



St. Thomas College of Teacher Education, Pala, Kerala – 686 575

Affiliated to Mahatma Gandhi University, Kottayam

Criterion VI- Governance, Leadership and Management

6.5 Internal Quality Assurance System

6.5.4 CONSOLIDATED REPORT OF ACADEMIC ADMINISTRATIVE AUDIT (AAA)



**ST. THOMAS COLLEGE
OF TEACHER EDUCATION, PALA
ESTD. 1957**

**SSR Submitted to
NAAC
Fourth Cycle
of
Accreditation**

6.5.5 CONSOLIDATED REPORT OF ACADEMIC ADMINISTRATIVE AUDIT

Academic Administrative Report of Last Five Years

- **2022-2023**
- **2021-2022**
- **2020-2021**
- **2019-2020**
- **2018-2019**



2022-2023

ST. THOMAS COLLEGE OF TEACHER EDUCATION, PALA



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT-(2022-2023)

The audit for the academic and administrative aspects during 2022-2023 was undertaken by a team appointed by the college's Governing Body, consisting of Prof. Jose P. Mattam and Dr. Ancel Maria. The audit was carried out on 11 October 2023.

The audit was done as per the *Revised Accreditation Framework* (2017) of NAAC based on the following set of 7 criteria:

1. Curricular Aspects
2. Teaching, Learning, and Evaluation
3. Research, Innovations, and Extension
4. Infrastructure and Learning Resources
5. Student Support and Progression
6. Governance, Leadership, and Management
7. Institutional values and best practices

Criterion I : CURRICULAR ASPECTS


Observations on Curriculum Aspects by Academic Advisors:

- The institution maintains a distinct vision to harmonize the university's prescribed curriculum with student needs, societal demands, and institutional capabilities.
- A decentralized approach is adopted by the institution in executing its strategies.
- The college offers Value-Added Courses to effectively complement the university curriculum.
- A robust feedback mechanism is established to improve operations involving various stakeholders. The institution ensures documentation, analysis, and implementation of action plans based on collected feedback, maintaining detailed reports on this process.
- Active encouragement is provided to students for self-study courses, especially through online platforms like SWAYAM and NPTEL.
- A comprehensive week-long 'Bridge Course' is conducted to familiarize incoming students with the teacher education program.

Recommendations/Suggestions:

- The activities conducted in the college need to be properly documented – evidences in the form of photos, videos, reports have to maintained




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- Encourage more students to enroll in self study courses such as MOOC courses offered on SWAYAM platform
- Engage in more community engagements to develop social sensitivity among students

Criterion II: TEACHING - LEARNING AND EVALUATION

Observations by Academic Advisors

- The institution methodically prepares its students for a teaching vocation through a structured sequence of preparatory initiatives.
- Student teachers engage in comprehensive training stages, encompassing induction and internships, meticulously adhering to set standards.
- A robust mentoring system is firmly established within the college.
- The faculty collaborates to curate diverse academic programs within the institution.
- Faculty members employ learner-centric and activity-based teaching methods, utilizing assignments, practicums, seminars, projects, field trips, and study tours to enhance the learning experience.
- Prioritizing ICT integration, faculty members enhance the teaching-learning process's effectiveness.
- Formative and summative assessments are methodically carried out.
- Faculty members offer remedial teaching, counseling, and mentoring support to students.
- The college emphasizes holistic student development by organizing various academic and extracurricular programs, fostering enthusiastic student participation.
- Both B.Ed. and M.Ed. students boast a 100% pass rate, demonstrating commendable performance in university examinations.

Recommendations/Suggestions

Seminars on current trends in teaching and assessment like Outcome Based Education need to be organized for students and faculty

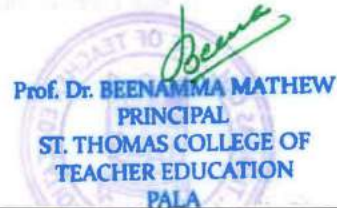
The faculty provide remedial teaching but it has to be well documented .

Criterion III- Research and Outreach Activities

Observations by Academic Advisors:

The college actively upholds its Memorandums of Understanding (MoUs) with different institutions. An MoU was signed with St. Ann's Secunderabad in the year 2022-2023

- Eight members of the faculty including the college librarian published their Ph.D. theses.
- Biannual publication of the college journal is maintained.
- Faculty members actively encourage student participation and presentations in seminars.
- Both faculty and students contribute research papers to the college journal and other external academic publications.



- The college provides financial incentives to faculty members for research endeavors, seminar attendance, and conference participation.
- The college has won recognition as a research center under Mahatma Gandhi University, Kottayam.
- Three faculty members from the college have secured guideship in education

Recommendations/Suggestions:

- The institution should consider establishing Memorandums of Understanding (MoUs) with nearby and local institutions to maximize the use of physical and human resources. These collaborations could significantly benefit both institutions in enhancing the learning experiences and academic growth of their students.
- Faculty members should strive to increase their publications in UGC/peer-reviewed journals for broader academic impact.

Criterion IV - Infrastructure and Learning Resources

Observations by Academic Advisors

- The construction of the college building (annex) is progressing under the RUSA scheme.
- The facilities in the college canteen was enhanced.

Recommendations/Suggestions

- The college needs an LMS. The Value-Added courses being offered can be offered in the online mode.
- Place CCTVs at the entrance and in the library

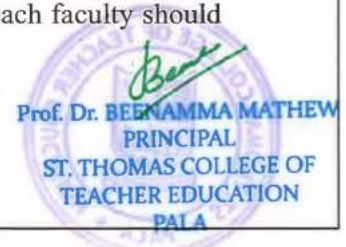
Criterion V- Student Support and Progression

Observations by Academic Advisors

- Students have secured good results including ranks at the university exams.
- Several students have cleared NET/SET/KTET examinations.
- Several of the students have found placements in aided and unaided sectors.
- Students have won laurels in arts and sports inter-collegiate competitions .
- The college has organized various programmes under the auspices of the various clubs.
- The alumni association and PTA of the college actively contribute to the well being of the college.
- The student council collaborates with the faculty and management and organizes several programmes under its auspices.

Recommendations/Suggestions

- Skill enhancement initiatives (career and personal counselling , preparing seminar papers, skill enhancement through e-content, etc.) undertaken by each faculty should be documented from time to time in a single record.



Criterion VI: Governance, Leadership and Management

Observations by Academic Advisors

- The institution demonstrates strong leadership and inclusive governance practices that harmonize with its vision and mission.
- The IQAC (Internal Quality Assurance Cell) consistently champions and enables opportunities for the continual growth of students, faculty and staff.
- The institution optimizes its infrastructure to foster well-rounded student development.

Recommendations/Suggestions:

- More training programmes for faculty and staff professional updating is needed.
- The faculty are to be encouraged to join short term FDPs on SWAYAM MOOCS
- The faculty and staff donate generously on various occasions to help needy students . But the donations must be properly documented.

Criterion VII- Institutional Values and Best Practices

Observations by Academic Advisors

- The institution strives to instill social commitment and develop sensitivity to the needs of the society among its students.
- The work of the NSS unit, Health and Red Ribbon Club, Green Protocol Samithi and Anti Drugs Cell, the extension service cell of the college are specially appreciated and commended.
- The insistence on zero waste management, plastic free environment and maintenance of cleanliness are specially appreciated.

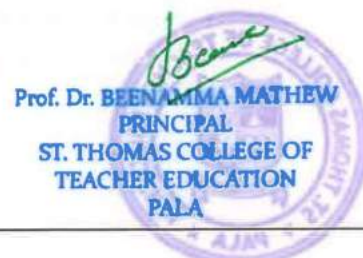
Recommendations/Suggestions

- Install an economical solar powered equipment according to the capacity of the college
- The college can contribute to the Fit India programmes at school level. It will be a good area to explore.

1. Prof. Jose P Mattam



2. Dr. Ancel Maria



2021-2022

ST. THOMAS COLLEGE OF TEACHER EDUCATION, PALA



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT-(2021-2022)

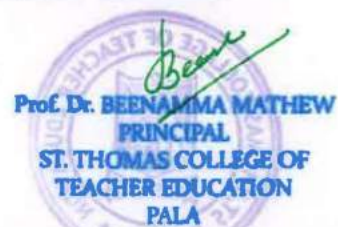
The Academic and Administrative Audit for the year 2021-2022 was conducted by the team assigned by the Governing Body of the college. The team comprised Prof. Jose P. Mattam and Dr. Ancel Maria. The audit was conducted on 22 September, 2022.

The audit was done as per the *Revised Accreditation Framework* (2017) of NAAC based on the following set of 7 criteria:

1. Curricular Aspects
2. Teaching, Learning, and Evaluation
3. Research, Innovations, and Extension
4. Infrastructure and Learning Resources
5. Student Support and Progression
6. Governance, Leadership, and Management
7. Institutional values and best practices

I. Curriculum Aspects Observations by Academic Advisors

- At the beginning of each academic year, the faculty and staff create a well-structured academic calendar.
- The institution follows a decentralized policy for executing its plans.
- The college provides a range of Value-Added Courses
- The institution maintains a record of feedback collected from various stakeholders and takes appropriate actions based on the analysis of that feedback.
- The college encourages students to join self-study courses especially through online platforms such as SWAYAM, NPTEL
- The college conducts a 'Bridge Course' for freshers to orient them towards the teacher education programme.



Recommendations/Suggestions

- Documentation must be made more meticulously and systematically.
- Feedback must be collected and documented in a more systematic manner.
- Encourage students who enroll in MOOC courses to complete them successfully – as it was found many students drop out in between.
- The curriculum needs to be supplemented with more programmes involving local schools.

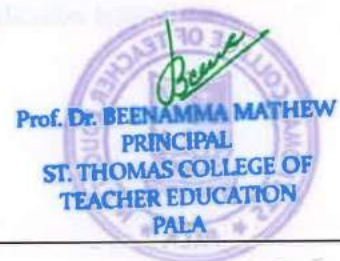
II. TEACHING - LEARNING AND EVALUATION

Observations by Academic Advisors

- The institution systematically equips its students for a teaching career through a series of well-structured preparatory activities.
- The student teachers undergo different phases of training including induction and internship programs, which are conducted with utmost rigor and adherence.
- An efficient mentoring system is in place in the college.
- The faculty collaborate and conduct various academic programmes at college.
- The faculty employs learner-centric and activity-based teaching methods, including assignments, practicums, seminars, projects, field trips, and study tours, to enhance the teaching-learning process.
- The faculty incorporates ICT for effective teaching- learning experience.
- Formative and summative assessments are conducted in a systematic manner.
- Faculty members provide remedial teaching, counseling, and mentoring support to students.
- The college strives to attain an all round development of its students- organizes various scholastic and co scholastic programmes which ensures wholehearted participation of the students.
- The pass percentage of B.Ed. and M.Ed. students is 100%, and their performance in university examinations is commendable.

Recommendations/Suggestions

- The institution needs to establish an LMS like MOODLE. This can be utilized for offering course such as Value Added courses in the online mode.
- More seminars and lectures on recent trends in teacher education to be organized for students
- Remedial teaching and counselling services are to be documented in a systematic manner.



Criterion III- Research and Outreach Activities

Observations by Academic Advisors

- The institution has forged academic partnerships with prestigious establishments.
- By engaging in various programs with these institutions, the college upholds its Memorandums of Understanding (MoUs).
- The faculty of the college collaborated in publishing an edited book on 'NEP 2020'.
- The college journal is published biannually.
- The faculty encourage students to participate and present papers in seminars.
- Faculty and students publish research papers in the college journal and journals of other colleges.
- The faculty of the college organised a 'Tool preparation workshop' for a SCERT sponsored project on 'Developing Aesthetics Based Theatrical Instructional package'. The project was won by one the alumni of the college. The faculty of the college were the chief resource persons of the workshop.
- The institution plans to provide financial incentives to faculty for research purposes or attending seminars and conferences.
- The college has applied for recognition as research centre under Mahatma Gandhi university, Kottayam
- Three of the faculty of the college have applied for research supervisorship.

Recommendations/Suggestions

- The institution can establish Memorandums of Understanding (MoUs) with nearby and local institutions. Through these agreements, both institutions can efficiently leverage their physical and human resources to enhance the overall learning experience and academic growth of their students.
- Faculty need to scale up publications in UGC/peer reviewed journals.

Criterion IV - Infrastructure and Learning Resources

Observations by Academic Advisors

- The floors have been tiled by the RUSA and management funds.
- Maintenance of electronic equipment (computers, LCD projectors, UPS) is a financial challenge.
- Disposal of unrepairable computer systems is a problem. Accumulation of such unusable electronic gadgets has led to loss of valuable space in the college.
- Faculty and students contributed books to the library.



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Recommendations/Suggestions

- Faculty should prepare e-content.
- The institution should have a Learning Management System and Management Information System.
- The library resources may be increased by buying latest books, subscribing to more educational journals.
- A fund for maintenance expenses may be raised from contributions of faculty and staff.
- The old biometric time and attendance terminal at the library is not suitable for the new Koha software version. There is an emergency requirement of a new one.

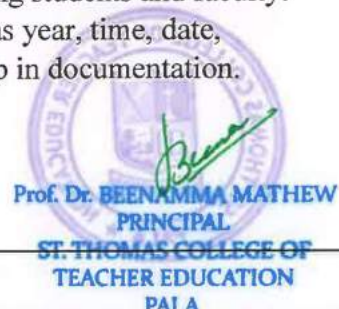
Criterion V- Student Support and Progression

Observations by Academic Advisors

- The pass rate for B.Ed. and M.Ed. programs is a remarkable 100%.
- A commendable number of students have successfully cleared the NET/SET examinations.
- The college has a strong track record of successful placements for its students.
- Various scholarships are offered by the college to support students in their educational journey.
- Students are actively encouraged to participate in intercollegiate academic programs to enhance their learning experiences.
- Diverse programs are organized to cater to the varied interests and backgrounds of the students.
- The college takes pride in its registered alumni association, fostering a strong bond between past and present students.
- Regular PTA meetings ensure effective communication between faculty and parents, promoting a supportive learning environment.
- The student council plays a proactive role in institutional affairs, contributing to the overall welfare of students.
- The institution hosts numerous arts and sports events, with 100% student participation, fostering a vibrant and inclusive campus culture.

Recommendation/Suggestions

- Contributions of the Alumni may be mentioned in the Income and Expenditure account.
- All circulars and notices should be available both soft and hard copies for uploading evidences of circulating communications among students and faculty.
- Brochures of various events should contain details such as year, time, date, venue, event/programme etc. for evidence. This will help in documentation.
- Documents should be stored in a retrievable format.



Criterion VI: Governance, Leadership and Management

Observations by Academic Advisors

- The governance of the institution reflects effective leadership and participatory mechanism in tune with the vision and mission.
- The institution practices decentralization and participative management, maintains transparency in its financial, academic, administrative, and other functions.
- The institution conducts training programmes for the administrative staff, especially in the field of digital office work.
- The institution IQAC encourages and makes provisions for the professional updating of the faculty and staff.
- The institution has welfare schemes for its staff and faculty like the Staff cooperative society and Care and Share Programme.
- The institution has implemented a performance appraisal system both for the staff and faculty.
- The institution makes optimal use of its infrastructure facilities to ensure all round development of its students.

Recommendation/Suggestions

- The college has to provide funds to attend seminars and FDPs.
- All teachers must participate in FDPs or short term courses or SWAYAM MOOCs. At least one must be done by each.
- Funds have to be mobilized for

Criterion VII- Institutional Values and Best Practices

Observations by Academic Advisors

- The institution organizes several activities in connection with the local community to uphold its social commitment and values.
- The institution adopts the policy of sustainable development and environmental friendliness.
- Initiatives like 'Jagratha' webinar series and 'Nirakoot' are worth appreciation

Recommendations/Suggestions

- The institution is making strides in the right direction and should persist in its endeavors to shape teachers who possess professional competence, emotional intelligence, social awareness, and spiritual growth – qualities that are crucial in today's context.

1. Prof. Jose P Mattam
2. Dr. Ancel Maria



2020-2021

ST. THOMAS COLLEGE OF TEACHER EDUCATION, PALA



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT-(2020-2021)

The Academic and Administrative Audit for the year 2020-2021 was conducted by the team assigned by the Governing Body of the college. The team comprised Prof. Jose P. Mattam and Dr. Ancel Maria. The audit was conducted on 18 November, 2021.

The audit was done as per the *Revised Accreditation Framework* (2017) of NAAC based on the following set of 7 criteria:

1. Curricular Aspects
2. Teaching, Learning, and Evaluation
3. Research, Innovations, and Extension
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5. Student Support and Progression
6. Governance, Leadership, and Management
7. Institutional values and best practices

I. Curriculum Aspects Observations by Academic Advisors

- The curriculum is in alignment with the vision and mission of the college.
- The college strives to implement the curriculum through various activities that integrate issues relevant to environment and sustainability, human values, and professional ethics.
- A well laid-out Academic calendar is chalked out by the faculty and staff at the beginning of the academic year.
- The institution follows a decentralised policy in the execution of its plan.
- The college offers several Value-Added Courses. A new Value-Added Course relevant to the needs of the times has been started, Media Literacy and Information
- The college has two representatives in the University UG Board of Studies: Education and Library Science. Thus, the college can communicate important suggestions to the university through them for the betterment of its programmes.



- The institution provides academic and infrastructural support to the students who have enrolled in self-study courses
- There is a 'Bridge course' for the freshers at the onset of the B.Ed. and M.Ed. programmes.
- Student teachers are familiarized with the varied school systems in India and abroad.
- The institution maintains a report of the analysis and action taken based on the feedback collected from the various stakeholders.

Recommendations/Suggestions

- Course outcomes to be evaluated and communicated to stakeholders
- Encourage more students to join self-study courses especially through online platforms such as SWAYAM, NPTEL – courses which are in line with the teacher education programme.
- Strategic plans to be prepared with a futuristic view, considering the long term benefits of the students and the changing needs of the society.
- There should be a syllabus for the 'Bridge course'. This will make it more systematic and effective.

II. TEACHING- LEARNING AND EVALUATION

Observations by Academic Advisors

- The admission process strictly adheres to the norms of the Kerala State government, Mahatma Gandhi university, the affiliating university, and the NCTE
- Mentoring is done by the faculty for all students.
- There is a good mentoring programme with the mentor to mentee ratio being approximately 1 :5 for each batch.
- Entry level tests – teaching aptitude test for the new entrants are conducted but not every year on a systematic basis.
- The faculty comprises experienced teachers and a few juniors guided by the seniors. This has ensured the quality of the programme.
- Learner-centric and activity-based methods (experiential, participative and problem-solving methods) such as assignments, practicums, seminars, projects, field trips and study tours are employed by the faculty to enhance the teaching learning process.
- ICT-enabled classrooms and ICT-enabled teaching techniques are employed by the faculty.
- During the COVID 19 pandemic, effective management of learning was done through online mode. Classes were managed through Google Workspace. Teaching – learning, internship programme, evaluation and feedback were carried entirely through online mode.
- Student-Learning outcomes are assessed through written examinations, classroom performance and practicums.
- All members of the faculty except one in the B.Ed. section are Ph.D. holders. One faculty has submitted the thesis.
- The college librarian is a Ph.D. holder.
- Remedial teaching, counselling, and mentoring is rendered by the faculty.
- The pass percentage of the students of B.Ed. and M.Ed. is 100. The performance of the students in the university examinations is worth appreciation.



Recommendations/Suggestions

- Entry level tests need to be conducted in a systematic way every year.
- The institution needs to establish an LMS like MOODLE for smooth transaction of curriculum in the online mode.
- More seminars and lectures on recent trends in teacher education to be organized for students
- Remedial teaching and counselling are to be documented in a systematic manner.
- Students may be encouraged to take new generation courses offered by online platforms like SWAYAM, NPTEL along with the existing programme to keep updated.

Criterion III- Research and Outreach Activities

Observations by Academic Advisors

- The institution has academic linkages with institutions of academic excellence.
- Signed MoUs with St. Joseph College of Education, Mysuru and Yuvakshetra Institute of Management Studies (YIMS)
- Organised online programmes with the institutions with MoU during COVID times.
- Online Faculty sharing programmes were organized with Higher Education institutions and Universities of Nigeria and with institutions within the State.
- The institution has no provision for providing financial incentives to faculty for research purposes, attending seminars, conferences, etc. However, the institution felicitates faculty on their noted achievements – honours Ph.D. awardees
- No Research Projects and Grants have been sanctioned to any of the teachers.
- The college engages in effective and fruitful extension services:
 - Initiated ‘Sparsham’ – a counselling programme for students and parents of local schools
 - Initiated ‘Jagratha 2021’ a national yearlong webinar series for rural women in collaboration with Archana Women’s centre an NGO for upliftment of rural women
 - Organised a webinar on organic farming for the local farmers

Recommendations/Suggestions

- The institution needs to mobilise funds to provide incentives for research work.
 - Efforts may be made to increase consultancy services and charge a nominal fee to obtain funding for research.
 - Faculty can conduct workshops on research proposal preparation for schoolteachers of the locality.
 - The institution can sign MoUs with neighbouring and local institutions. The institutions can make optimal use of the physical and human resources of each other for the betterment of each’s students.
- Faculty need to scale up publications in UGC/peer reviewed journals.



- Scope exists for introducing sharing/exchange programmes for both faculty and student.
- More workshops / seminars and guest lectures maybe organized, regularly for students to provide opportunities to interact with experts

Criterion IV - Infrastructure and Learning Resources

Observations by Academic Advisors

- The college has made optimal use of its land area.
- The floors have been tiled by the RUSA and management funds.
- The institution has a well-equipped and fully automated Library Management System (LMS).
- Maintenance of electronic equipment (computers, LCD projectors, UPS) is a financial challenge.
- Disposal of unrepairable computer systems is a problem. Accumulation of such unusable electronic gadgets has led to loss of valuable space in the college.
- The institution has no Learning Management System and Management Information System of its own.

Recommendations/Suggestions

- Library resources may be increased by buying latest books, subscribing to more educational journals
- Invite contributions of books from faculty, staff, students, and the alumni.
- Funds for maintenance of electronic equipment may be raised from contributions of faculty

Criterion V- Student Support and Progression

Observations by Academic Advisors

- There is cent percent pass for B.Ed. and M.Ed.
- A good number, almost 50 percent students have secured A+ grades.
- The college has a registered alumni association.
- A commendable percentage of students have cleared the NET/SET/ examinations
- The placement record is good.
- The college offers several scholarships.
- Students are encouraged to participate in academic programmes at the intercollegiate level.
- Variety programmes are organized for students to cater to their diversities
- The college has a registered alumni association
- PTA meetings are held regularly and the contact between the faculty and the parents are good
- The student council plays a proactive role in the institutional functioning and contributes for students' welfare.



- Several arts and sports events are organized by the institution. The participation of the student community in the events is cent percent.

Recommendation/Suggestions

- Alumni may be engaged to increase the number of private scholarships already available to students in the college.
- Students should be encouraged to publish papers in seminars, conferences, and approved journals.
- There should be a separate file for student progression and placements
- Economically weak students may be given more financial assistance.
- More students can be encouraged to use the gym.
- The gym can be opened to the neighbouring model school for a small fee.

Criterion VI: Governance, Leadership and Management


Observations by Academic Advisors

- The governance of the institution reflects effective leadership and participatory mechanism in tune with the vision and mission.
- The institution practices decentralization and participative management, maintains transparency in its financial, academic, administrative, and other functions.
- The institution conducts training programmes for the administrative staff, especially in the field of digital office work.
- The institution IQAC encourages and makes provisions for the professional updating of the faculty and staff.
- The institution has welfare schemes for its staff and faculty like the Staff cooperative society and Care and Share Programme.
- The institution has implemented a performance appraisal system both for the staff and faculty.
- The institution makes optimal use of its infrastructure facilities to ensure all round development of its students.

Recommendation/Suggestions

- The coverage of e-governance to be enhanced.
- Computer literacy of the non-teaching staff to be improved
- The minutes books of some committees do not reflect all the activities undertaken by them. The minutes books should include agenda, resolutions and action taken reports.




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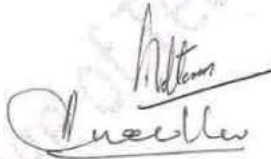
Criterion VII- Institutional Values and Best Practices

Observations by Academic Advisors


- The institution upholds its social commitment and values in all its activities.
- The institution adopts the policy of sustainable development and environmental friendliness.
- 'Sparsham' the counselling programme for students and parents of local schools initiated in the wake of COVID 19 evidences the institution's social sensitivity and responsibility.
- 'Jagratha 2021' a yearlong national webinar series for the rural women is another initiative that substantiates the institution's claim to social obligation.

Recommendations/Suggestions

- An institution is always accountable to its immediate community. The students of the institution are the future teachers of our country. So, every activity must be planned looking into the future and the long term goals to be achieved.
- The institution is on the right path and may continue in its efforts towards moulding professional, emotionally, socially and spiritually intelligent teachers which is the need of the times.



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2019-2020

St. Thomas College of Teacher Education, Pala
Academic and Administrative Audit (AAA)
Report (2019- 2020)

Criteria	Item	Recommendation/Suggestions/ Remark by Academic Advisors	Impression of Academic Advisor with grade A (Good)/B (Satisfactory)/C (poor) after observation	
			Grade	Actual Status
I	CURRICULAR ASPECTS			
1.1	Curriculum Planning and Implementation	The institution has a clear vision about the implementation of the prescribed university curriculum in accordance with the need of the students, society of which it is part, and the capability of the institution to provide the same. The institution follows a decentralised policy in the execution of its plan. Documents related to the implementation of the various scholastic and co-scholastic activities are well maintained and update. <i>More certificates courses that are relevant to the need of the times can be started.</i>	A	A
1.2	Academic Flexibility	The institution offers need based value added courses which help in bridging the gap between the prescribed university curriculum and need of the times. Besides this the institution extends academic and infrastructural support to the students who have enrolled in self study courses on online digital learning platforms such as SWAYAM, NPTEL <i>More students are to be encouraged to join MOOCs.</i>	A	A




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1.4	Feedback System	curricular activities enrich the professional acumen of the student teachers.	A	A
		The institution strives to improve its functioning, with respect to various stakeholders, through a sound structured feedback system. The feedback collected is documented, analysed and action plans are chalked out and implemented effectively. The institution maintains a report of the analysis and action taken on the basis of the feedback collected from the various stakeholders.		
II TEACHING- LEARNING AND EVALUATION				
2.1	Student Enrolment and Profile	The process of enrolling students to the programmes is through a transparent, well-administered mechanism, complying with all the norms of the concerned regulatory/governing agencies including state and central governments.	A	A
2.2	Catering to Student Diversity	The institution conducts an entry level level test to identify different learning needs of students and their level of readiness to undergo professional education programme and provides the necessary support – has a well -defined mentoring system and maintains a cumulative record of each student to identify the student diversities and provide the support for the differential needs of the students.	A	A
2.3	Teaching Learning Process	The faculty of the institution adopt multiple mode approach to teaching-learning which includes experiential learning, participative learning, problem solving methodologies, field trip, workshops, seminar, brain storming, focused group discussion, online mode, etc. for enhancing student learning Teachers integrate ICT for effective teaching with Learning Management Systems like Google classroom. Students are also encouraged to use ICT support (mobile-based learning, online material, podcast, virtual laboratories, learning apps etc.) for their learning. Continual mentoring is provided by teachers for developing professional attributes in students. The institution provides exposure to students about recent developments in the field of education through various activities like seminars, live interaction with experts in the field, discussions, debates, etc, all conducted under the auspices of the various and general and option courses' clubs.	A	A



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		All these varied experiences nurture creativity, innovativeness, intellectual and thinking skills, empathy, life skills etc. among students. The institution provides opportunities for developing competencies and skills in different functional areas like arts, sports, teaching, through specially designed scholastic and co-scholastic activities / experiences during the program. <i>The institution needs to establish an LMS like MOODLE for smooth transaction of curriculum.</i>		
2.4	Teacher Profile and Quality	The institution has a set of qualified and professionally updated teachers. All faculty of the institution except one are Ph.D. holders. The only faculty without Ph.D. has submitted the Ph.D. thesis.	A	A
2.5	Evaluation Process and Reforms	The institution has a transparent , robust and time bound evaluation system . There is also an effective Mechanism for grievance redressal related to examination.	A	A
2.6	Student Performance and Learning Outcomes	The teaching learning process of the institution is aligned with the stated PLOs and CLOs. The pass percentage of the students of B.Ed. and M.Ed. is 100. The performance of the students in the university examinations is worth appreciation.	A	A
2.7	Student Satisfaction Survey	The results of the Students Satisfaction Survey show a clear appreciation for the institution among students.	A	A
III RESEARCH, INNOVATIONS AND EXTENSION				
3.1	Resource Mobilization for Research	The institution has no provision for providing incentives to faculty who have won recognition and awards. However, they are honoured and presented with mementoes for their achievements in specially organized functions. <i>The institution needs to mobilise funds to provide incentives for research work.</i>	B	A
3.2	Innovation	<i>The institution must encourage faculty in bringing up more innovations in the teaching through research work and experimentation.</i>	B	B




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3.3	Research Publications and Awards	The faculty of the institution have research publications in national and international refereed and peer reviewed journals. They have also published chapters in edited books, and papers in national and international conference and seminar proceedings. The faculty also have attended workshops, seminars at local, State, national and international levels. A few of the faculty have been resource persons at various seminars at local, State, national and international levels.	A	A
3.4	Extension Activities	The institution organized several extension and outreach programmes, like counselling service, contribution to flood victims, anti-drugs awareness programmes, environment protection, gender issues, swachhharath, etc. to sensitise students towards social issues and contribute to community development during the year. These programmes were attended by the entire student and teacher community.	A	A
3.5	Collaborations	The institution has linkages with local schools for conducting internship programmes. MoUs were signed with two prestigious institutions during the year. One of them is an inter-State MoU. There exists functional MoUs between the institutions. <i>The institution can sign MoUs with neighbouring and local institutions. The institutions can make optimal use of the physical and human resources of each other for the betterment of their students.</i>	A	A
IV	INFRASTRUCTURE AND LEARNING RESOURCES			
4.1	Physical Facilities	No new physical facilities were added to the existing ones during the year.	A	A
4.2	Library as a Learning Resource	The institution has a fully automated Library Management System. The institution 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	A	A



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		articles and various commission reports, question papers of B.Ed. And M.Ed., Seminar Proceedings, etc. <i>The institution has no LMS of its own. However, faculty make use of Google Classroom effectively for classroom management.</i>		
4.3	IT Infrastructure	The institution tries to make available the latest ICT Infrastructure for use by its students and staff; has adopted appropriate policies and procedures for optimal allocation and utilization of the available financial resources for the maintenance of infrastructure facilities; sufficient to satisfy all the academic, co-curricular and extracurricular activities of the institution, and are upgraded and maintained on a regular basis. The institution has well-maintained ICT enabled classrooms, Seminar Hall, Computer lab, Wi-fi, facility, networked printing facility, Visualizer, Printers in Library and Office, LCD Projectors, Interactive Boards, Whiteboards, and Green Boards.	A	A
4.4	Maintenance of Campus Infrastructure	<i>Maintenance of digital equipment must be ensured. Necessary upgradation must be done for smooth teaching learning process.</i>	A	A
V	STUDENT SUPPORT AND PROGRESSION			
5.1	Student Support	The institution undertakes a range of capability building and skill enhancement initiatives such as Remedial coaching, Language lab classes, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring, guidance for competitive examinations and career counselling, has adequate student support facilities. The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases. The institution provides financial support to needy students by way of contributions by faculty.	A	A
5.2	Student Progression	The students of the institution have secured good jobs in several reputed institutions inside and outside Kerala, has a well functioning placement cell. A high percentage of students have cleared the NET, SET examinations. The student council plays a proactive role in the institutional functioning and contributes for students' welfare. Several arts and sports events are organized by	A	A



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	<p>the institution. The participation of the student community in the events is cent percent.</p> <p>The Alumni Association contributes significantly for the development of the institution.</p> <p><i>The alumni is not registered. The institution should register its alumni.</i></p>		
5.3	<p>Student Participation and Activities</p> <p>To improve active participation of students, the institution provides facilities for different activities on campus for students and staff.</p> <p>The institution also shares its facilities like gym, multipurpose hall with the community people. The institution makes best use of its infrastructure for developing various skills and competencies and thereby foster holistic development of students and staff.</p>	A	A
5.4	<p>Alumni Engagement</p> <p>The alumni of the institution participates actively in various activities of the institution. The association extends financial support to various activities of the institution.</p>	A	A
VI	GOVERNANCE, LEADERSHIP AND MANAGEMENT		
6.1	<p>Institutional Vision and Leadership</p> <p>The governance of the institution reflects effective leadership and participatory mechanism in tune with the vision and mission. The institution practices decentralization and participative management.</p> <p>The institution maintains transparency in its financial, academic, administrative and other functions.</p> <p>The admission process is strictly in adherence with the rules and regulations of the government and the university</p> <p>The institution has collaboration with 18 schools in the neighbourhood. They are the cooperating schools during their internship programme.</p> <p>The institution effectively utilises its rich human resources, viz, the faculty, and staff. The institution 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.</p>	A	A




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It provides all opportunities for the allround development of the students not just academic but also arts, drama, crafts, yoga, sports, social extension activities, etc. The institution strives to develop adequate infrastructure for the smooth conduct of classes, co scholastic and extension activities. The institution ensures the usage of these adequate facilities among stakeholders. The institution has well-maintained ICT enabled classrooms.

The library supports the academic needs of students, research scholars, and faculty of the institution by providing information resources such as books, journals, periodicals, CDs, Proceedings, reference books, Project Reports, Braille collections, andtheses. The institution 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 institution 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, conducts mock VIVAs for Ph.D. candidates (faculty). The committee also provides research consultancy services to research students from other institutions.

The institution 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 institution 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 institution lacks a fully digital Management Information System

The existing system is partially digitalized. The institution should aim at paper



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less office in near future.

The Institution has functional MoU with St. Joseph's Institution of Education, Mysuru. The institution encourages the faculty to excel in their efficiency by giving opportunities for their professional growth in all respects.

The institution ensures fair conduct of exam. Internal assessment is conducted by way of periodic tests and practical work based on the theory courses under the guidance of the concerned teachers and the institution coordinator. The students are given timely feedback and necessary support.

The institution 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 institution calendar and handbook, published at the beginning of each academic year.

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 institution being affiliated to M.G. university follows the curriculum implemented by the university. However, the faculty of the institution have participated 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.

The institution 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



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		<p>certificate course on – Bottle Art was also offered during the year.</p> <p>The institution has brought out publications on topics related to the B.Ed. syllabus. One of the faculty has published a collection of theory papers written by students on various topics related to Education Psychology.</p> <p>The institution administration works in a partially digitalised system.</p> <p>The institution has welfare schemes for its staff and faculty like the Staff cooperatives society and Care and Share Programme.</p> <p>The PTA extends financial support to needy students, publication of institution journal and running of or Value Added Courses</p> <p>The institution conducts training programmes both for staff and faculty.</p> <p><i>The institution must conduct more training programmes for the administrative staff, especially in the field of digital office work.</i></p>		
6.2	Strategy Development and Deployment	<p>The institution formulates development objectives, directives and guidelines with specific plans for implementation by aligning the academic and administrative aspects to improve the overall quality of the institutional provisions. It makes strategic plans to realise long term outcomes- such as helping student teachers clear teacher eligibility tests</p>	A	A
6.3	Faculty Empowerment Strategies	<p><i>The institution needs to have a performance appraisal mechanism for both its faculty and staff.</i></p>	B	B
6.4	Financial Management and Resource Mobilization	<p>Institution conducts internal and external financial audits regularly: Internal audit is conducted regularly by the management. External audit is carried out by the Department of audit. A. G audit is done regularly. The institution 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.</p>	A	A
	Internal Quality Assurance System	<p>The institution has mechanisms for academic and administrative auditing. It adopts quality management strategies in all academic and administrative</p>	A	A



		aspects. The institution has an IQAC and adopts a participatory approach in managing its provisions.		
VII	INSTITUTIONAL VALUES AND BEST PRACTICES			
7.1	Institutional Values and Social Responsibilities	<p>The concerns for social responsibilities as well as the values held by the institution are explicit in its regular activities.</p> <p>The institution organizes gender equity promotion programmes. The institution displays sensitivity to issues like climate change and environmental issues. It adopts environment friendly practices and takes necessary actions such as – energy conservation.</p>	A	A
7.2	Best Practices	<p>Two best practices of the institution are :</p> <p>1. Collective Social Responsibility during COVID 19 Pandemic</p> <p>The students of the institution distributed five thousand masks in the context of pandemic, Covid19, under the leadership of Assistant Professor Sunil Thomas, Department of Physical Education, during the onset of COVID beside providing food to COVID patients. Equipped the faculty and students for the creative adaptation in teaching and learning in Corona times by conducting an online workshop on digital teaching.</p> <p>2. Sustainable Campus</p> <p>The motto of the institution is 'Sustainable Campus'. The green drive is led by the Nature Club and Green Protocol Samithi functioning in the institution.</p>	A	A
7.3	Institutional Distinctiveness	<p>Go Green Initiative</p> <p>The 'Go Green' initiative is one area in which the institution has been able to perform in a distinctive manner during the academic year. Despite the semi urban locality and limitations of space, the institution maintains a clean and green environment in its campus. The institution has a lush lawn, bordered by flowering plants, well maintained by the staff and students. The institution strives to maintain effective waste management and keeping the campus plastic free.</p>	A	A



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	<p>Future Plans of Actions for Next Academic Year</p> <p><i>Fostering social sensitivity and responsibility among young teacher trainees</i></p>	A	A
	<ul style="list-style-type: none"> • An active 'Nature Club' and 'Green Protocol Samithi' function in the institution. 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 institution 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 institution WhatsApp 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 vegetables needed by their family and share their products with their neighbours. • The 'Go Green' initiative of the institution got a boost by the Vocational Education Naitaim Experiential Learning (VENTEL) webinars for teacher educators and thereafter for student teachers of the institution by the Mahatma Gandhi National Council of Rural Education, Hyderabad (MGNCRE). Under the VENTEL guidance, the students at the institution 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 institution even hosted a webinar on organic farming for the local community with local resource persons. 		

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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 multifaceted orientation, awareness and experience related to the teaching profession to teacher trainees and also to the new 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, it is the duty of the institution to share its resources both human and physical with the local and immediate community

- the institution 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.



Beena

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		<p>-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.</p> <p>-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.</p> <p>-The institution also plans to offer tuition to poor students of the local schools.</p> <p>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.</p> <p>Improve infrastructural facilities - The institution plans to improve its infrastructure with the help of RUSA funds.</p> <p>Value Added courses - Start more Value Added Courses to meet the needs of the changing times</p>		
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Name and Signature of the Auditors/Experts

1. Prof. Jose P Mattam
(Member College Governing Body & Former Principal)
2. Dr. Sr. Ancel Maria
(Member, College Governing Body)





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2018-2019

St. Thomas College of Teacher Education, Pala

Academic and Administrative Audit (AAA)

Report (2018- 2019)

The annual Academic and Administrative Audit (AAA) for the year 2018-2019 was conducted on October 10, 2019. The internal audit was carried out by

Dr. Sr. PT Mary, former principal and member of the Governing Body.

Recommendations of the Academic and Administrative Audit


1. Encourage students to join MOOCs
2. Promote self-study courses
3. Initiate Value Added Courses
4. Faculty need to attend FDPs
5. Publish papers in peer reviewed and UGC CARE journals
6. Digitalise teaching methods - digitalise college administration
7. Apply for recognition as a research centre in education under the affiliating university
8. Sign MoUs with reputed institutions
9. Enhance library facilities
10. Promote student capacity building programmes
11. Foster social responsibility among student teachers
12. Conduct seminars, faculty development programmes for faculty and staff,
13. Promote green campus- zero waste management



Dr. Sr. PT Mary (Member, Governing Body)

Place: Pala

Date: 17/10/2019



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