Integrated Library Management System.
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Our institution implements the B.Ed and M.Ed curriculum of its affiliating university, MG University. The IQAC of the college discussed and made a framework to implement 3 certificate courses (Adolescent Counselling, Certificate course in Yogic practices, Certificate course in Aerobics) and 2 value added courses during the year (Pro -active gender Responsibility, value education). At the commencement of the programme the institution distributes the syllabus to each student and conducts orientation programme for the newcomers. The staff under the leadership of the principal discusses the entire curriculum and prepares the time table (Day System) according to the credit given to each course. One of the senior faculties functions as the college coordinator to supervise all practical activities. Dates to complete the academic activities(scholastic & co-scholastic) are pre fixed and noted in the

college calendar by referring University and Government calendars. Teachers are assigned charge of various activities and the same is informed to students. They are responsible for maintaining the reports and necessary documents. The principal conducts staff meeting frequently and discusses the progress and functioning of various activities and the minutes of the meetings are noted in the minutes book by the staff secretary. The principal communicates the information regarding various events in the college to teachers, students and administrative staff through official meetings, notice, email &Whats app. The institution encourages teachers to utilize the different resources like library, technological facilities, internet facility and educational apps to make the learning process effective. The college encourages the faculty to participate in subject meetings, seminars and work shops to enrich their experience and knowledge. Flexible timetable, pre decided schedule for cultural activities, lab work such as ;computer lab, language lab, Psychological lab, library work, and value education are other remarkable steps taken by the college. The social commitment, creativity, social sensitivity to contemporary issues of students are enhanced through active participation in clubs under the guidance of teachers . The institution gives full support to the college union in planning and implementing different activities for student well fare and is very particular in observing important days and participating in socially useful activities. In order to develop sensitivity to the needs of the society, the institution organises programmes like visiting rehabilitation centres for mentally challenged, special schools, health centre, government hospital, participating in Swach Bharath, lending voluntary service in flood affected areas, care and share programme charity initiative for cancer patients etc. The professional development of students is nurtured by providing chances to prepare and present papers in national seminars, participate in seminars, enrol in online courses (MOOC) and by giving duties and responsibilities while hosting seminars in the institution. The institution provides encouragement and training to students to use different soft wares to develop videos, e content, and e resources, short films, documentary , use Smart board, create blogs and upload materials, and Geogebra to teach mathematics. The institution accommodates specially challenged students for the B. Ed and M.Ed. programmes and provides them the needed support.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Adolescent Counselling	Nil	02/07/2018	90	School counsellor, Adolescent counsellor, De- addition centres'	Mentoring, career Guidance Counselling Soft skills
Yogic practices	Nil	02/07/2018	90	Yoga Teacher at schools, fitness Trainer at various centres'	Flexibility, concentratio n, Skill in maintaining physical fitness
Aerobics	Nil	03/09/2018	90	Trainer in schools , clubs and various fitness	Endurance, Flexibility, coordination

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BEd	EDU 106.13 Elementary Education	02/07/2018

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

	Certificate	Diploma Course
Number of Students	47	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Pro-active gender Responsibility	03/12/2018	47
Value Education Classes	01/08/2018	47
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Induction Programme	47
MEd	Internship at four levels	9
BEd	Field Projects	47
BEd	Internship	49
MEd	Field Projects	15
MEd	Dissertation	5
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

The feedback about teachers received from students is given to the respective teachers. Teachers analyze the responses given by students and find out the strength and weaknesses identified by the students. Based on the feedback obtained they prepare an action plan to implement the necessary changes in their teaching in the future. Feedback from the teachers includes areas related to their profession, relationships with colleagues, ethics, academic update, teaching, and relationship with students. The IQAC of the college analyses the feedback collected from teachers on curriculum and course, teaching, learning, evaluation research, facilities, governance, and management. The IQAC points out the strengths of the college and the areas where improvement is needed. All the faculty members think that the curriculum is a rich one and that various areas are dealt with in-depth, focuses on problem-solving methods, and are updated from time to time. However, all the faculty members are not fully satisfied with the evaluation procedures and the time allotted for curriculum transaction by the affiliating university. But the college tries its best to make the optimum utilization of the time limit. Regarding student-centered learning, classroom activities, library, and infrastructure facilities the faculty members are satisfied. The IQAC suggested seeking the collaboration of research organizations such as SIRA and AKTCTA for organizing seminars and workshops. Arrangements were made to improve the ICT facilities in staffrooms and classrooms. The feedback from parents and Alumni are collected during the PTA general body meeting. Alumni members are satisfied with the warm welcome and opportunities for regular interactions arranged by the college for them. Parents are proud of the institution, the commitment of teachers, and the facilities of the college. All have an appreciation for the preparation and training given to students for cracking TET, SET, and NET exams. one of the few grievances put forth by parents was regarding the timings of the BEd classes. The classes ended at 4.30. As per the request of the parents, the closing time was changed from 4.30 to 4.15 pm. The feedback from the employers revealed that our students reflect the motto of our institution 'a college with a difference'. They think that the teachers from this institution are competent in their subject, emotionally balanced, and socially committed. Feedback from the practice teaching schools is collected at the end of the internship program each year. The suggestions of the heads and mentor teachers of the schools are analyzed and the needed changes are brought in to practice each year.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	B.Ed	50	652	50
MEd	M.Ed	50	8	5
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution	Number of fulltime teachers available in the institution	Number of teachers teaching both UG and PG courses

			teaching only UG courses	teaching only PG courses	
2018	50	5	12	4	16

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
16	16	10	11	11	12
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

• An orientation program is organized for all the students as part of mentoring services every year at the commencement of each program. • Each teacher is a mentor and is allotted five students each as mentees. We have a Zero Hour mentoring system where each teacher mentors 5 students. We come to know about the problems faced by our students through informal, open chats and discussions with them. • Students often report their inconveniences through the Mentoring System functioning effectively in the college. • The curriculum, syllabus, library, ICT facilities, evaluation schemes, clubs, associations, co-curricular activities, etc. are explained to all the students, especially the students with diverse needs. • Personal care and attention is given to all students concerning career, personal, vocational matters • Mentoring Record/File of the mentees is kept by all mentors • The differently-abled students (visually impaired) are trained in the use of JAWS software specially designed for the visually impaired. • The Screen Reader software included in the Ubuntu system is made available for these students. Remedial teaching for needy students is recommended by mentor teachers. • Coaching programs for NET, SET, CTET, KTET, etc. are conducted every year based on the report given by the mentors on their mentees.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
55	16	1:3.5

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
Nil	Nil	Nil	Nil	14

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Sunil Thomas	Assistant Professor	International Official for Asia Cup Roll Ball received from MG Uty Physical Education Teacher Association
2019	Sunil Thomas	Assistant	As official in

Professor

the attempt of largest roll ball lesson for Guinness world record and Asia Book of Records at Shiv Ganga Roller Skating Club Belgaum, Karnataka

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MEd	NIL	IV	24/09/2019	31/12/2019
BEd	NIL	IV	17/04/2019	13/06/2019

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

• The responsibility of the internal assessment is vested on the course co-ordinator and the college co-ordinator and the principal verify all the documents. • For theory examinations, Grades and Grade points are given on a 7-point scale based on the percentage of total marks given • Internal Assessment of all components of theory courses are published before the commencement of University Examinations and are acknowledged by the students at all levels. • All details of internal assessment are kept in the college for two years. • For the evaluation of projects and surveys punctuality, experimentation, data collection, compilation, involvement, etc are considered.

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

The college has a comprehensive academic calendar cum work book which is annually updated . The calendar is planned and prepared after exhaustive meetings of the faculty wherein all scholastic and co-scholastic activities for the current academic year are decided. The schedule in the calendar is strictly followed for conducting the various academic events including examinations, except in the case of unforeseen events. • A multi-level and systematic evaluation process is practised in the institution. • External evaluation of all theory courses are done by End Semester Examination conducted by the university • External evaluation of practical courses in the III and IV Semesters are done by the examination board constituted by the university. • All the documents and records pertaining to practical courses are made available before the External Examination Board constituted by the University. • Internal evaluation of theory courses shall be done by two class tests and the related practicum • The Choice based credit and semester system is followed • All the faculty keep teachers' diary and work record. The personal information, time table, academic calendar, monthly abstract, details of work engaged, extra work done, teaching notes - content and learning experiences - of the entire course, attendance of students, internal assessment of students - grades given to students with respect to assignments/seminars/projects, test paper, attendance, etc., proforma for evaluating assignment, seminar, project,

survey and a sample sheet for calculating internal assessment, etc are included in the teachers' diary and work record. • Practice teaching in schools is a systematically planned and well arranged activity and is noted in the academic calendar

2.6 – Student Performance and Learning Outcomes

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

<https://stcte.ac.in/programmes/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NIL	MEd	Education	5	5	100
NIL	BEd	Education	49	48	97.4
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2.7 – Student Satisfaction Survey

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

<https://stcte.ac.in/students-satisfaction-survey/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	60	self-funded	0	0
Minor Projects	550	UGC	1.5	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
nil	nil	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
International Official in Asia Cup Roll	Sunil Thomas	All Kerala College Physical	24/02/2019	Teacher

Ball championship		education Teachers Association		
Attempt for Guinness world record for largest roll ball lesson	Sunil Thomas	Roll Ball Federation of India	19/05/2018	teacher
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start- up	Date of Commencement
College	STCTE centre	Institution	Bottle art	Training, vocational, income generation	11/09/2018
College	STCTE	Institution	School based E Content	Preparation of School based E Content for local schools	03/09/2018
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
UG	2
PG	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	UG	4	0
National	PG	2	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
UG	34
PG	22
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
nil	nil	nil	2018	0	nil	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
nil	nil	nil	2018	Nil	Nil	nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	16	4	19
Presented papers	2	25	Nil	Nil
Resource persons	1	1	1	Nil
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NA	NA	Nil	Nil
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Blood donation activities	Appreciation award for the assistance and cooperation in Blood donation camp	Pala Blood forum	100
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating	Name of the activity	Number of teachers participated in such	Number of students participated in such
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	agency		activites	activites
Counselling service	Extension club	Counselling for students at Maria Sadan, rehabilitation centre	6	50
Cleanliness programme	Swachh bharath	Cleaning of places of tourist importance (wagamon)	5	50
Cleanliness programme	Swachh Bharath	Cleaning of locality	15	120
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
National Seminar	Teacher educators from various colleges	SIRA	2
Sthree Suraksha Workshop	Female students of the college	Nirbhaya - Kerala Police	2
Spiritual orientation programme	M.Ed, B.Ed,,D.El.Ed. students	Youth movement- Diocese of Palai	1
Elocution Competition	All Kerala Upper Primary and High school Students	ALUMNI association	1
Mathrubhumikkoru Kathu- competition	M.Ed, B.Ed,,D.El.Ed. students	Postal Department	1
Video, audio-recording	M.Ed. students	BVM Holy Cross Cherpunkal	1
Uploading speeches on current issues	Teacher (PG)	You tube channel ,BVM Holy Cross Cherpunkal	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	B.Ed. Semester 3 internship	Cooperating schools (17)	01/08/2018	14/11/2018	Students of BED 2017-19 batch (50)

Induction programme	B.Ed. Semester 2	Cooperating schools (17)	14/01/2019	04/02/2019	Students of 2018-2020 batch (50)f
Internship	M.Ed.	Little Flower UPS Mundankal	01/08/2018	31/08/2018	Students of MED 2017-19 batch
Internship	M.Ed.	St.Thomas TTI	01/09/2018	12/10/2018	Students of MED 2017-19 batch
Internship	M.Ed.	Cooperating schools (5)	14/01/2019	04/02/2019	Students of MED 2017-19 batch
Internship	M.Ed.	St Thomas College of Teacher Education Pala	13/02/2019	30/03/2019	Students of MED 2017-19 batch

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1.6	1.6

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added

Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
LIBSOFT	Partially	1	2000
CampusNET ERP	Fully	2	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	5856	702339	25	3458	5881
Reference Books	2015	1460811	12	15798	2027	1476609
e-Journals	41	31500	Nil	Nil	41	31500
CD & Video	311	7950	Nil	Nil	311	7950
e-Books	30000	5000	Nil	Nil	30000	5000
e-Journals	3000	5000	Nil	Nil	3000	5000

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	109	20	2	2	0	5	0	100	0
Added	1	0	0	0	0	0	0	0	0
Total	110	20	2	2	0	5	0	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1	1	1	1

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

The quality of the teaching-learning process is maintained by adopting appropriate policies and procedures for utilizing the infrastructure facilities of the college. The infrastructure facilities and other learning resources of the college are used very well for the teaching-learning process. The college is equipped with adequate facilities for accommodating the needs of students, faculty, and the administrative staff. The college has a well-maintained computer lab, Wi-fi facility, Networked computer, and printing facility, Visualizer, Printers, LCD Projectors, Interactive Boards, White Boards, and Green Boards. Students and faculty maintain personal and subject blogs for uploading their e-contents. LCD and LED Projectors and Interactive Boards are effectively used in regular classroom teaching where learning is more comfortable and comprehensive. Interactive whiteboard enhances the effectiveness of classroom instruction and learning. All the classrooms are equipped with Computers and LCD Projectors. The M.Ed. Students use SPSS for analyzing and interpreting their data collected for their thesis using SPSS Licensed software available in the library. Library: The library supports the academic needs of students, research scholars, and faculty of the college by providing information resources such as books, journals, periodicals, CDs, Proceedings, reference books, Project Reports, Braille collections, and theses. The college subscribes to the National Library and Information Services Infrastructure for Scholarly Content (N-LIST). The Digital Library of the institution can be accessed through the Local Area Network within the campus. The library has an organized collection of theses of M.Ed. Students, publications of teachers, subscribed and open-access e-journals, collections of teachers, digitized books, educational articles, various commission reports, question papers of B.Ed. and M.Ed., Seminar Proceedings, etc. Laboratory Facilities: The Students and faculty of the college have optimally utilized the well-maintained laboratories such as Computer Lab, Multimedia Lab, Technology Lab, Psychology Lab, and Science Lab. The physical and health department of the college is very active and encourages students to participate in various activities such as Yoga, Aerobics, Sports items, etc.

<https://www.stcstepala.org/other%20facilities.html>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees

Financial Support from institution	Poor Fund Collection,, Scholarships	37	195000
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b)International	Vincent de Paul Society	1	50000
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Extension services and Value Education	Nil	97	Assigned teachers
Women's Counselling	Nil	97	Assigned lady teachers
College union	Nil	97	Staff advisor to the college union
Clubs	Nil	97	Teachers in charge
Mentoring	Nil	97	All teachers
Personal Counselling	Nil	97	Teachers in charge
Yoga	Nil	97	Physical education instructor
Bridge Course	Nil	50	Faculty of the college
Remedial coaching	Nil	97	Faculty of the college
Language Lab	Nil	97	English teachers
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	UGC- NET SET, C-TET, K-TET (Coaching)	106	106	26	44
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Bethlehem International School, Vazhakkulam Muvattupuzha Next Education group of Schools, Hyderabad First Step International School, Dindigal, TN	40	4	Marygiri CMI public School Koothattukulam Village International School Kumar amangalam, Thodupuzha Chavara Public School Pala	27	7
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	8	B.Ed., M.Ed.	Education	STCTE , Pala SPS MG University	M.Ed., M.Phil, Ph.D
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	15
SET	31
Any Other	73
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports day	College level	106
Arts fest	College level	97

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Nil	National	Nil	Nil	Nil	Nil
No file uploaded.						

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

OATH -TAKING CEREMONY The formal ceremony of Oath-taking was held on 11 September 2018 conferring the authority and responsibility to the office Bearers and other representatives of the Student Union. **STHREE SURAKSHA** An awareness class on 'Shree Suraksha' was organised by the College Union in collaboration with the Women's Cell of the college, on 12th September. The class was led by the NIRBHAYA wing of Kerala Police. **SPIRITUAL ORIENTATION** A spiritual orientation class was arranged in the college on 14th September and Rev. Fr. Kurian Mattam addressed the students. **DRAMA COMPETITION** On the observance of Mahatma Gandhi's 150th Birthday, a Drama Competition was held on 1st October 2018. **CLEANING PROGRAMME** A cleaning programme was organised on 2nd October 2018, under the 'Swachh Bharat Swasth Bharart Abhiyan' in connection with Gandhi Jayanthi. **ANTI RAGGING AWARENESS PROGRAMME** An anti-ragging awareness programme was conducted by the College Union on 23rd October 2018. **UNION ARTS CLUB INAUGURATION** The inauguration of the activities of the College Union and Arts Club was conducted on 27th October 2018. Dr. Roy Abraham Kallivayalil, one of the top Psychiatrists, inaugurated the activities of the College Union and Arts Club. **MALAYALA BHAASHA DHINAM** Malayalam language day was conducted on 9th November under the leadership of the College Union. The Union conducted a Debate Competition, in which two students from each subject took part. **ANNUAL SPORTS MEET** The annual sports meet of the year 2018-19 was held on 18th December 2018. College Principal Dr.Sr.Celene Joseph hoisted the flag and flagged off the events of the day. **CHRISTMAS CELEBRATION** Christmas was celebrated with great pomp and show on 21st December, in the college. Celebration of this year was named, Joyeux Noel and was conducted by the 2nd year B.Ed. students. **REPUBLIC DAY CELEBRATION** The 70th Republic Day was celebrated in all its solemnity and grandeur at St. Thomas College of Teacher Education, Pala on 26th January 2019. Prof N.J. **JOSEPH ENDOWMENT LECTURE** Prof.N.J. Joseph Endowment Lecture was conducted on 22nd February 2019. Sr. Biji Jose, member of Kerala State Child Right Commission, delivered a talk on POCSSO rules. **RETREAT** The annual retreat of the college was conducted on three days from 28 February to 2 March 2019. Rev.Fr. Thomas Vazhacharickal, Director, Mount Nebo Retreat Centre, led the retreat. **RANGOTSAVAM** The students of our college participated in All Kerala Inter-Collegiate B.Ed. Fest, held on 8th and 9th March 2019, at Peet Memorial Training College, Mavelikkara. **INTERCOLLEGIATE SPORTS MEET** The students of our College took part in the Inter-Collegiate Sports Meet held at Kottayam on 9th March 2019. **ALUMNI ASSOCIATION** The meeting of the Alumni Association was held on 9th March 2019. **RANGOLSAV** College Cultural Fest 2018-19, 'RANGOLSAV' was conducted on 15th March 2019. A Variety of onstage and offstage competitions were arranged. A whole lot of programmes were presented by the students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

2600

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

25000

5.4.4 – Meetings/activities organized by Alumni Association :

Executive committee meeting -3 Annual General body meeting - 1 All Kerala Elocution competition for High school students- 1 All Kerala Essay writing competition for teacher trainees

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The institution follows a decentralized and participative mode of decision making, for effective management. The Apex body of the college administration is the Governing body comprising the Patron , Manager, Principal, senior faculty, and nominees of the retired faculty. The governing body meets thrice a year or as needed. The Principal presents the college activity report before the body. The body reviews the report, discusses and gives valuable suggestions. The next level of the management of the college is the College council whose members are the Principal and senior membes of the faculty. The college also has a Steering Committee to implement the decisions taken in the Governing body and college council and ensure smooth functioning of the college. The next level includes the Principal , Faculty and Staff. The principal convenes regular meetings of the faculty and staff to discuss various issues related to the academic and non academic functioning of the college. The next level is the students union which comprise the elected representatives of the student community. A member of the faculty is assigned the duty of Student Advisor who acts as a link between the students' union and the faculty. The entire schedule of the academic events of the year is discussed and tentatively fixed in the beginning of the academic year. The members of the faculty are assigned duties of the various committees and clubs. The student support programmes are carried out under the strong support and guidance of College Management. At the beginning of the academic year - members of the faculty meet under the leadership of the Principal decide the schedule for the academic year and to assign various duties Faculty - assigned different duties - in charge of various committees - scholastic and non scholastic. The teachers are the convenors or members in various academic and non-academic committees and clubs of the college. Members of the administrative staff are also members of the various committees, clubs Students Union - organise various programmes under the leadership / guidance of the Staff advisor to the college union Associations like the PTA and Alumni support the college through supply of funds and expertise at various occasions All details regarding the office bearers are mentioned in the academic calendar.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
<p>Curriculum Development</p>	<p>- As our college is an affiliated college we implement the curriculum designed by the university- The university invites our faculty to participate in the curriculum revision workshops- Two of the faculty are members of the Board of Studies of Mahatma Gandhi university - All members of the faculty actively participated in the review of the TWO year B.Ed. and M.Ed. programmes - The faculty of the college acts as the chairpersons of the curriculum review committees for the B.Ed. and M.Ed. programmes - The faculty of the college authored books related to different dimensions of education and are recognised as reference books by the university.</p>
<p>Teaching and Learning</p>	<p>ICT incorporated teaching, Google classroom, flipped classroom, blended learning, peer tutoring, web based learning, class blogs and student blogs, assignments social surveys and projects. Faculty and students have enrolled in MOOC courses and taken exam on online learning platforms like SWAYAM. Coaching for competitive exams like TET, SET and NET. Remedial classes for weak students. Field trips and study tours, education camps were organised.</p>
<p>Examination and Evaluation</p>	<p>Conducts periodic tests and internal assessment by respective course co-ordinators and standardise the internal assessment procedures by the college co-ordinator and the principal, conduct model examinations, semester examination and practical examinations. Conduct unit tests, written and oral tests, model exam, semester exams and practical examinations conduct re-examination for absentees discuss previous question papers before examinations - display of internal marks. Based on a well structured evaluation process students are classified into various categories and individualised attention is provided. Examination and evaluation process of the institution adheres to the academic calendar prepared in accordance with university academic calendar and government calendar.</p>

<p>Research and Development</p>	<p>The College has functional MoU with different Universities such as Geneva Business School, Switzerland University of Malaya, Malaysia and AMIST University, Keda, Malaysia. Collaboration with Organizations such as Society of Innovative Researchers and Academicians (SIRA-India), Association of International Researchers of Indian Origin (AIRIO-USA) and RACHANA Society. The institution encourages the faculty to excel in their efficiency by giving opportunities for their professional growth in all respects. The College permits the faculty to participate in refresher/Orientation/Short term courses conducted by UGC-HRDC and allow college faculty to attend national and international seminars, workshops, conferences and publications. The institution encourages the teachers to undertake and successfully complete the research programmes like Ph.D., minor/major projects etc. Encourages the faculty as a resource persons. Four faculty members are Ph.D Research Guides.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>Books and journals related to career guidance and competitive examinations are available, bar code printer, bar code reader, Photostat machine, systems for internet browsing and book search, KIOSK searching machine are available in the library. Newspaper clippings regarding various subjects are available. Library observes, reading day on 19th June every year. Library has an Advisoryadvising committee which consist of the Librarian, Principal, Vic Principal, Junior Superintendent, College Union Chairperson and representatives of the faculty. The library has instituted the best user award for the students.- INFLIBNET- partly automatic functioning library.</p>
<p>Human Resource Management</p>	<p>Professional development of teacher educators through research activities, research guidance, activities of research committee, research based consultancy services, etc. Training of new generation teachers to transfer the inherent values of the society, training student teachers to meet the emerging educational issues. Members of the faculty provide classes for the P.T.A at the model school and other</p>

	<p>cooperating schools. The student teachers provide training for the students for the various competitions and exhibitions. College provides opportunities to attend various examination - promotion.</p>
Industry Interaction / Collaboration	<p>The college has 18 -20 practice teaching /cooperating schools. The faculty of the college offer motivation classes for students and training for parents. The Illiterates and the Neo-Literates of the society are given motivation classes by the faculty and the student teachers.</p>
Admission of Students	<p>Admission of the students is Merit based as per government rules and regulations. There is a separate list for reservation/special category based on the Reservation Policy of the government. Category wise merit wise list publication is also published. Being a Minority institution, admission to Management Quota is also merit based.</p>

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

E-governance area	Details
Planning and Development	<p>The college council and Steering Committee under the leadership of Principal conduct discussions regarding the development of College. On the basis of the decisions made in the council and steering committee, the Academic calendar committee prepare the Action Plan for the academic year. The draft of this action plan is circulated among all the faculty members for the modification of the academic calendar.</p>
Administration	<p>Information from Deputy Director, Collegiate Education and University level are conveyed to all the members of the college through e-mail and published in our website. Bio- metric attendance terminal for all the faculties and students are uploaded in the website every week. The e-print copy of academic calendar made available to the faculty.</p>
Finance and Accounts	<p>Student's stipend and scholarship are provide through e- grants, Salary for teaching and non- teaching staff provided through Service and Payroll Administrative Repository for Kerala(SPARK). University Grants Commissions Funds are received</p>

Student Admission and Support	As per the guidelines of the University, a merit list prepared Published- scholarship awarded to the meritorious students and the needy students from weaker sections of the society are also published in the web site. The college has a Grievance Redressed cell and an Anti -sexual harassment cell. Grievances related to ragging can be submitted online to the Principal.. Special facilities are provided for the differently abled, minorities, etc . SC/ ST Cell is functioning in the college.
Examination	Internal marks is published as per the rules and regulations of the university. University exam/ semester examination dates are noted in the academic calendar and published in the web site. CCTV implemented in the examination hall and connected with university portal.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended/ for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Nil	Nil	Nil	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	COLLOQUIM ON ONLINE COURSES	NIL	11/07/2018	11/07/2018	11	Nil
2018	NIL	SOFT SKILL TRAINING	04/08/2018	04/08/2018	Nil	12
2019	NIL	TRAINING ON NEW UGC REGULATIONS	13/12/2019	13/12/2019	Nil	12
2019	FACULTY	NIL			11	Nil

DEVELOPMENT
PROGRAMME

17/12/2019

17/12/2019

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course on Library and Information Science	1	23/11/2018	13/12/2018	21
Short Term Course on Women Empowerment	2	19/12/2018	27/12/2019	9
Refresher Course on Physical Education and Sports	1	06/07/2018	26/07/2018	21

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

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
? Cooperative society provides loans and deposit facility, ? 'Care and Share' - helping hand to those suffering from cancer.	? Cooperative society, provides loans and deposit facility, ? 'Care and Share' helping hand to those suffering from cancer.	? ? Scholarships for academic achievement, ? Financial assistance for economically backward students initiated by teachers. ? 'Care and Share'-helping hand to the parents of the students suffering from cancer. ? Scholarship for poor and academically deserving students.

6.4 – Financial Management and Resource Mobilization

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

Institution conducts internal and external financial audits regularly: Yes. Internal audit is done regularly by the management. Management gives a report. External audit -Department audit and A.G audit done regularly. For the department audit, they provide a statement. Apart from this, there is UG Audit for the all the schemes of University Grants Funds. Audit statement and

utilization certificate for University Grants Audit.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
K.M Abraham Kuruvamplackal	100000	awarded to the top scorer at the B.Ed. Examination
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	Yes	Management and Principal
Administrative	Yes	Deputy Directorate	Yes	Management and Principal

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

Financial support to needy students. Financial support for college journal publication Cooperate in the academic activities

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

? Two staff attended One day Workshop on Institutional Quality Improvement : Role of IT based Administration and Management in Higher Education organised by St. Mary's College Manarcaud in collaboration with UGC. ? Three staff attended State Level Two Day Training Programme for PFMS – EAT DBT Module on May 1617, 2019 organised by IQAC, St. Thomas College Pala. ? Two staff attended One day Workshop on Kerala Service Rules organised by Collegiate Department, government of Kerala.
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

? Provided a good Student Amenity Centre and Refreshment facility for Faculty. ? Green campus ? Zero Waste Management Scheme

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	National Seminar	27/09/2018	27/09/2018	28/09/2018	250

2018	Value Added Courses - Pro -active gender Responsibility	03/12/2018	03/12/2018	30/03/2019	47
2018	Value Education Classes	01/08/2018	01/08/2018	30/03/2019	47
2018	Certificate courses - Adolescent Counseling	02/07/2018	02/07/2018	01/10/2018	47
2018	Yogic practices	02/07/2018	02/07/2018	01/10/2018	47
2018	Aerobics	03/09/2018	03/09/2018	03/12/2018	47
2018	Workshops on E-content preparation, uploading of E-content in Blog,	08/08/2018	08/08/2018	29/08/2019	47
2018	Orientation Programme on SWAYAM Learning Platform - courses and enrolment of students and faculty in MOOC courses	10/08/2018	10/08/2018	10/08/2018	47
2018	Zero waste campus , Green campus	02/07/2018	02/07/2018	30/03/2019	120
2018	Training for cracking Teacher Eligibility Tests	01/08/2018	01/08/2018	13/03/2019	47
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male

Nirbhaya Kerala Police Sthreesuraksha	12/09/2018	14/09/2018	100	10
Women's Day celebrated	08/03/2019	08/03/2019	100	10

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

Percentage of power requirement of the University met by the renewable energy sources

Environmental Consciousness and Sustainability The college adopts sustainable practices. Our campus is a plastic-free campus. The institution strongly believed in the mottos of three R's Reduce, Reuse, and Recycle the waste materials produced in the campus. .All the students and faculty members are strictly encouraged to carry lunch boxes to reduce the amount of solid waste. The institution adopts several green practices on the campus under the guidance of the Nature Club for ensuring environmental consciousness and sustainability such as rainwater harvesting, awareness programs, poster designing competition, observance of World Environment Day, campus and locality cleaning, etc. Herbal gardening is another initiative taken by the college. The college building is designed in such a way as to promote natural lighting and ventilation to minimize the use of electricity. Energy-saving, CFL, and LED lights are used on the college campus. These are the various initiatives of the college in this regard. More than 90 percent of the students use public transport facilities for their journeys to and fro. The teaching and non-teaching staff adopt a carpooling system which helps in low carbon emission. Pedestrian-friendly roads Staff and Students' vehicles are not permitted in the near vicinity of the college making the road pedestrian-friendly. A separate parking facility is allowed for various types of vehicles. Plastic-free campus The college has been declared as a plastic-free campus. Steel tiffin boxes are used by the students to reduce the plastic waste on the campus. Green Protocol has followed in the entire campus. Green landscaping The campus is made as green as possible by planting a good number of plants by students and the college gardeners. The lawn is well maintained. The college has a well maintained beautiful garden with a rich variety of plants. The institution is moving towards 100 percent LED lights. The college has a natural rainwater harvesting system on the campus. The college plans to install a solar panel facility in the near future. The college has well-monitored mechanisms for solid and E-waste management.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Special skill development for differently abled students	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	02/10/2018	1	Meenachil river	Cleaning of local	110

					cleaning	river	
2019	1	1	19/01/2019	1	Visit to Marias adanam Psycho social Rehabilitation Center	food supply and financial help	55
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Handbook and Calendar	12/07/2018	Code of Conduct for Principal The Manager and the Board of Management monitor and ensure through feedbacks and performance appraisals that the Principal upholds the prescribed code of conduct and values which states that the principal should be a dynamic, committed, impartial, cordial and ethical leader who convenes meetings of statutory and non - statutory bodies, monitors curricular and extracurricular activities, supervises the maintenance of the campus infrastructure, ensures rapport between the management and the Campus Community, addresses the grievances and insists on discipline , punctuality and accountability. Code of Conduct for Teachers The Manager and the Principal monitor and ensure through feedbacks and performance appraisals that the teachers uphold the prescribed code of conduct and values which states that they should be pleasant, refined, industrious, devoted, cooperative, impartial, affectionate and non - judgmental. Their in and

out of classroom, performance and mastery over subject, knowledge of current affairs and updation of qualitative embellishments is also closely monitored, and if need be, are called in for an interface where they are convinced of the need for change. Code of Conduct for Staff The Manager and the Principal monitor and ensure through faculty, peer and student feedback, and through the report of visitors, that the staff uphold the prescribed Code of Conduct and values which states that they respect the rules and regulations , are disciplined, punctual, sincere and confidential, comply with the instructions issued by higher authorities, make substitute work arrangement if going on leave, treat students impartially and visitors politely, and follow safety rules and procedures whenever required. Code of Conduct for Students The Manager and the Principal oversee the implementation of the prescribed Code of Conduct and values for the students with the help and monitoring of the faculty, and the cooperation of the student union and student leaders. It is ensured that the students follow the rules and regulation specified in the Handbook, wear ID Cards, are punctual, respectful, compassionate, participative, disciplined, environment conscious and socially committed.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Value education classes	11/07/2018	13/02/2019	100
APJ AbdulKalams Memmorial Quiz	15/10/2018	15/10/2018	100
Gandhi Jayanthi	02/10/2018	02/10/2018	120
Independence Day	15/08/2018	15/08/2018	120
Republic Day	26/01/2019	26/01/2019	100
Onam celebrations	21/08/2018	21/08/2018	120
Christmas	21/12/2018	21/12/2018	100
World AIDS Day	01/12/2018	01/12/2018	120
World Environment Day	05/06/2018	05/06/2018	120
Teachers Day	05/09/2018	05/09/2018	100
No file uploaded.			

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

Institution takes steps to manage solid, liquid and e-wastes. Solid Waste Management In solid waste management we stress on three R's i.e. Reduce, Reuse and Recycle. There are two types of Solid wastes, Biodegradable and Non biodegradable. Biodegradable waste is allowed to degrade or decompose in large pits. Non biodegradable wastes like plastics are not allowed in the college campus. The college campus is a plastic free campus. Dust bins are provided throughout the campus. Throwing the waste anywhere is strictly prohibited. Use of plastic bags is discouraged within the premises of the campus. Liquid waste Management The college has a good drainage system. . The Nature club of the college spreads awareness about the green protocol and water conservation among the staff and students through posters, organising mimes, skits, and observance of days of environmental importance.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICES - Best Practice I

1. Title of the Practice - Care and Share
2. Objectives of Practice-
 - To foster the values of love for fellow men
 - To promote faith in God and uphold Christian ideals
 - To help needy patients with serious health problems especially cancer
3. The Context of Care and Share is a helping hand extended by the STCTE family. It is a humanitarian initiative of CSM - The Catholic Student Movement of our college. Our students, faculty, staff, alumni, and their relatives are members of Care and Share. The fund for the program is raised through the generous contribution by faculty, staff, alumni of the college, and students. Besides this fund is raised through the following means:
 1. Collecting old newspapers and magazines and selling them.
 2. Conducting programs like food fests, auctions, the exhibition of handicraft materials, coin collection, etc.
 3. Fundraised in connection with mission day programs.
 4. Conducting competitions for school and college students with registration etc.
 5. Collection boxes are distributed to each class to collect money from students to promote the attitude of sharing and sacrifice.
4. The Practice ? Care and Share Programme provides financial assistance for the treatment of cancer patients (Beneficiaries - faculty, staff, students, alumni, PTA members, and immediate relatives of the aforesaid)
5. Evidence of

Success As there were no cases during the academic year 2018-19, no person was provided financial help. However, during the academic year 2017-18, one person was given financial help. 6. Problems Encountered and Resources Required • Financial constraints • Constraints of fundraising from the PTA 7. Notes: This is a necessary practice that instills in students the need for caring and sharing with one's fellow beings and respond to the community. Best Practice II

1. Title of the Practice: Zero Waste Management 2. Objectives of Practice • To create awareness about effective waste management • To practice zero waste management in the campus • To educate students about clean environment 3. The Context: • Sustainable development has become a central element in the works of national and international concerns. From this perspective, the focus is more and more on protecting the environment and society. So, waste management is a sensitive area for all organizations including educational institutions. 4. The Practices • Reduce the amount of solid waste generated is the norm of the college • All the students and faculty members are strictly encouraged to carry steel lunch boxes to reduce the amount of solid waste. • There are no dustbins to collect food waste in the campus. • The college promotes the use of paper and cloth bags and steel, paper, porcelain tumblers, cups, and plates in the college canteen to avoid the use of plastic. • Quality in infrastructure and timely repair of electronic equipment is done to minimize • solid waste and electronic waste formation. • Paper waste generated is collected and given to agents for recycling purposes. • Online data storage and use of the e-document facility in the academic field are increasing practice to substitute the use of papers. • All the students, teachers have their own Email Id. Communication between students and teachers is through electronic means to reduce paper use. • The incinerator installed in the washrooms provides hygiene and scientific disposal of non-biodegradable toilet waste especially, in the case of sanitary napkins. • There is an incinerator in the library to dispose of paper waste. • Apart from this a waste pit is also maintained for the decomposition of paper waste on the campus. • Green Protocol Samiti is active on the campus. Every month there is a campus cleaning activity initiated under this Samiti. The college has a well- maintained lawn which helps natural rainwater harvesting. It holds the earth's water capacity and filters more rainwater towards the ground. • The chemical wastes are very minimal in an amount on the campus. Chemicals are neutralized or diluted using water before disposing to minimize the dose-effect. Storage of such chemicals is done in wooden cupboards in separate places to avoid contact with people. Paper or cloth masks are used when handling chemicals. • Staff and students are encouraged to save electricity. 5. Evidence of Success: The college has a green and eco - friendly campus. 6. Problems Encountered and Resources Required: • Lack of awareness about waste management • Financial restraints 7. Notes: 'Zero Waste Management' is a practice that all institutions can adopt, given solid, liquid, and waste management. BEST PRACTICES Best Practice I 1. Title of the Practice - Care and Share 2. Objectives of Practice- • To foster the values of love for fellow men • To promote faith in God and uphold Christian ideals • To help needy patients with serious health problems especially cancer 3. The Context of Care and Share is a helping hand extended by the STCTE family. It is a humanitarian initiative of CSM - The Catholic Student Movement of our college. Our students, faculty, staff, alumni, and their relatives are members of Care and Share. The fund for the program is raised through the generous contribution by faculty, staff, alumni of the college, and students. Besides this fund is raised through the following means: 1. Collecting old newspapers and magazines and selling them. 2. Conducting programs like food fests, auctions, the exhibition of handicraft materials, coin collection, etc. 3. Fund raised in connection with mission day programs. 4. Conducting competitions for school and college students with registration etc. 5. Collection box are distributed to each class to collect money from students to promote the attitude of sharing and sacrifice. 4. The Practice ? Care and Share Programme provide financial assistance for the

treatment of cancer patients (Beneficiaries - faculty, staff, students, alumni, PTA members and immediate relatives of the aforesaid) 5. Evidence of Success As there were no cases during the academic year 2018-19, no person was provided financial help. However, during the academic year 2017-18, one person was given financial help. 6. Problems Encountered and Resources Required • Financial constraints • Constraints of fundraising from the PTA 7. Notes: This is a necessary practice that instills in students the need for caring and sharing with one's fellow beings and respond to the community. Best Practice II

1. Title of the Practice: Zero Waste Management 2. Objectives of Practice • To create awareness about effective waste management • To practice zero waste management in the campus • To educate students about clean environment 3. The Context: • Sustainable development has become a central element in the works of national and international concerns. From this perspective, the focus is more and more on protecting the environment and society. So, waste management is a sensitive area for all organizations including educational institutions. 4. The Practices • Reduce the amount of solid waste generated is the norm of the college • All the students and faculty members are strictly encouraged to carry steel lunch boxes to reduce the amount of solid waste. • There are no dustbins to collect food waste in the campus. • The college promotes the use of paper and cloth bags and steel, paper, porcelain tumblers, cups, and plates in the college canteen to avoid the use of plastic. • Quality in infrastructure and timely repair of electronic equipment is done to minimize • solid waste and electronic waste formation. • Paper waste generated is collected and given to agents for recycling purposes. • Online data storage and use of the e-document facilities in the academic field are increasing practice to substitute the use of papers. • All the students, teachers have their own Email Id. Communication between students and teachers is through electronic means to reduce paper use. • The incinerator installed in the washrooms provides hygiene and scientific disposal of non-biodegradable toilet waste especially, in the case of sanitary napkins. • There is an incinerator in the library to dispose of paper waste. • Apart from this a waste pit is also maintained for the decomposition of paper waste on the campus. • Green Protocol Samiti is active on the campus. Every month there is a campus cleaning activity initiated under this Samiti. The college has a well- maintained lawn which helps natural rainwater harvesting. It holds the earth's water capacity and filters more rainwater towards the ground. • The chemical wastes are very minimal in an amount on the campus. Chemicals are neutralized or diluted using water before disposing to minimize the dose-effect. Storage of such chemicals is done in wooden cupboards in separate places to avoid contact with people. Paper or cloth masks are used when handling chemicals. • Staff and students are encouraged to save electricity. 5. Evidence of Success: The college has a green and eco - friendly campus. 6. Problems Encountered and Resources Required: • Lack of awareness about waste management • Financial restraints Notes: 'Zero Waste Management' is a practice

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

<https://stcte.ac.in/best-practices/>

7.3 – Institutional Distinctiveness

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

Training for Competitive Exams St. Thomas College of Teacher Education with its motto LUX AD ILLUMINANDUM means Light to Enlighten. The students are expected to become lights to illuminate the world and to dispel all sorts of darkness around us. The day to day affairs of the institution is designed in such a way to develop unique teachers who excel in global scenarios and realize the Indian

concept of Guru. Apart from transacting those envisaged in the curriculum, the college trains its students to clear the teacher eligibility tests at all levels. Teacher eligibility tests are mandatory for getting jobs at various levels of school and college education. St. Thomas College of Teacher Education, Pala, provides training to students to clear competitive tests like K-TET, SET, NET, etc. Kerala Teacher Eligibility Test (K-TET) is conducted by the Government of Kerala to assess the eligibility of teacher candidates for lower primary, upper primary and high school classes in Kerala. Kerala State Eligibility Test (K-SET) is conducted to select eligible candidates for Higher Secondary and Vocational Higher Secondary Schools. Then there is the National Eligibility Test (NET) for teacher aspirants at undergraduate and graduate levels of college education. Each day one hour is allotted for preparations to these competitive exams. Students make effective use of this time. 90 percent of the students of the institution clear these exams each year. Teachers provide guidance to students in preparing and presenting the answers and improving their answering skills. Question banks of previous exams are also made available to the students in the college library along with suggestions which help them in understanding the pattern of questions. The progress of students is monitored by the teachers through class tests oral test and group discussions. On the first Monday of every month, all students submit their notes of TET preparation to the concerned members of faculty. Text books from Std. V-XII are studied thoroughly as part of the preparation for the exams. Students study in groups as they prepare for these exams. The peer tutoring technique is effectively used for these classes. Students who belong to the science stream take classes for those who belong to the arts stream and those who belong to the arts stream take classes for those in the science stream. This way, the students brush their memories of their school days and also learn the basics of the subjects at the school level. Teachers conduct regular test papers to evaluate the learning of their students. College offers NET, SET and TET coaching classes to promote the career prospects. Orientation classes especially on career opportunities are conducted for the students.

Provide the weblink of the institution

<https://stcte.ac.in/institutional-distinctiveness/>

8.Future Plans of Actions for Next Academic Year

The college has the following plans for future: 1. To enhance E-Learning 2. Adopt a small area in near locality who are economically disadvantaged 3. Create awareness among the local community about good health and life style diseases 4. Conduct extension activities related to health for the public, such as free medical checkup, classes by doctors, etc. 5. Conduct workshops to find innovative ways to create environmental friendly everyday useful articles like pens, sanitary articles, soap, shampoo, etc 6. Publish a news letter every semester 7. Develop effective waste disposal facilities at college 8. Conduct fund raising programmes for charity 9. Micro farming initiative among students 10. Create awareness among students about neighbouring institutions which make contributions to society.