

**ANNUAL QUALITY ASSURANCE  
REPORT OF THE IQAC**

**2008-2009**

**MOUNT CARMEL COLLEGE OF TEACHER EDUCATION  
FOR WOMEN, KOTTAYAM,  
KERALA- 686 004**

[www.mountcarmelcollege.com](http://www.mountcarmelcollege.com)

**mountcarmel\_college@yahoo.com**

# PLAN OF ACTION CHALKED OUT BY IQAC IN THE BEGINNING OF THE YEAR TOWARDS QUALITY ENHANCEMENT

## Part A

### **Introduction**

The Institution has always strived towards helping our students to become lifelong learners and to be agents of transformation and development at different levels of life. The plan of action delineated in the beginning of the year 2008 -2009 were as follows:

#### **1. At the UGC Level**

- ✚ To initiate UGC sponsored Add-on courses and also provide remedial coaching.
- ✚ To send proposals to the UGC for conducting more seminars and workshops.
- ✚ To seek financial assistance for procuring additional technological devices for the institution.
- ✚ To send proposals to the UGC for the sanction of Major/ Minor projects.

#### **2. At the College Level**

- ✚ At least one Smart Board for the benefit of the students.
- ✚ Consultative interaction with heads of the institutions and teachers of Practice Teaching Schools.
- ✚ Arrange visits to different institutions catering to children with diverse needs.
- ✚ To get the feedback from students at the end of the course.
- ✚ To provide Placement services for the trainees and related consultancy to whoever is interested.
- ✚ To introduce Community- based work/activities with student involvement.
- ✚ To provide individualized training for children with learning disabilities.
- ✚ To prepare the M.Ed. students to construct a Question Bank for NET Exam in Education.
- ✚ To procure more books and journals for the library.
- ✚ To keep a Complaint Box for the public.

## **Part B**

### **1. ACTIVITIES REFLECTING THE GOALS AND OBJECTIVES OF THE INSTITUTION**

The Institution aims at producing spiritually mature, morally upright and courageous women teachers, who would be of service to the society. The following activities have been introduced to realize the goals and objectives:

- ❖ Value Education classes to create value-based society.
- ❖ Common Prayer Session is arranged every week to promote religious tolerance.
- ❖ Retreats and Life Guidance programmes are given to propagate spiritual values.
- ❖ Weekly visits to Old Age homes to have an exposure to the realities of life.
- ❖ Frequent visits to institutions for children with diverse needs.
- ❖ To promote inclusive education, the institution has a 'Learning Disability Centre' which caters to the learning problems of school children.
- ❖ A Tailoring Centre where training is given to women who belong to the BPL section of the locality.
- ❖ Days of national and international importance are celebrated.
- ❖ Orientation for the B.Ed. programme is to be given at the beginning of the academic year.
- ❖ Students participated in various Intercollegiate Arts and Sports competitions as well as Quiz competitions.
- ❖ Each and every student is encouraged to participate in all the competitions and cultural programmes conducted in the Institution.

### **2. NEW ACADEMIC PROGRAMMES INITIATED (UG AND PG)**

#### **2.1 Graduate Level**

- a. UGC sponsored Add-on Certificate course in Counsellor Training.
- b. Certificate course in Yoga.

### **3. INNOVATIONS IN CURRICULAR DESIGN AND TRANSACTION**

The human resources of the college have always played an active role in curricular design and transaction. Teachers have been participating at various levels in curriculum designing and academic discussions. Our senior teachers have consistently participated as Members of Board of Studies and other academic bodies of Mahatma Gandhi University. All teachers are members of All Kerala Training College Teachers Association (AKTCTA), which has a major role in curriculum revision. Dr. Susamma George. P. was the Joint Secretary of AKTCTA for this academic year.

For curriculum transaction, the following innovative methods were used.

- ❖ Brain- storming method.
- ❖ Buzz session.

#### **4. INTER – DISCIPLINARY PROGRAMMES STARTED**

The College has taken initiatives to establish the inter-disciplinary links of various disciplines for academic growth and integrity.

- ❖ The Language Laboratory is being used by the students of all disciplines.
- ❖ Natural Science and Physical Science Departments have always shown an inter-disciplinary approach in their sharing of common techniques and in dealing with topics such as Food Adulteration, Mushroom cultivation etc.
- ❖ Collaboration between Mathematics and English disciplines has been carried out while identifying and providing remediation for students having learning disabilities.
- ❖ Carmel Fest which is conducted in the institution gives varied enriching experience, especially in the fields of Science, Social Science, English and Mathematics.
- ❖ Competitions are conducted by the different Clubs and Associations which caters to freedom of expression.

#### **5. EXAMINATION REFORMS IMPLEMENTED**

The institution has undertaken various evaluative strategies which are as follows:

- ❖ In order to enable students to improve their internal grades, re-tests and re-submission of assignments were encouraged.
- ❖ For the objective evaluation of assignments, projects, seminars and other practical works, specific criteria have been formulated. To ensure transparency in the internal evaluation, internal marks were displayed.
- ❖ The institution had formulated an Observation Schedule for the assessment of practice teaching lessons.
- ❖ Peer evaluation based on the Observation Schedule was conducted by students during teaching practice period.

#### **6. NUMBER OF CANDIDATES QUALIFIED: NET/ SET**

The following students have cleared NET and SET examinations during the year 2008-2009.

2008-2009	NET		SET	
	B.Ed.	M.Ed.	B.Ed.	M.Ed.
	Nil	9	2	6

1. Resmi Viswambaran (B.Ed.) - SET
2. Febina Sulthana (B.Ed.) – SET
3. Ambily K.S. (M.Ed.) – NET
4. Asha T.S. (M.Ed.) – NET
5. Azeena Beegum T.A.(M.Ed.).- SET
6. Rosmie Lazer K. (M.Ed.) -SET
7. Anupa Ninan (M.Ed.) – NET & SET
8. Dhanya R.Nair (M.Ed.) – NET & SET
9. Neena Thankappan (M.Ed.) – NET
10. Saritha Manoharan (M.Ed.) – NET
11. Shymol C.B. (M.Ed.) – NET
12. Soniya Thomas (M.Ed.) – NET
13. Juby Jacob (M.Ed.) -SET
14. Remya Mohan (M.Ed.) – NET & SET

## **7. INITIATIVE TOWARDS FACULTY DEVELOPMENT PROGRAMME**

Every year the institution takes initiative towards Faculty Development Programmes and all the teachers are encouraged towards active participation in various Orientation and Refresher Courses that are offered by Academic Staff Colleges all over India.

- ❖ UGC Sponsored Two Day State Level Workshop on “Leadership Qualities among Women” was organized by the institution.

- ❖ Two-Day Orientation Programme on “Restructured B.Ed. Curriculum” was organized by the institution for the teacher educators from various Training Colleges of M.G.University.
- ❖ The Institution ensures and encourages the participation of staff members in the various Faculty Development Programmes/ Workshops /Seminars inside and outside the institution.

**Various conferences, seminars and workshops attended by the college faculty members are listed below chronologically.**

Sl. No.	Topic of the Seminar/ Workshop/ Conference	Regional/State/National/ International	Venue with date	Paper presentation/ Participation
1.	Dr.Susamma George.P ‘Orientation Programme on Policy Formation, Implementation and Policy Analysis’ organized by National University of Educational Planning and Administration, New Delhi	National	Department of Educational Policy, NUEPA, New Delhi from Nov. 10 <sup>th</sup> -12 <sup>th</sup> , 2008	Participant
2.	Dr.Susamma George.P ‘Critical Pedagogy and Issue-based curriculum’ organized by Council for Teacher Education (CTE)	State Level Workshop	Titus II Teachers College, Tiruvalla, On 29.11.2008	Participant
3.	Dr. Pushpa Marian ‘Critical Pedagogy and Issue-based curriculum’ organized by Council for Teacher Education (CTE)	State Level Workshop	Titus II Teachers College, Tiruvalla, On 29.11.2008	Participant
4.	Dr. Mary Sheba Jose ‘Democratic and Secular Education’ organized by Government of Kerala	International Seminar	Kerala University Campus on 4 <sup>th</sup> -6 <sup>th</sup> December 2008	Participant
5.	Ms.Therese Jose ‘IT Practices for Teaching and Learning’	State Level Workshop	Mar Severios College of Teacher Education, Chengaroor, 5 <sup>th</sup> Dec. 2008.	Participant
6.	Dr.Susamma George.P ‘Materialising Social Constructivism and Critical Pedagogy in the Classroom’ Organized by N.S.S. Training, College, Changanacherry	State Level Workshop	N.S.S. Training College, Changanacherry, on 16 <sup>th</sup> and 17 <sup>th</sup> January 2009	Participant
7.	Dr. Mary Sheba Jose ‘Materialising Social Constructive and Critical Pedagogy in the Classroom’ organized by NSS Training College, Changanacherry	State Level Workshop	NSS Training College Changanacherry on 16 <sup>th</sup> & 17 <sup>th</sup> January 2009.	Participant
8.	Dr.Susamma George.P ‘Developing Leadership Qualities Among Women’ Organized by Mount Carmel College of Teacher Education for Women, Kottayam	State Level Workshop	Mount Carmel College of Teacher Education for Women, Kottayam on 26 <sup>th</sup> & 27 <sup>th</sup> March, 2009.	Participant
9.	Dr. Pushpa Marian ‘Developing Leadership Qualities Among Women’	State Level Workshop	Mount Carmel College of Teacher Education for Women, Kottayam 26 <sup>th</sup> & 27 <sup>th</sup> March 2009	Participant

10.	Dr. Mary Sheba Jose 'Developing Leadership Qualities Among Women'	State Level Workshop	Mount Carmel College of Teacher Education for Women, Kottayam 26 <sup>th</sup> & 27 <sup>th</sup> March 2009	Participant
11.	Dr. Suma Joseph 'Developing Leadership Qualities Among Women'	State Level Workshop	Mount Carmel College of Teacher Education for Women, Kottayam from 26.03.2009 to 27.03.2009.	Participant
12.	Dr.Lissy Koshi 'Developing Leadership Qualities Among Women'	State Level Workshop	Mount Carmel College of Teacher Education for Women, Kottayam 26 <sup>th</sup> & 27 <sup>th</sup> March 2009.	Participant
13.	Ms.Therese Jose 'Developing Leadership Qualities Among Women'	State Level Workshop	Mount Carmel College of Teacher Education for Women, 26 <sup>th</sup> & 27 <sup>th</sup> March. 2009.	Participant
14.	Dr. Pushpa Marian 'Restructuring Curriculum of Degree course (B.Ed.)' organized by M.G. University	University Level Seminar	M.G. University Campus on 14 <sup>th</sup> , 15 <sup>th</sup> , 20 <sup>th</sup> , 21 <sup>st</sup> and 22 <sup>nd</sup> May 2009.	Participant
15.	Dr. Mary Sheba Jose 'Restructuring Curriculum of Degree Courses (B.Ed)' organized by M.G. University	University Level Seminar	M.G University from 14 <sup>th</sup> -22 <sup>nd</sup> May 2009.	Participant
16.	Dr.Lissy Koshi 'Restructuring curriculum of B.Ed. Degree Course'	University Level Seminar	M.G.University, Kottayam 14 <sup>th</sup> – 22 <sup>nd</sup> May 2009	Participant
17.	Dr.Susamma George.P 'Promoting Research Culture for Enhancing Quality of Teacher Education' organized by St. Joseph's College of Teacher Education for Women, Ernakulam	National level Seminar	St. Joseph's College of Teacher Education for Women, Ernakulam, 28 <sup>th</sup> and 29 <sup>th</sup> May 2009	Chaired Paper Presentation session
18.	Dr.Lissy Koshi 'Implication of Novel Technological Approaches in Education'	UGC Sponsored State Level Seminar	Titus II Teacher College, Tiruvalla 9 <sup>th</sup> & 10 <sup>th</sup> July 2009	Participant
19.	Dr. Pushpa Marian 'Question Bank Workshop on General Intelligence and Reasoning' organized by Department of Personnel Training, Staff Selection Commission	National Level Workshop	Staff Selection Commission, Bangalore on 10 <sup>th</sup> July 2009	Participant
20.	Dr. Suma Joseph 'Question Bank Workshop on General Intelligence and Reasoning'	National Level Workshop	Staff Selection Commission, Bangalore on 10.07.2009.	Participant
21.	Dr. Mary Sheba Jose 'Best Practices in Higher Education', NAAC sponsored	National Level Workshop	Loyola College of Social Sciences, 18 <sup>th</sup> & 19 <sup>th</sup> July 2009	Participant
22.	Dr.Susamma George.P 'Education the Sine qua non for Sustainable Development' Sponsored by UGC, New Delhi	National level Seminar	St. Thomas College of Teacher Education, Pala on 20 <sup>th</sup> and 21 <sup>st</sup> August 2009.	Participant

23.	Ms. Liz Kuriakose 'Orientation Programme on Restructured B.Ed. Curriculum'	University Level Workshop	M.G. University, Kottayam 21 <sup>st</sup> & 22 <sup>nd</sup> Oct.2009.	Participant
24.	Dr.Susamma George.P. 'Credit and Semester System – B.Ed. Degree Programme' organized by All Kerala Training College Teachers Association (AKTCTA)	University level Seminar	Sree Narayana College of Education, Muvattupuzha on 06.11.2009.	Participant
25.	Dr.Pushpa Marian 'Restructured B.Ed. Curriculum'	University Level Workshop	St. Joseph's College of Teacher Education, Ernakulam on 6 <sup>th</sup> Nov. 2009.	Participant
26.	Dr. Suma Jospheh Seminar on 'Re-structured B. Ed. Curriculum in Health & Physical Education'.	State Level Seminar	S.N.M Training College, Moothakunnam on 06.11.2009.	Participant
27.	Dr. Lissy Koshi 'Restructured B.Ed. Curriculum- Modern Educational Practices'	Regional Workshop	St.Mary's Training College, Karikode, on 7 <sup>th</sup> Nov. 2009.	Participant
28.	Ms.Therese Jose 'Issue Based Approach on Teaching Among Women'	University Level	Sree Narayana College of Education for Women 26 <sup>th</sup> & 27 <sup>th</sup> Nov. 2009.	Participant
29.	Dr.Susamma George.P 'The Orbit of Unified B.Ed. Degree Programme Organized by School of Pedagogical Sciences', Mahatma Gandhi University	Inter-University Level Workshop	School of Pedagogical Sciences, Mahatma Gandhi University, Kottayam on 8 <sup>th</sup> December 2009	Participant
30.	Dr. Mary Sheba Jose 'Re-structured B.Ed. Curriculum', Sponsored by AKTCTA	Regional Level Workshop	NSS Training College, Changanacherry	Participant
31.	Sr. Rosy Leema P.W 'Information Literacy and Higher Education'	National	Madras University	Participant

## 8. TOTAL NUMBER OF SEMINARS/ WORKSHOPS CONDUCTED

The various seminars and workshops that were conducted by the college are listed below:

- ❖ UGC Sponsored Two-Day State Level Workshop on 'Leadership Qualities Among Women' was organized by the institution, on 26<sup>th</sup> & 27<sup>th</sup> of March 2009.
- ❖ Two-day Orientation Class on Pro-life, AIDS and Cancer Awareness was given by Dr. C.D. Varghese, Lecturer- in-Botany, St. Thomas College, Trichur on 16<sup>th</sup> & 17<sup>th</sup> January 2009.
- ❖ Health Awareness Talk was conducted in the Institution by K-Link Health Group on 17<sup>th</sup> February 2009.
- ❖ Two-day Orientation Programme on "Restructured B.Ed Curriculum" was organized for the Teacher Educators from various Training Colleges of M.G.University in our institution on 21<sup>st</sup> & 22<sup>nd</sup> October 2009.



- ❖ Dr. Sr. Lydia Fernandez, Director, M.Ed. Programme gave orientation classes on Research Methodology for the M.Ed. students on 26<sup>th</sup> & 27<sup>th</sup> March 2008.
- ❖ Seminar on ‘Research Methodology’ by Dr. Sreekandan Nair on 31-05-2008.
- ❖ Class on ‘Research Methodology’ by Dr. A. Sukumaran Nair on 27-06-2008.
- ❖ Students attended Ten- day course on NET preparation at St.Thomas College of Teacher Education, Pala on 16-05-2008 to 25-05-2008.

## **9. RESEARCH PROJECTS A) ONGOING B) COMPLETED**

### **Ongoing Major Research Projects**

- ❖ ‘Assessment, Identification and Remedial Education for Children with Learning Problems in the Primary Schools of Kottayam’ - Principal Investigator-Sr. Dr. Alice Mathew (Funded by UGC).
- ❖ ‘Assessment, Identification and Remediation for children with Learning Disabilities in the State of Kerala’ - Principal Investigator-Sr. Dr. Alice Mathew (Funded by the Management).

### **Ongoing Minor Research Projects**

- ❖ ‘Developing Peace Consciousness through Co-operative Learning Strategies among Secondary Level Teacher Trainees of Kottayam District in Kerala’-Principal Investigator - Sr. Dr. Philomina Thomas.
- ❖ ‘Identification of the Misconceptions and the Effect of Remediation Strategies for its Eradication in Physical Science among VIII Standard Students of Kottayam’ Principal Investigator- Dr. Susamma George P.

## **10. PATENTS GENERATED, IF ANY –**

Nil

## **11. NEW COLLABORATIVE RESEARCH PROGRAMMES**

The institution has conducted Major and Minor Research Projects sanctioned by UGC.

## **12. TOTAL RESEARCH GRANTS RECEIVED FROM VARIOUS AGENCIES**

a. Dr. Sr. Alice Mathew:-

- A grant of Rs.5, 38,000/- from the UGC for the Major Research Project.
- A grant of Rs.5, 00,000/- from CSST Educational Agency

b. Dr. Sr. Philomina Thomas: -

- A grant of Rs. 80,000/- from the UGC for the Minor Research Project.

c. Dr. Susamma George P:-

- A grant of Rs. 70,000/- from the UGC for the Minor Research Project.

### **13. NUMBER OF RESEARCH SCHOLARS**

- ❖ Ms. Mary Sheba Jose : Research Scholar, Department of Education, University of Kerala.
- ❖ Ms. Soosamma. P.A : Research Scholar, Department of Education, University of Kerala.
- ❖ Ms. Suma Joseph : Research Scholar, Department of Physical Education, Mahatma Gandhi University, Kottayam.
- ❖ Ms. Elizabeth Joshua : Research Scholar, Department of Education, Mahatma Gandhi University, Kottayam.
- ❖ Ms. Ronu Thomas : Research Scholar, Department of Education, Mahatma Gandhi University, Kottayam.

### **14. CITATION INDEX OF FACULTY MEMBERS AND IMPACT FACTOR**

The work of the following teachers has been cited by different researchers in their theses and research papers.

- 1) Dr. Sr. Philomina Thomas, Principal.
- 2) Dr. Sr. Alice Mathew (Associate Professor).
- 3) Dr. Susamma George P. (Associate Professor).
- 4) Dr. Pushpa Marian (Associate Professor).
- 5) Dr. Lissy Koshi (Assistant Professor).

### **15. HONORS/ AWARDS TO THE FACULTY**

- ❖ Dr. Sr. Philomina Thomas, Principal – Member of Board of Studies in Education, Mahatma Gandhi University
- ❖ Faculty of this Institution are Members of Syllabus Reconstruction of B.Ed. & M.Ed. programmes of Mahatma Gandhi University.
- ❖ Dr. Susamma George is the Chairperson of Practical Board of B.Ed. Examination of Mahatma Gandhi University.
- ❖ Dr. Pushpa Marian and Ms. Mary Sheba Jose are Members of Board of Practical Examination of B.Ed. programme of Mahatma Gandhi University.
- ❖ Dr. Sr. Alice Mathew is the Chairperson of Theory Board of B.Ed. Examination of Mahatma Gandhi University.
- ❖ Dr. Sr. Philomina Thomas, Dr. Susamma George, Dr. Sr. Alice Mathew are adjudicators of M.Ed. Theses of Mahatma Gandhi and University of Kerala.
- ❖ Dr. Pushpa Marian was the adjudicator of M.Ed. Theses of Mahatma Gandhi, Kerala and Periyar Universities respectively.

- ❖ Dr. Sr. Alice Mathew, Associate Professor conducted a Workshop on Learning Disabilities for parents of children with Learning Disability. Parents and teachers of 10 neighbouring schools were given awareness programme on learning disabilities.
- ❖ Dr. Lissy Koshi , Assistant Professor, is a resource person in the area of education.

## **16. INTERNAL RESOURCE GENERATED:**

The College generates its fund and internal resources for all its ongoing and upcoming activities which are stated below:

- ❖ The College generates fund by conducting Food Fest, SUPW Exhibition-cum-Sale and the fund was utilized for running a Tailoring centre and Computer centre for the BPL women of the locality.
- ❖ Learning Disability centre generates fund through remediation and assessment of learning of students with learning disability.
- ❖ Separate scholarship programmes were generated by Management and teachers to assist economically backward students.

## **17. DETAILS OF DEPARTMENTS GETTING ASSISTANCE/RECOGNITION UNDER SAP, COSIST/DST, FIST and other programmes**

Nil

## **18. COMMUNITY SERVICES**

The college worked consciously for enhancing the community interaction through its systematic efforts. The activities helped college in mobilizing students and community for need-based community programmes.

- ❖ The college runs Carmel Tailoring Centre and Carmel Computer Centre for the BPL women of the locality.
- ❖ Students interact and provide weekly assistance to the inmates of Abhaya Bhavan, a Destitute Home based in Kottayam.
- ❖ College Auditorium serves as a Venue for various community programmes.
- ❖ Learning Disability Clinic provides remediation to several students with learning problems.
- ❖ Annual visit and distribution of clothing and other daily amenities to inmates of Juvenile Home, Shanthi Bhavan (Home for Destitutes) and Asha Bhavan (Home for Mentally Challenged).
- ❖ Preparation and distribution of instructional aids for practice teaching schools.

- ❖ Providing reading materials like newspapers and periodicals to our Adult Literacy Centre adopted by the college.

## **19. TEACHERS AND OFFICERS NEWLY RECRUITED**

Four guest lecturers were newly recruited in the M. Ed. Department.

1. Ronu Thomas – 2008.
2. Vidya. R.Nair- November 2008.
3. Sreenivasan Syama -2008.
3. Nidhu Neena Varghese- May 2009.
4. Elizabeth Joshua- September 2009.

## **20. TEACHING – NON TEACHING STAFF RATIO**

Ratio = 13: 12

## **21. IMPROVEMENTS IN THE LIBRARY SERVICES**

A substantial number of new books and journals have been added in the Library and Internet facilities are available to teachers and students in the Library.

- ❖ As part of the automation process, the library has purchased Software for University Libraries (SOUL) developed by INFLIBNET, Ahmedabad.
- ❖ The library has fully automated its cataloging system and information services.
- ❖ The College Library was upgraded by introducing an electronic information centre, property counter, net resource centre, acquisition section, technical section, reference section, periodic section, store room and reprographic centre.
- ❖ Prepared ID cards with barcode number for the faculty and students.
- ❖ Added more computers and internet facilities to the library.
- ❖ Conducted an Orientation Programme for the students, in library service and software.
- ❖ Celebrated Library Week with innovative programmes.
- ❖ Displayed paper clippings on the notice board.
- ❖ Introduced renewal of books through mobile and e-mail.
- ❖ Introduced intercom connectivity in the library and with other departments of the college.
- ❖ Library service was made open to the IGNOU students.
- ❖ Provided hands-on experience for the students in using computers for the preparation of PowerPoint presentation and application of Microsoft Excel.

## 22. NUMBER OF NEW BOOKS/JOURNALS SUBSCRIBED WITH THEIR VALUE

Addition of new books and journals to the library for the year 2008-2009.

Sl. No.	Books/ Journals	Amount
1.	No. of new books = 622	Value of books = Rs1,96,574
2.	No. of journals =20	Value of journals=Rs.59,176

## 23. COURSES IN WHICH STUDENT ASSESSMENT OF TEACHERS IS INTRODUCED AND THE ACTION TAKEN BASED ON STUDENT FEEDBACK

- ❖ At the end of the course, a Feedback Proforma was given to both B.Ed. and M.Ed. students to be filled in for every teacher.
- ❖ The Proforma was given to the teachers- in-charge for self-introspection and for the implementation of necessary changes.

## 24. FEEDBACK FROM STAKEHOLDERS

Every year Interfaces with Heads of the Institutions and senior teachers of Practice Teaching Schools, PTA Executive body and Alumni are conducted. The analysis of the feedback regarding the various activities of the institution has ensured its better functioning.

## 25. UNIT COST OF EDUCATION

**B.Ed. Course**

$$7319967/119= \text{Rs.61512/-}$$

**M.Ed. Course**

$$700000/20 = \text{Rs.35000/-}$$

## 26. COMPUTERIZATION OF ADMINISTRATION AND THE PROCESS OF ADMISSIONS AND EXAMINATION RESULTS, ISSUE OF CERTIFICATES

The administrative mechanism is computerized and so is the process of admission and examination results. Every Department has been provided with computers.

## **27. INCREASE IN THE INFRASTRUCTURAL FACILITIES AND TECHNOLOGY UP GRADATION**

The college is very keen about improving its infrastructural facilities according to the need of the time.

- ❖ B.Ed. block was renovated and the following facilities were introduced.
  - Health and Physical Education room
  - Counselling Room
  - Store
  - Faculty Room
  - Mini Conference Hall
- ❖ The College Library was upgraded by introducing Electronic Information Centre, Property Counter, Net Resource Centre, Acquisition Section, Technical Section, Reference Section, Periodic Section, Store Room and Reprographic Centre.
- ❖ Educational Technology lab, Psychology lab, Computer lab were set up in the M.Ed. Block.
- ❖ Computers were installed in every classroom.

## **28. COMPUTER AND INTERNET ACCESS AND TRAINING TO TEACHERS, NON-TEACHING STAFF AND STUDENTS**

- ❖ Free internet access for teachers and students.
- ❖ Teaching and non-teaching staff were encouraged to attend various training programmes organized in other institutions.
- ❖ Teaching and non-teaching staff were given training in using computers and internet.

## **29. FINANCIAL AID TO STUDENTS**

The College is very particular that no student should be denied the right to education on grounds of financial backwardness.

**The various financial aids given to such students are listed below:**

### **1. Scholarship**

Students are helped to apply for various scholarships such as University Merit Scholarship, Scholarship for children of labourers in Tea/ Rubber Estates, Scholarship for children of newspaper agents etc.

### **2. Grants**

Students who belonging to the SC/ST/OEC communities receive lump sum grant from the government as well as full fee concession and free boarding charges.

### **3. Aid for hostellers**

- a) Three boarders of the hostel are provided free accommodation, the expense of which is met by the contribution of the Management.
- b) Two hostlers were financially helped by relieving them of 50% of the total fee.

### **4. OBC Students**

OBC Students enjoy a full concession on fees.

## **30. ACTIVITIES AND SUPPORT FROM ALUMNI ASSOCIATION**

- ❖ Alumni Association provides opportunities for the former students to keep in contact with the institution.
- ❖ Association organizes Alumni meetings every year.
- ❖ The Alumni members extend their whole-hearted support especially in providing placement for our students.
- ❖ Alumni are invited for taking Demonstration classes and also for judging various competitions held in the institution.

## **31. ACTIVITIES AND SUPPORT FROM THE PARENT TEACHER ASSOCIATION**

- ❖ PTA provides support, guidance and financial assistance for the smooth running of the institution.

## **32. HEALTH SERVICES**

- ❖ The Institution has a Health Club.
- ❖ The club organizes medical check-up for staff and students of the college.
- ❖ Two-day class on Pro-life, AIDS and Cancer awareness was given by Dr. C.D. Varghese, Lecturer, St. Thomas College, Trichur, on 16<sup>th</sup> and 17<sup>th</sup> of January 2009.
- ❖ Health Awareness talk was conducted by K-Link Health Group on 17<sup>th</sup> of February 2009.

## **33. PERFORMANCE IN SPORTS ACTIVITIES**

The institution encourages our students to take part in various sports competitions conducted at the Institutional, University as well as National Level.

- ❖ Annual Sports Day is conducted every year.
- ❖ Students actively participate in the sports competitions conducted in the Institution and at University Level.

### **33.1. INTER-COLLEGIATE LEVEL COMPETITIONS**

Our students participated in the Mahatma Gandhi University Inter-Training College Athletic Meet and secured the following prizes:

- 1) Ms. Indu Das secured First place in High Jump in the Mahatma Gandhi University Inter - Training College Athletic Meet held on 30.01.2009.
- 2) Ms. Indu Das secured First place in Long Jump in the Mahatma Gandhi University Inter Training College Athletic Meet held on 30.01.2009.
- 3) Our College secured Third place in the March Past Competition during the Mahatma Gandhi University Inter Training College Athletic Meet.

### 33.2. STATE LEVEL COMPETITIONS

Nil

### 34. INCENTIVES TO OUTSTANDING SPORTS PERSONS

A Special Award Distribution Ceremony was organized to congratulate Ms.Indu Das for securing First place in High Jump and Long Jump in the Inter-Training College Athletic Meet. She was also honoured for being the Individual Champion of the College Sports competition.

### 35. STUDENT ACHIEVEMENTS AND AWARDS

- ❖ In 2008-09 Ms. Lakshmi S. Kaimal secured the III Rank and Ms. Desy Davis secured the IV rank in the B.Ed. Examination, M.G. University.
- ❖ Ms. Sonia Thomas, Ms. Saritha Manoharan, Ms. Dhanya.R.Nair, Ms. Neena Thankappan, Ms. Remya Mohan, Ms. Ambily K.S and Ms. Shymol C.B. of M.Ed. Department got qualified in the UGC-NET Examination.
- ❖ Our college won the First prize in “All Kerala Inter-collegiate Magazine Competition conducted by St. John the Baptist College of Education, Nedumkunnam, Kottayam.
- ❖ Ms. Remya Mohan secured II rank in the M.Ed. Examination, M.G. University.

Sl. No.	Scholarships & Endowments	Top Scorer
1.	Sr.Fidelis Memorial Cash Award for the top scorer in the B.Ed. Degree Examination	Ms. Soumya K. Warriar
2.	Sr.Lydia Fernandez Endowment cash award for the top scorer in M.Ed. Degree Examination	Remya Mohan
3.	Sr.Crucifixa memorial Cash Award for the top scorer in Education	Ms.Prathibha.G
4.	Sr.Scholastica Endowment Cash Award for the top scorer in Psychology	Ms. Ananya Merin Babuji and Ms. Rintu Mary Sebastian.
5.	Sr.Jean Francis Endowment Cash Award for the top scorer in Physical Science	Ms. Rintu Mary Sebastian.
6.	Sr.Estelle Endowment Cash Award for the top scorer in English	Ms.Caroline Mathew
7.	Sr.Alcantra Endowment Cash Award for the top scorer in Social Science	Ms.Asha.V.P
8.	Mrs.Rose D'Lima Thankam Cash Award for the top scorer in Mathematics	Ms.Anchitha Rani



9.	Reena Zacharia Memorial Cash Award for the top scorer in Natural Science	Ms. Soumya K. Warriar
10.	Ms. L. Radha Kumari Endowment cash award for the outstanding performance in Sports & Games	Ms. Indu Das

### 36. ACTIVITIES OF THE GUIDANCE AND COUNSELLING UNIT

- ❖ The college offers a UGC sponsored Certificate course in Counselling. Dr. Rajan Varghese, Pro-Vice Chancellor, MG University inaugurated the course.
- ❖ The College has established a Guidance and Counselling Unit. A counselor's service is made available and the needs for guidance and counseling of the students and children of the teaching and non-teaching staff are taken care by the Counselling Unit.
- ❖ Mentoring system is introduced to assist our students in their holistic development.

### 37. PLACEMENT SERVICES PROVIDED TO THE STUDENTS

- ❖ The Placement Centre helps the students to find opportunities for employment.
- ❖ Our sister concerns in Gwalior, Faridabad and Orissa are a regular source of placement.
- ❖ The schools in the locality which have a linkage with our institution often recruit our trainees.
- ❖ The institution hosts campus recruitment for International schools in our institution.

### 38. DEVELOPMENT PROGRAMME FOR NON-TEACHING STAFF

The Institution provides incentives and financial assistance as per requirement to the non-teaching staff and their children for pursuing higher studies. In addition to this, they are given ample opportunities to keep themselves updated by providing suitable development programmes. Some of these are given below:

Sl.No.	Name	Programme	Venue	Date
1.	Juliet Petreeshya Dost (J.S)	Seminar on "Administration of Higher Education Institution"	Conducted by Mahatma Gandhi University , Kottayam at St.Joseph's College of Teacher Education for Women, Ernakulam	2 <sup>nd</sup> and 3 <sup>rd</sup> September 2008
2.	Manu Joseph (L.D.C)	Training Programme on Administration of Higher Education Institution	Conducted by Mahatma Gandhi University , Kottayam at St.Joseph's College of Teacher Education for Women, Ernakulam	2 <sup>nd</sup> and 3 <sup>rd</sup> September 2008

3.	Dyna Pereira	Seminar on Office Administration, Pension proposals, Purchase, P.D. Rules and Auditing	Conducted by the Office of the Deputy Director of Collegiate Education, Kottayam at B.C.M College, Kottayam	3 <sup>rd</sup> October 2008
4.	Kochumole Varghese	Seminar on Office Administration, Pension proposals, Purchase, P.D. Rules and Auditing	Conducted by the Office of the Deputy Director of Collegiate Education, Kottayam at B.C.M. College, Kottayam	3 <sup>rd</sup> October 2008

### **39. GOOD PRACTICES OF THE INSTITUTION**

- ❖ The institution gives more importance to research. Four of our staff members are pursuing their research activities.
- ❖ Teachers are encouraged to undertake Minor and Major projects.
- ❖ Carmel Tailoring Centre and Carmel Computer Centre are functioning in the institution for the BPL women of the society.
- ❖ Value education classes are conducted regularly.
- ❖ Inter-Religious prayer session is conducted weekly.

### **40. LINKAGES DEVELOPED WITH NATIONAL/INTERNATIONAL, ACADEMIC/RESEARCH BODIES**

- ❖ Dr. Sr.Philomina Thomas, Principal is a Member of Board of Studies of Education, M.G. University, Kottayam.
- ❖ Dr.Susamma George P. Associate Professor is the Educational consultant of DIET, Kottayam.
- ❖ Collaboration with AIACHE and District Literacy Mission, Kottayam.
- ❖ Collaboration with Council of Teacher Education.

### **41. ACTION TAKEN ON THE BASIS OF THE REPORT ON THE AQAR OF THE PREVIOUS YEAR**

- ❖ The existing infrastructural and technological facilities were upgraded.
- ❖ Submitted proposals for the sanctioning of UGC Major and Minor projects.
- ❖ Submitted proposals for the conduct of UGC sponsored seminars and workshops.
- ❖ UGC Sponsored Two-Day State Level Workshop on “Leadership Qualities Among Women” was organized by the institution , on 26<sup>th</sup> & 27<sup>th</sup> of March 2009.
- ❖ Started UGC sponsored Add on Certificate course in Counsellor Training.

- ❖ Dr.Sr.Philomina Thomas and Dr. Susamma George were granted Minor Research Projects by UGC.
- ❖ Students were encouraged to use modern technologies in teaching.
- ❖ Backward students were identified and remedial instruction was given to them.

#### **42. ANY OTHER RELEVANT INFORMATION THE INSTITUTION WISHES TO ADD**

- ❖ Our college was accredited with A grade by NAAC in 2008 with GPA 3.23. This achievement shall be inscribed in the annals of the history of the college.
- ❖ The college was awarded Anni Mascrene Award for the Best Catholic Training College in Kerala by the Latin Catholic Aikyavedi.
- ❖ Mount Carmel Community College for the less privileged women of the locality is functioning in our institution as a part of the extension activities.
- ❖ Carmel tailoring centre and Carmel Computer Centre provides training for the poor women folk of the neighbouring area.
- ❖ The trainees are given exposure to render service to the marginalized section of society. Empowerment of women is a thrust area of the institution.

#### **SECTION C:**

#### **OUTCOMES ACHIEVED BY THE END OF THE YEAR**

- ❖ Enhanced quality in teaching-learning process by equipping classrooms and staff room with modern technological devices.
- ❖ Technological skills and competencies of our students and teachers are enhanced for effective classroom transaction.
- ❖ Value education classes and extension activities were instrumental in fostering the self-esteem, positive thinking and mental health of students.
- ❖ Add-On courses and UGC Sponsored Certificate course in Counsellor Training has helped the students to secure additional qualification and specialized training.
- ❖ Outstanding achievement in B.Ed. and M.Ed. Degree examinations.
- ❖ Increase in the number of library books has contributed towards quality enhancement of the Institution.
- ❖ Reimbursement of free Accreditation expense for Rs. 1,11,844/- on 29-07-2008.
- ❖ Received Rs. 1, 71,440 from UGC to Dr. Sr. Alice Mathew for Major Research project on 01-09-2008.
- ❖ Reimbursement of second installment for conducting the Workshop on ‘Developing Research Skills among Teacher Educators’ for Rs. 3000/- on 30-10-2008.

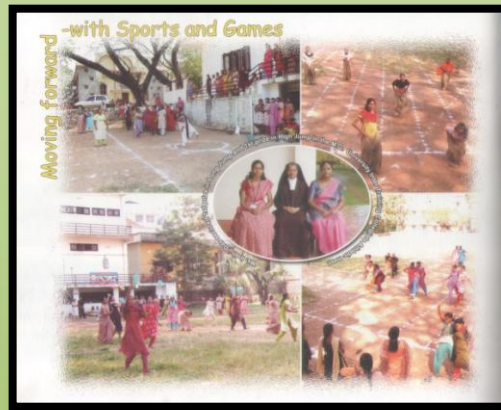
- ❖ Release of grants-in-aid towards the Developmental Assistance to colleges from UGC Bangalore for Rs. 69,360/- dated 15<sup>th</sup> December 2008.
- ❖ Letter sanctioning grant for seminar/ conference from Education officer, UGC, Bangalore to Principal Rs. 3000/- on 12-01-2009.
- ❖ Books and journals, equipment and other items except building as per XI plan for Rs. 69,360/- 16<sup>th</sup> January 2009.
- ❖ Received Rs. 1,08,000/- towards mess charge, rent of 12 SC (2007-08, June- September) from Assistant District Development Office for SC, Kottayam by Principal dated 20-01-2009.
- ❖ Received Rs. 54,000/- towards mess charge, Rent of 60 SC students ( 2007-08, June-September) from Assistant District Development Office for SC, Kottayam by the Principal on 20-01-2009.
- ❖ The Under Secretary, UGC, New Delhi has released the Grant-in-Aid to the institution for Career Oriented Programme for Rs. 7,00,000/- dated 23-01-2009.
- ❖ Received Rs. 19,040/- by the Principal towards mess charge, rent and pocket money of 2 ST students during the year 2007-08 from Project Office ITDP, Kanjirappally dated 31-01-2009.
- ❖ Books, journals or equipment and other items (Development Assistance to College) except building from UGC, Rs. 69,360/- dated 03-02-2009.
- ❖ Advance amount Rs. 1875/- received from M.G. University to conduct University examinations dated 13-03-2009.
- ❖ Granted Rs. 47,500/- by UGC to Dr. Susamma George P. for undertaking Minor Research Project in Humanities, on 'Identification of the Misconceptions and effect of Remediation Strategy for Eradication in Physical Science among VIII Standard Students of Kottayam' dated 30-03-2009.
- ❖ Granted Rs. 50,000/- by UGC to Dr.Sr. Philomina Thomas for undertaking Minor Research Project in Humanities on 'Developing Peace Consciousness through Co-operative Learning Strategies among Secondary Level Teacher Trainees in Kerala' dated 30-03-2009.

- ❖ First installment received from UGC Rs. 20,00,000/- towards the construction of Women's hostel on 31<sup>st</sup> March 2009 under XI plan.
- ❖ Received Rs. 19,330/- by the Principal towards Lump sum Grant, Mess charge and Rent, Pocket money of 2 ST students during the year (2008 December- 2009 March) from Project Officer, ITDP Kanjirappally on 02-04-2009.
- ❖ Received Rs. 1,09,200/- towards mess charge and rent of 13 SC students during the year 2008-09 from District Development Office for SC, Kottayam dated 03-04-2009.
- ❖ Received Rs. 50,400/- towards mess charge and rent of 60 SC students during the year 2008-09 from District Development Office for SC, Kottayam on 03-04-2009.
- ❖ Received Rs. 54,750/- as first installment for conducting State Level Workshop on 'Developing Leadership Qualities among Women' on 26<sup>th</sup> & 27<sup>th</sup> March 2009 to Smt. Soosamma P.A. on 20-04-2009 from UGC.
- ❖ Received Rs. 1,00,001/- based on Paloli Mohammadkutty Committee Report towards hostel expense for Muslim girls from DCE, TVM dated 27-05-2009.
- ❖ Scheduled Caste Development Fund (2009-2010) from SC Office, Kottayam, Rs. 20,000/- by Principal dated 01-07-2009.
- ❖ Received Rs. 30,800/- towards mess charge, rent, pocket money of two ST students during the year 2008-09 dated 12-10-2009.
- ❖ Annual subscription for the Journal 'Experiments in Education' for Rs. 250/- on 25-11-2008.
- ❖ Book purchased for Rs. 1181/- on 10-12-2008.
- ❖ Bought computers for Rs. 16,620/- on 27-03-2009.
- ❖ Bought L.G. LCD for Rs. 56,000/- on 28-03-2009.

## **SECTION D:**

### **PLANS OF THE HEI FOR THE NEXT YEAR**

- ❖ To provide computers with Internet facility for each teaching staff member.
- ❖ To provide computers to the administrative staff.
- ❖ To conduct Major and Minor Projects with financial aid from UGC and other agencies.
- ❖ To provide coaching in NET and SET exams.
- ❖ To complete the construction of the new hostel block.
- ❖ To digitalize library and Language lab.
- ❖ To collaborate with Rural Development Department for extension activities.
- ❖ To adopt two schools (Primary and Higher Secondary) and instruct them on health & hygiene, environmental protection, life skills and modern technology.
- ❖ To record the best classes of teacher trainees to replay it for the next batch of students.
- ❖ To organize medical camp for tribal women.
- ❖ To collaborate with District Literacy Mission in order to set up a Centre in the campus to conduct Adult Literacy classes.
- ❖ To construct Method labs for all optional subjects.
- ❖ To send proposals for the conduct of seminars and workshops to UGC and other funding agencies.
- ❖ To promote Guideship for faculty members in collaboration with their respective universities.
- ❖ To encourage teachers to attend research-related workshops and seminars.



Women cell inauguration by  
Dr. Joan Chungappura



Alumni Association inauguration by  
Sr. Beata CSST



IGNOU B.Ed. Programme 2009/  
Inauguration by Mrs. P. Sindhu,  
ARD, IGNOU, Kochi