



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		ST. THOMAS COLLEGE OF TEACHER EDUCATION
Name of the head of the Institution		Sr.Dr. 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.co.in
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	
Observance of Yoga day		21-Jun-2019 1		60	

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2019 0	0
nill	nill	nill	2020 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 :

6

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

1.Ensured the smooth functioning of the college academics and administration active functioning of the various student clubs, viz. Cicero club (Oratory club), Purple patch (English club), BODMAS (Mathematics Club), Music Club, etc. in the college by conducting several intra collegiate and inter collegiate events

2. Organised training programmes for the faculty and staff

3. Organised a national online workshop on online digital tools of learning right at the outset of the pandemic which was attended by more than 500 participants all over the country and was a great help to teachers who were asked all of a sudden to switch over to the online mode of teaching. This was followed by several webinars hosted by the college.

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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
To enhance E learning	E Content were prepared by students on various topics in all subjects at high school level, faculty prepared econtent in four quadrants, conducted classes through google classroom
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	08-Oct-2020

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

23-Jan-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

The Management Information System of the college is partially digitalized. We have bio metric punching system for recording the attendance of the students, faculty and staff. The college library has an integrated Management System. During the COVID times important communication was through the digital media like whatsapp and platforms like Google Meet and Zoom.

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

1.1.1 The institution implements the B.Ed. and M.Ed. curriculum of its affiliating university Mahatma Gandhi University, Kottayam. At the outset of the programmes the students are provided and familiarized with the syllabi of their respective programme. An ice-breaking session is conducted on the opening day of the programme. The new comers are oriented towards the programme and the rules and regulations, vision, mission, and motto of the college. At the very beginning of each academic year the members of the faculty under the leadership and guidance of the principal discusses the schedule for the academic year and dissemination of duties for the faculty members. The time table for the academic year is prepared based on the discussion. The college follows the 'Day System'. The periods are assigned according to the credit given to each course in the syllabus. The senior most member of the faculty is assigned the duty of the college coordinator. The college coordinator monitors the smooth conduct of the academic schedule including the practical works to be done as per the curriculum. The tasks both scholastic and co-scholastic are pre fixed and noted in the college calendar and handbook by referring the University and Government calendars. Teachers are assigned charge of various activities and the same is informed to students. Each teacher is responsible for maintaining the reports and necessary documents of the activity assigned to them. The members of the faculty and staff meet frequently under the leadership of the principal and discuss the progress and functioning of various activities. The minutes of the meetings are noted in the minutes book by the staff secretary. Communication of all important information by the principal, to the various stakeholders including teachers, students, administrative staff, and parents regarding various events in the college is done through official meetings, notice, email and through the official whatsapp groups. The institution supports the faculty by providing the various resources available in the college like library, technological facilities, internet facility and educational apps in order to make the teaching - 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, schedule for cultural activities, lab work such as ;computer lab, language lab, Psychological lab, library work, and value education classes are other remarkable steps taken by the college. The social commitment, creativity, social sensitivity to contemporary issues of the students are enhanced through active participation in clubs under the guidance of teachers. The institution extends full support to its students' union for planning and implementing different activities for students' well fare. The students observe important days and participate actively in socially useful activities under the guidance of the faculty. The social sensitivity of the students is nurtured through the conduct of various programmes like visits to special schools, poor homes, local communities, government hospitals, participating in Swach Bharath campaigns, lending voluntary service in flood affected areas, care and share programme a charity initiative for cancer patients, etc.

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
Bottle Art	Nil	13/01/2020	30	Entreprene urship	Interior decoration

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BEd	Nil	Nil

MEd	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	Nil	Nil
MEd	Nil	Nil

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

	Certificate	Diploma Course
Number of Students	50	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
Online Assessment Tools	01/04/2020	50
Adolescent Counselling	01/04/2020	50
Pro-Active Gender Responsibility	01/04/2020	100
Yogic Practices	05/08/2019	100
Aerobics	05/08/2019	100
Value Education	01/08/2019	100
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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	Internship at cooperating schools	50
MEd	Internship at School level, D.El.Ed. and B.Ed levels	9
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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 analyse the responses given by students and find out the strength and weakness identified by the students. Based on the feedback obtained they prepare an action plan to implement the necessary changes in their teaching in future. 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 are of the opinion that the curriculum is a rich one and that various areas are dealt with in depth, focuses on problem solving methods and is 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. But since the university is responsible for the curriculum revision, the institution cannot do much in this field. Regarding student centred learning, classroom activities, library and infrastructure facilities the faculty members are satisfied. The IQAC suggested signing MOUs with neighbouring institutions under the same management so as to avail of the valuable resources like digital studios, recording facilities, etc. in those institutions. 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 facilities of the college. All have appreciation for the preparation and training given to students for cracking TET, SET and NET exams. The feedback from the employers revealed that our students reflect the motto of our institution 'a college with a difference'. They are of the opinion that, the teachers from this institution are competent in their subject, emotionally balanced and socially committed.

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	Education	50	677	50
MEd	Education	50	18	9
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	50	9	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	6	11	11	4
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

- Each new batch is oriented to the B.Ed. programme through a specially arranged programme on the opening day itself.
- The college makes provision for students to share their problems with the faculty during the zero hour (9 AM – 9.30 AM) everyday that is before the commencement of the day's class. Faculty engage in informal talks on various issues personal to academic during the period. Each teacher mentors 5/6 students.
- Students often come forward during this period to share their problems with their teachers. The college ensures a friendly atmosphere to students and the faculty are approachable to the students.
- The mentor teachers keep a mentor record.
- The college extends personal care and attention to all students and provides guidance with respect to career, personal, vocational matters.
- 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 Ubuntu system is made available for these students. Remedial teaching for the needy students is recommended by mentor teachers.
- Coaching programmes 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
59	16	1:4

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
Nill	Nill	1	Nill	11

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
2019	Sunil Thomas	Assistant Professor	1. Team Manager of the MG Uty. Roll Ball team for the All India Inter University held at ITM Gwalior University Gwalior - 2019 Technical convenor for the state roll ball championship 2019. 3. Technical official for the 5th world cup Roll Ball cha
2020	Sunil Thomas	Assistant Professor	4. Technical official for the 5th 2nd South Asian Roll Ball championship held at Srilanka

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MEd	ED	4	22/10/2020	Null
BEd	EDU	4	27/07/2020	04/11/2020

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

- The college has a course coordinator who monitors and verifies the documents leading to granting of internal marks.
- The college ensures that internal assessment is done in an unbiased manner. The assessment is done against well defined criteria. The criteria for the various academic events is designed by both the college and the university. The criteria is strictly followed while judging the works of the students.
- The internal marks of the theory exams are published prior to the commencement of the University Examinations. Students have the right to express their grievances about theory internal marks with the course coordinator and principal.
- The details of internal assessment are maintained at college for two years

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

- The college strictly adheres to the academic calendar published by the university at the beginning of each academic year.
- The academic calendar and handbook of the college is decided based on the university academic schedule. The faculty under the guidance of the principal sit together to plan the tentative schedule for the academic year. The academic calendar is made available to the students at the beginning of each academic year.
- Evaluation of the students' learning is done at different levels. There are internal and external examinations. The theory and practical work of each semester is evaluated both through internal and external evaluation systems. The internal assessment of the theory courses is done by conducting unit tests and practicum assignments. Besides this, a model exam for each course is conducted at the end of each semester.
- The external evaluation of all theory courses are done by End Semester Examination conducted by the university.
- The external evaluation of practical courses in the III and IV Semesters are carried out by the examination board constituted by the University.
- All documents and records pertaining to practical courses are made available before the External Examination Board constituted by the University.
- The B.Ed. and M.Ed. programs follow the Choice based credit and semester system.
- The faculty maintain a teachers' diary and work record for each academic year – each batch
- The internship programmes in semester 2 and semester 3 are carried out strictly in adherence with the schedule announced by the university

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
EDU	BEd	Education	47	47	100
ED	MEd	Education	13	13	100
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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/_](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
Nil	00	NA	0	0
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3.2 – Innovation Ecosystem

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

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

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Technical Official of the second South Asian Roll Ball championship held at Srilanka	Sunil Thomas	Roll Ball Federation of India	17/02/2020	Teacher
Technical Official of the 5th world cup roll ball championship held at Chennai	Sunil Thomas	Roll Ball Federation of India	20/11/2019	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
NIL	NIL	NIL	NIL	NIL	Nil

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	UG	4	5.60
National	UG (Research Publications in refereed /peer reviewed journals)	13	00
International	UG(Research Publications in refereed /peer reviewed journals)	6	00

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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 (Books published)	3
UG(Chapters published in edited books)	12
PG (Chapters published in edited books)	2
UG (Papers published in national seminar/conference proceedings)	7
PG (Papers published in national seminar/conference proceedings)	6
UG (Papers published in international seminar/conference proceedings)	2

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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
NA	NA	NA	Nil	0	00	Nil

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	Nil	Nil	00
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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	9	50	24	3
Presented papers	4	12	Nil	Nil
Resource persons	1	3	5	6
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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
Miss a meal programme- Distributing lunch	College, Mariasadanam- rehabilitation centre	6	100
Upliftment of rural mothers- Contributed book to the library for rural mothers at Meenachil	College, continuing education programme centre- Meenachil	4	100
Flood relief donation - landslide victims (Mallapuram)	College	6	120
Blood donation camp	College Health club of the college, Pala Blood forum	3	50
Awareness class and rally	College Red ribbon club, Pala Blood forum	3	100
Pre-marriage counselling	Family Apostolate, Pala	1	100
Conselling service	Mariasadanam- rehabilitation centre	4	13

Conselling service	Special school Puliyannoor, Good Samaritan special school Cherpunkal,	4	26
Volunteer services	Sannadham	1	10
Mask preparation and distribution	PTA	2	50
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Anti-narcotic programme	College-Vimukthi Club and Janamythri Police, Pala	Silent Protest Against Drug Addiction	10	100
Anti-narcotic programme	College-Vimukthi Club in Collaboration with Excise Department, Pala Range	One Act Play	16	120
Training programme	College, DIET	Training programme for Mentor teachers in various schools	10	50
Awareness programmes	College, You tube channel-BVM College Cherpunkal	Uploading speeches on current issues	4	12
Personality development	College ALUMNI association	Elocution Competition for All Kerala High school Students	6	50
Personality development	College ALUMNI association	All Kerala Malayalam essay Writing Competition for teacher Trainees from various teacher	6	50

		education colleges		
Gender Issue	College	Counselling services	3	25
Swachh Bharat	College	Campus Cleaning	16	120
Swachh Bharat	College Nature Club	Campus Cleaning	16	120
Swachh Bharat	College	Cleanliness programme	16	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
Nil	00	Nil	00
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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	BEd. Third Semester Internship	15 schools	22/07/2019	15/11/2019	Students of BEd 2018-2020 batch
Internship	BEd. First Semester Internship	15 schools	13/01/2020	05/02/2020	Students of BEd 2019-2021 batch
Internship	MEd. Internship	St Thomas College of Teacher Education Pala	04/02/2020	07/03/2020	Students of MEd 2018-2020 batch
Internship	MEd. Internship	5 schools	13/01/2020	30/01/2020	Students of MEd 2019-2020batch
Internship	MEd. Internship	Little Flower Primary School Mundankal	12/11/2019	25/11/2019	Students of MEd 2018-2020 batch
Internship	MEd. Internship	St. Joseph's TTI, Mutholy and St	05/08/2019	14/10/2019	Students of MEd 2018-2020 batch

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TTI, Pala

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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
Marian College Kuttikanam Autonomous	17/01/2020	2	3
St. Josephs College of Education, Mysuru	01/07/2020	1	200
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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	Existing
Seminar Halls	Existing
Laboratories	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Libsoft	Fully	2	2001
CampusNet ERP	Fully	3	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5881	705797	Null	Null	5881	705797

Reference Books	2027	1476609	Nil	Nil	2027	1476609
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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
Dr.Lavina Dominic	Learner Factors Affecting Second Language Acquisition	You Tube	17/05/2020
Dr.Lavina Dominic	Noam Chomskys LAD , Universal Grammar	You Tube	09/05/2020
Dr.Lavina Dominic	Psycho-linguistic principles of teaching English	You Tube	07/05/2020
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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	110	20	2	6	30	5	12	100	0
Added	1	0	0	0	0	0	0	0	0
Total	111	20	2	6	30	5	12	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 college adopted appropriate policies and procedures for optimal allocation and utilization of the available financial resources for the maintenance of infrastructure facilities. The college has excellent facilities for the holistic development of the students and faculty. Facilities are sufficient to satisfy all the academic, co-curricular and extracurricular activities of the institution, and are upgraded and maintained on a regular basis. The first priority of the Management and faculty of the college is overall development of the stakeholders by upholding the Vision and Mission of the institution. All the facilities of the college are utilizing very well for all activities especially for the teaching-learning process. The primary focus of the infrastructure policy of the College is to arrange and manage with adequate infrastructure facilities for the stakeholders for the smooth conduct of classes, cultural activities and academic extension activities. The college ensures the usage of these adequate facilities among stakeholders. The college 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. Institutional Repository of the College, Personal and subject blogs of the Students and faculty are used for uploading e-contents developed by Students and faculty. LCD and LED Projectors and Interactive Boards are effectively used in regular classroom teaching for enhancing the effectiveness of classroom communication. All the classrooms are equipped with Computers and LCD Projectors. The SPSS Licensed software available in the library are optimally utilizing the research scholars and M.Ed. Students for data analysis. 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 M.Ed. dissertations, faculty publications, subscribed and open-access e-journals, digitized books, educational articles and various commission reports, question papers of B.Ed. And M.Ed., Seminar Proceedings, etc. 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, and various indoor and outdoor games.

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

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	Social Fraternity Scholarship	12	60000
Financial Support from Other Sources			
a) National	NIL	Nil	0
b) International	NIL	Nil	0

[View File](#)

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 implementation	Number of students enrolled	Agencies involved
Yoga	28/08/2019	100	Physical education Instructor
Remedial Teaching	09/09/2019	25	Faculty of the college
Mentoring/Personal Counselling	15/07/2019	50	Optional teachers of various subjects
College Union	04/10/2019	122	Staff adviser and elected members of the college union
Bridge courses	02/07/2019	50	Faculty of the college
Womens Counselling	30/08/2019	22	Lady faculties of the college
Language Lab	03/09/2019	50	English teachers of the college
Clubs	25/07/2019	50	Teachers in charge
Extension Services	28/08/2019	100	Assigned teachers
Value Education	14/08/2019	50	Assigned teachers
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	UGC-NET, SET, K-TET, CTET	100	100	83	35
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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	Number of	Number of	Name of	Number of	Number of

organizations visited	students participated	stduents placed	organizations visited	students participated	stduents placed
Bethlehem International School, Vazhakkulam Muvattupuzha Next Education group of Schools, Hyderabad Margiri Public School Koothattukulam Chavara Public School Pala	56	8	Marygiri CMI public School Koothattukulam St. Michaels Higher Secondary School Chhattisgarh Chavara International ICSC Public School Amanakara Vishwajyothi Public School Palakkad	16	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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	Nil	00	00	00	00
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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	14
SET	24
Any Other	45
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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
Arts Day Competition	College	118
Sports Day Competition	College	122
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NIL	Nil	Nil	Nil	00	NIL

2020	NIL	Nil	Nil	Nil	00	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 27th August 2019 conferring the authority and responsibility to the office Bearers of the Student Union. TEACHERS DAY CELEBERATION Teachers day was celebrated on 5th September 2019 with the aim of honouring our dear teachers. A book titled 'Guruvandanam' prepared by B.Ed. 1st year students by interviewing retried teachers was released. ONAM CELEBRATION Onam was celebrated on 6th September 2019. D. El. Ed. HOD M. J. Thomas Sir delivered Onam message and different games were conducted. UNION AND ARTS CLUB INAUGURATION The inauguration of the activities of the College Union PRAJWALAN 2k19 and Arts Club was conducted on 4th October 2019. GANDHI JAYANTHI Gandhi Jayanthi was celebrated on 2nd October 2019. A video exhibition was held on college auditorium highlighting the incidents that took place in the life of Gandhiji. RED RIBBON AND HEALTH CLUB Lecture on the importance of blood donation was conducted by red Ribbon and Health club on 16th October 2019. Blood directory was released and Quiz competition was conducted. CONSTITUTION DAY CELEBRATION Constitution day was celebrated on 26th November 2019. Dr. T. C. Thankachan talked about the preamble of Indian Constitution and took pledge to uphold the honour and integrity of the nation. EK BHRATH SREST BHARATH EK BHARATH SRESTA BHARATH a programme on cultural exchange between Kerala and Himachal Pradesh was conducted by EBSB club. CHRISTMAS CARD MAKING COMPETITION As part of Christmas, card making competition was held on 12th December. LECTURE A lecture on Good to Great Teacher was conducted on 18th December 2019 by Lions club of Pala. The talk was delivered by Adv. Benny Kurian. Prof N.J. JOSEPH ENDOWMENT LECTURE Prof. N.J. Joseph Endowment Lecture was conducted on 19th December 2019. Dr. Jobin Jose, Asst. Prof IIT Patna, delivered a talk on 'Principle of Causality'. CHRISTMAS CELEBRATION Christmas was celebrated on 19th December 2019. ANTI DRUGS DAY As part of anti-drug day, a one act play was conducted by Janamythri Police on 6th January 2020 in the college auditorium. CULTURAL EXCHANGE PROGRAM A quiz competition was conducted based on the topography, language and culture of Himachal Pradesh on 28th January 2020 under the guidance of EBSB club. A photo exhibition was held showing the cuisine of Himachal Pradesh. SPORTS DAY The annual sports meet of the year 2019 - 20 was held on 1st February 2020. INTER COLLEGE FEST The students from our college participated in an inter collegiate game fest, EUTECTIC 2020 conducted by department of Chemistry, Bishop Kurialacherry College for Women, Amalagiri on 7th February 2020. INTERCOLLEGIATE SPORTS MEET The students of our college took part in the Inter-Collegiate Sports Meet held at St. John the Baptist's College of Special Education, Nedumkunnam. CAMPUS UTSAV College Cultural Fest 2018-19, 'RANGOLSAV' was conducted on 28th February 2020. A Variety of onstage and offstage competitions were arranged. LECTURE Lecture on Gandhian philosophy was held on 2nd March 2020. Well known Gandhian philosopher Michael Sonlightner delivered the talk.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

2650

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

25000

5.4.4 – Meetings/activities organized by Alumni Association :

Annual general Body Meeting - 1 Executive meeting - 3 All Kerala Elocution for high school students -1 All Kerala Essay writing Competition for Teacher Trainees -1

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 St. Thomas College of Teacher Education has an effective policy of participative management and decentralisation both in academic and administrative matters. The college decentralises all academic and administrative duties in adherence to its vision and mission. The Apex body of the college administration is the Governing body comprising the Patron, Manager, Principal, faculty, and nominees of the retired faculty. The Principal heads the academic and administrative wings of the college. The principal is assisted by the faculty and staff in all academic and administrative matters. Various committees function in the college. The IQAC coordinates the functioning of the committees for the smooth conduct of the academic activities of the institution. Each committee comprises faculty, staff and student representatives. The college conducts regular meetings of the IQAC, faculty, staff, and, students, the alumni and the PTA to gather the collective wisdom of its members. At each level of activity, teachers and students cooperate with each other for the implementation of the plan. Every member of the committee is given freedom to express one's views and opinions for the betterment of the functions of the college. The college designs the plan of action (scholastic and co scholastic) for the academic year at the outset of each academic year. The members of the faculty and staff meet under the leadership of the Principal to chalk out the plan. The tentative dates of each academic programme are decided. The faculty and staff are assigned charge of different committees at the very beginning of the year. The college office administration also functions in a decentralised and participative manner. The office is headed by the Office superintendent who is assisted by office clerks and attendants. 1. The RUSA scheme has been implemented in the college in a decentralised mode. The college has instituted a Project Monitoring Committee to monitor the functioning of the three committees constituted for the implementation of the scheme, namely, Purchasing committee, Construction committee and Renovation committee. The Project Monitoring Committee comprises the convenors of Purchasing committee, Construction committee and Renovation committee besides other representatives of the faculty and staff. The committees meet at regular intervals for evaluating the progress of the work. 2. The college hosted an Online National Workshop on Digital Learning from 19 May to 24 May 2020. The members of the faculty, staff and students were assigned duties with respect to different aspects for the functioning of the workshop namely, Programme committee, Publicity committee, Registration committee, Technical support and Certificate Committee.

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
Admission of Students	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.
Industry Interaction / Collaboration	The college has collaboration with 18 schools in the neighbourhood. They are the cooperating schools during the internship programme. Induction and internship programmes are conducted in collaboration with these schools. The faculty are often invited by these schools as resource persons to deliver motivation talks for students and parents. The college has an active MoU with St. Joseph's College of Education, Mysuru. The two colleges jointly organised a webinar on 'Gender Sensitisation and Social Justice'during the year.
Human Resource Management	The college effectively utilises its rich human resources, viz, the faculty, and staff . The college functions through various bodies like the IQAC, College council, Governing body, steering committee, PTA, Alumni Association, and various other committees, etc. The Alumni association and PTA actively participate in the smooth functioning of various scholastic and co-scholastic events. The college IQAC encourages and makes provisions for the professional updating of the faculty and staff. The institution recognizes its students as the most important resource for the future of the nation building. It provides all opportunities for the all round development of the students not just academic but also arts, drama, crafts, yoga, sports, social extension activities, etc.
Library, ICT and Physical Infrastructure / Instrumentation	The college strives to develop adequate infrastructure for the smooth conduct of classes, co scholastic and extension activities. The college ensures the usage of these adequate facilities among stakeholders. The college has well-maintained ICT enabled classrooms, Seminar Halls,

laboratories, Computer lab, Modern media lab, Wi-fi facility, networked printing facility, Visualizer, Printers in Library and Office, LCD Projectors.

The college has an Institutional Repository comprising of the e content prepared by faculty and students. Faculty take classes incorporating the ICT facilities. All the classrooms are equipped with Computers and LCD Projectors. Computers and LCD Projectors. The SPSS Licensed software available in the library are optimally utilized by research scholars and M.Ed. Students for data analysis. 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 M.Ed. dissertations, faculty publications, subscribed and open-access e-journals, digitized books, educational articles and various commission reports, question papers of B.Ed. And M.Ed., Seminar Proceedings, etc..

Research and Development

The college has a Research Assessment Committee to encourage and render all support in research to the faculty. The committee reviews the project proposals before final submission. The committee conducted mock Ph. D. VIVA for its faculty and gave the necessary feedback. The college was also the venue for pre submission VIVA (Ph.D.) of three students of the faculty who have guideship in different universities. The committee also provides research consultancy services to research students from other colleges. The college library also provides reference services to research students from other institutions. The committee encourages the faculty to participate in national and international seminars, workshops, conferences, refresher/Orientation/Short term

courses. The college educational journal is published biannually. The institution encourages the teachers to undertake and successfully complete research programmes like Ph.D., minor/major projects etc. The committee also offers wholehearted support to the faculty who are resource persons at various academic programmes. Three faculty members are Ph.D. Research Guides. The College has functional MoU with St. Joseph's College of Education, Mysuru. The institution encourages the faculty to excel in their efficiency by giving opportunities for their professional growth in all respects.

Examination and Evaluation

Examination and evaluation is an integral part of the learning process. The college ensures fair conduct of exam. Internal assessment is conducted by way of periodic tests and practicum work based on the theory courses under the guidance of the concerned teachers and the college coordinator. The students are given timely feedback and necessary support. Model exams are conducted before the university exam each semester. The dates of the model exams are provided in the academic calendar. Semester final exams (conducted by the university) and practical examinations (conducted by the university) are conducted as per the University schedule. Internal marks of the theory courses are published on the notice board prior to the commencement of the theory exam, as per the norms of the University. Students have provision to voice their grievance regarding the internal marks to the concerned authority.

Teaching and Learning

The college IQAC prepares the Plan of Action for the academic year. At the beginning of the academic year the Principal convenes a staff meeting to finalise the dates for each academic event scheduled for the year. The decisions of the meeting are detailed in the college calendar and handbook, published at the beginning of each academic year. At the beginning of each semester, the academic schedule specific to the semester is discussed in a staff meeting. The time schedule for each event is decided. It is ensured that the events are conducted at the right time internal exam tests

and model exam. The IQAC monitors the timely completion of various academic programmes. The core of B.Ed. programme - discussion classes, demonstration classes by experts, criticism classes, school induction, internship are carried out within the stipulated time period. The timetable for each semester is prepared according to the specific needs of the semester. The mode of transaction of syllabus includes lecture, seminar presentations, discussion, field trip, project, assignments, survey, practicum work, practical work, etc. Towards the end of the academic year 2019-2020 because of the pandemic situation classes were conducted online. The faculty managed the classes through Google classroom, google meet, blended learning, uploading of learning materials in personal and class blogs. Faculty have enrolled and also have encouraged students to enroll in MOOC courses on 'SWAYAM' platform. The college offers special Coaching for competitive exams like TET and SET and NET. Besides these, field trips, education camps, study tour, exhibitions, science exhibitions, quiz programmes, extension activities, etc. are organised to supplement classroom teaching and learning.

Curriculum Development

As our institution is affiliated to M.G university we follow the curriculum implemented by the university. Faculty from our institution participate in the curriculum revision (B.Ed. M.Ed.) workshops conducted by the university. Two of the faculty are members of the Board of Studies of Mahatma Gandhi University. All members of faculty actively participated in the review of the two year B.Ed. and M.Ed. Programmes. Our college offers Value Added Courses which fill the gap in the curriculum designed by the university. A Value Added Course in 'Online Assessment Tools' was initiated besides the existing ones, namely, Adolescent Counselling, Pro-Active Gender Responsibility, Value education, Yogic Practices, and Aerobics. A certificate course on - Bottle Art was also offered during the year. The college has brought out publications on topics related to the B.Ed. syllabus. One of our faculty has published a collection

of theory papers written by students on various topics related to Education Psychology.

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

E-governance area	Details
<p>Planning and Development</p>	<p>The institution functions in a partially digitalised system. All reports related to planning (academic and administrative) are maintained in the form of files both in written and digital format. The intimation regarding the meetings are conveyed through notices and whatsapp messages.</p>
<p>Administration</p>	<p>The college administration works in a partially digitalised system. The official records are maintained in paper and digital files format. Information from Deputy Director, Collegiate Education, and from the University are conveyed to faculty and staff through e-mail and whatsapp. The college website provides weblinks of the concerned government and university departments. This helps quick access the departments. The college has Bio-metric attendance terminal for the faculty, staff and students. However, with the onset of Covid pandemic it has been discontinued from use. The e-print copy of the academic calendar is made available to the faculty.</p>
<p>Finance and Accounts</p>	<p>Students' stipend and scholarship are provided through e- grants websites run by the government of Kerala. The salary for faculty and staff are provided through Service and Payroll Administrative Repository for Kerala (SPARK). The financial accounts of the college are kept in the form of paper and digital files. The college ensures periodical financial auditing by authorised agencies. The institution prepares financial statements annually.</p>
<p>Student Admission and Support</p>	<p>The admission procedure is purely merit based and takes place through the University Centralised Allotment Process (CAP) mechanism. The selection procedure is fully transparent. As per the guidelines of the University, a merit list is published. Admissions to Community and Management quota are fully transparent and merit based. Special facilities are provided for the differently abled, minorities, etc. An SC/ ST Cell, Grievance redressal cell,</p>

	anti-ragging committee, anti- sexual harassment cell, function to provide the necessary student support. The college website provides the details of the committees and cells functioning in the college.
Examination	Internal marks are 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 is set up in the examination hall and connected with the university portal. The internal marks of the theory courses are published prior to the conduct of the University examination. Students can convey their grievances related to the internal marks with the concerned authority. There is mechanism for redressal of grievances related to internal marks.

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
2020	NIL	NIL	NIL	Nil
2019	NIL	NIL	NIL	Nil
No file uploaded.				

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)
2019	NIL	NIL	Nil	Nil	Nil	Nil
2019	NIL	NIL	Nil	Nil	Nil	Nil
2020	Orientalion to UGC Pay Revision	NIL	12/03/2020	12/03/2020	12	Nil
2020	NIL	Orientalion to Procedure to take loans from Provident	20/03/2020	20/03/2020	Nil	13

Fund

No file uploaded.

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	1	06/11/2019	19/11/2019	14
Orientation programme	1	03/03/2020	11/03/2020	9
Orientation programme	1	06/08/2020	17/08/2020	12
Orientation programme	1	14/10/2019	02/11/2019	21
Short Term course	1	10/06/2020	18/06/2020	9
No file uploaded.				

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
Staff cooperative society, Care and Share Programme	Staff cooperative society, Care and Share Programme	Care and Share Programme, Scholarships instituted by the college

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: Internal audit is conducted regularly by the management. The management gives a report. External audit is carried out by the Department of audit. A.G audit and is done regularly. The college receives a statement with regard to audit after the department audit. Apart from this, there is UG Audit for the all the schemes of University Grants Funds.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
No file uploaded.		

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	Governing Body
Administrative	Yes	A G Office, Deputy Director of Collegiate Education	Yes	Governing Body

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 - Financial support for Value Added Courses

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

Staff cooperative society for enabling loan facility Encouraged staff to attend training programmes Conducted awareness programme on filing of taxes

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

1. Registered ALUMNI, 2. Initiated Value Added Courses, 3. Orientation to digital techniques of teaching and assessment

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
2019	Observance of Yoga day	21/06/2019	21/06/2019	21/06/2019	60

[View File](#)

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
Webinar on 'Gender Sensitisation and Social Justice' - Jointly organized by	18/08/2020	18/08/2020	70	30

St. Thomas College of Teacher Education, Pala (IQAC) and St. Joseph's College of Education , Mysuru (Women's Cell)				
Webinar series on rural women empowerment conducted jointly by the college and Archana Women's centre, Ettumanoor	25/11/2020	13/12/2020	75	15

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/Alternate Energy initiatives:
The college has a green campus. Conscious efforts are taken to protect and sustain the natural ecosystem. The institution strictly follows certain norms to protect existing greenery. The infrastructure strictly adheres to environmental complice. Ours is a plastic free campus. Students and teachers are encouraged to use steel lunch boxes and natural packing material. Eco friendly orientation is consciously cultivated among students by organizing various awareness programmes and competitions under the auspices of 'Nature Club' and 'Science Club'. Medicinal plants are planted in the campus to give importance to Ayurvedic medicines. The college organizes several seminars and lectures related to environment conservation, eco literacy and bio diversity management on days of importance like 'World Environment Day'. Environmental Sensitization posters were put up in the campus. A herbal garden is nurtured in the campus. The college also maintains a vegetable garden to familiarize students the methodology of Organic farming. Maximum efforts are being put to avoid all types of pollution. The Green Protocol Samithy of the college conducted campus cleaning programmes on 7 June, 2019 (as part of Environmental Day observance) and 11 July, 2019. A week long observation of Gandhi Jayanthi was done starting from 1 October, 2019. An Oath on protection of environment was taken by faculty and students on the occasion, and students under the guidance of faculty engaged in campus cleaning on the day. Nature club Programmes on sustainability and environmental consciousness was conducted on 26 September, 2019.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Braille Software/facilities	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address	Number of initiatives taken to	Date	Duration	Name of initiative	Issues addressed	Number of participating students
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	locational advantages and disadvantages	engage with and contribute to local community					and staff
2020	1	1	27/04/2020	14	Sannadha - Preparation of masks by students for frontline warriors	covid 19	20
2020	1	1	16/01/2020	1	Visit to Marias adanam Psycho social Rehabilitation Center	food supply and financial help	60
2020	1	1	10/01/2020	1	One act play by Narcotic cell Kottayam and Janam aithri Police	Anti Narcotics	120
2020	1	1	17/01/2020	1	Silent protest against Drug addiction	Anti Narcotics	60
2020	1	1	16/03/2020	360	construction of house for a needy student	construction of house	120

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for various stakeholders	17/06/2019	Code of Conduct for Principal The Manager and the Board of Management monitor and ensure 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 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 updating 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
poster competition on integrity a way of life	18/10/2019	18/10/2019	100
observation of world environment day	05/06/2020	05/06/2020	120
world aids day	01/12/2019	01/12/2019	100
science day observation	28/02/2020	28/02/2020	100
value educations on every week	05/07/2019	10/03/2020	100
onam celebration	06/09/2019	06/09/2019	200
teachers day celebration	05/09/2019	05/09/2019	100
Quiz on Blood Donation by the Health Club	16/10/2019	16/10/2019	100
constitution day	26/11/2019	26/11/2019	100
Christmas day	19/12/2019	19/12/2019	100

[View File](#)

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

Initiatives taken by the institution to make the campus eco-friendly. 1. Zero

waste management. 2. Cultivation of herbal plants. 3. Reduce by reusing. 4. Encourage use of bicycles - sustainable transportation. 5. Conserve energy within the college.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice I

1. Title of the Practice - Collective Social Responsibility during COVID 19 Pandemic
2. Objectives of Practice- •?Groom students into proactive citizens. •?Promote awareness on social issues. •?Facilitate holistic development of students, facilitating closer bonds between faculty , students and community
3. The Context Corona virus disease (COVID-19) is an infectious disease caused by a newly discovered corona virus. The COVID-19 pandemic has affected educational systems worldwide, leading to the near-total closures of schools, universities and colleges. Most governments around the world have temporarily closed educational institutions in an attempt to contain the spread of COVID-19.
4. The Practice "Kerala Sannadhasena" is an effort by the Kerala Government to create a youth volunteer force to fight COVID-19. Our students (Amal Thomas, Jestin Joy, Jinu Jose, Ida Mathew, Parvathy S, Saritha P.B) Dr. T.C. Thankachen, Sunil Thomas Assistant Professors of this college also have registered in it and have decided to fight against the pandemic along with government. The students of St. Thomas College of Teacher Education, Pala distributed five thousand masks in the context of pandemic, Covid19, under the leadership of Assistant Professor Sunil Thomas, Department of Physical Education, on 27th April, 2020. The student representatives Joffy J Njavalli, Jibin, and Blesslyn Chackson coordinated and initiated it on 13th April, 2020. The cloth materials for masks were distributed on 15th April to the students namely Josmy Tom, Jinu Jose, Josmi Joseph, Deepa George, Sandra, Sr. Alina, Sr. Bitty, Anitta, Diya (B. Ed students), Sangeetha S, Jais Jose (M. Ed students). The reckless effort of students finds its excellence by sewing five hundred masks per individual on 26th April and it was recollected and distributed to the various sectors of Pala on 27th April 2020. The mask distribution was inaugurated by His Excellency, the Most Reverend Mar Jacob Murikkan, Auxiliary Bishop, Diocese of Pala, the Manager of St. Thomas College of Teacher Education, by handing over the masks to Mr. Shaji Mon Joseph, DYSP, Pala. Asst, Prof. Sunil Thomas, Department of Physical Education packed and distributed masks to various places as part of various organizations. He has also helped in packing food kits as a volunteer at Maveli store Thalappalam Panchayat. Asst, Prof. Sunil Thomas, Department of Physical Education and Deepa George has completed an online course related to Covid 19 by Diksha. Our college organized one week online webinar for teachers. Rosu Ann Soy and Priyanka Joseph (Ist year B.Ed) participated in National webinar on "Post Covid Kerala" organized by U.C College, Aluva. Sunil Thomas, Asst. Professor and thirty five students of our college participated in various covid related quizzes.
5. Evidence of Success • Distributed masks to various sections of society •?Forges a link with the beneficiary communities •?Brings the students face to face with social and environmental concerns •?Harnesses youth power for national development
6. Problems Encountered and Resources Required •?Time-consuming •?Financial involvement •?Safety of the students
7. Notes: This is a necessary practice which instils in students a sense of responsibility to the community

2. Best practices : Sustainable Campus II

1. Title of the Practice: Sustainable Campus
2. Objectives of Practice • Train students to become protectors of Nature. • Translate classroom - knowledge into life - application • Participate in the nation - building process
3. The Context: • The earlier 'Zero Waste managemant' practice has now been expanded into a larger umbrella, 'Sustainable Campus', incorporating the initiatives of the Nature Club and Green Protocol Samithi. •
4. The Practices • Conscientisation talks and seminars • Environment related activities, cleaning campaigns • Planting and greening drives • Active

participation in Swatch Bharat, • Deplasticised campus • Campus divided into Zones and entrusted to various departments for cleaning and greening • Green Campus with fruit trees, ornamental plants, medicinal garden, space for cultivation • Celebration of environment related days • Production and sale of biocontrol agents, bio - pesticides, bio - fertilizers • Distribution of Paper Bags • Composting • Sorting biodegradable and non biodegradable wastes for disposal

5. Evidence of Success: • training in vegetable cultivation, composting practices, green campus, environmental awareness programs and well - maintained gardens.

6. Problems Encountered and Resources Required: • Availability of time. • More space to be created. • Revenue to be generated.

7. Notes: • 'Sustainable Campus' is a practice that all institutions can adopt, in view of environmental degradation..

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/wp-content/uploads/2021/05/best_practices_2019_20.pdf

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

Go Green Initiative St. Thomas College of Teacher Education Pala, Kerala was established in 1957 with the prime objective of preparing efficient committed teachers who are intellectually competent, morally upright, psychologically integrated, and socially committed for service in the emerging world scenario of education. The vision of the college is Enlightenment, Excellence and Service through Divine illumination. The year the year 2019-20 was an eventful one, though the latter part was caught in the grips of Covid 19. The 'Go Green' initiative is one area in which the college has been able to perform in a distinctive manner during the academic year. Despite the semi urban locality and limitations of space, the college maintains a clean and green environment in its campus. The college has a lush lawn, bordered by flowering plants, well maintained by the staff and students. The college strives to maintain effective waste management and keeping the campus plastic free. • An active 'Nature Club' and 'Green Protocol Samithi' function in the college. The students are active members of the club. The 'Nature Club' under the guidance of the supervising teacher, conducted programmes on environmental consciousness, sustainable development, as part of the observance of 'World Environmental Day'. They also organized campus cleaning programmes as part of Gandhi Jayanthi Day observance. Students, faculty, and staff actively participated in the cleaning programme. An oath on 'environmental conservation' was taken by students, faculty, and staff of the college on the occasion. The Green Protocol Samithi organized campus cleaning programmes at regular intervals in the campus. During the COVID times, the 'Samithi' called for cleaning of one's own premises as the students were restricted to their respective homes. Students and faculty posted photos and videos of their cleaning work in the college whats app group. • To convey the message of 'The need to protect and conserve Nature and attaining self-reliance in food', vegetable seeds and saplings were distributed to students and faculty under the auspices of the Green Protocol Samithi. Students were encouraged to maintain a kitchen garden at home and grow the vegetable needed by their family and share their products with their neighbours. Students and faculty wholeheartedly partook in the drive. They posted the pictures of their farming enterprise in their college whats app group and won the appreciation of all. • The 'Go Green' initiative of the college got a boost by the Vocational Education Nai Talim Experiential Learning (VENTEL) webinars for teacher educators and thereafter for student teachers of the college by the Mahatma Gandhi National Council of Rural Education, Hyderabad (MGNCRE). Under the VENTEL guidance, the students at the college were divided into four groups

under a mentor teacher. Each of the groups conducted programmes to go forward with the 'Green initiative'. The students also prepared informative videos on techniques of preparing vermi compost, budding, pruning, etc. One of the groups did micro farming in their homes. The college even hosted a webinar on organic farming for the local community with local resource persons.

Provide the weblink of the institution

https://stcte.ac.in/wp-content/uploads/2021/05/institutional_distinctiveness_2019_20.pdf

8.Future Plans of Actions for Next Academic Year

Fostering social sensitivity and responsibility among young teacher trainees through community engagement - envisage community related programmes that help the students identify themselves with the community in which they live - render their knowledge, expertise, skills and service to the society- Preparing for the new normal times - The pandemic has resulted in various problems especially mental problems among the student community - the institution plans to offer counselling services to students of the local schools and their parents the institution already offers an add on course in adolescent counselling and now it plans to train its students in adolescent counselling and utilise their service in dealing with the vast community of students this will also provide the student teachers with hands own experience in counselling - Pooling resources - The experience and knowledge of the retired faculty and staff is a rich resource for the institution. The institution has always sought their help in the past at critical times. The institution plans to seek their help in a more constructive and effective way. The institution plans to utilise the wisdom and service of retired faculty and staff , alumni, parents of students to provide multi faceted orientation, awareness and experience related to the teaching profession to teacher trainees and also to thenew generation of staff and faculty of the institution. Sharing of resources - The institution owes its existence to the great visionaries and philanthropists of the community. Therefore, its the duty of the institution to share its resources both human and physical with the local and immediate community - the college plans to open up its library resources, modern media lab, auditorium , classroom, gymnasium to the society. Conduct community based programmes for rural women, the aged, and student community in the locality - The institution has always stood for the needy sections of the society. It plans to come forward in a more systematic manner to empower the rural women. The institution plans to conduct programmes to create awareness about health, money management, child rearing, organic farming , means of living, etc. among the rural women, mothers , etc. The institution also plans to conduct programmes for the senior citizens , the aged who lead a secluded life. COVID has made them more isolated - programmes to enliven their lives. Conduct visits to orphanages, old age homes, homes for the destitute , etc in the locality and share in their happiness and sorrow. The institution also plans to offer tuition to poor students of the local schools. Go green initiative - The institution plans to extend and expand its Go Green through its student community spread the message of organic farming to the local farming community. Improve infrastructural facilities - The institution plans to improve its infrastructure with the help of RUSA funds. Value Added courses - Start more Value Added Courses to meet the needs of the changing times