The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. **Details of the Institution**
1.1 Name of the Institution   St. Joseph's Training College, Mannanam

1.2 Address Line 1   St. Joseph's Training College, Mannanam

   Address Line 2   Mannanam P.O.

   City/Town   Kottayam Dist.

   State   Kerala

   Pin Code   686561

   Institution e-mail address   stjosephstrainingcollege@gmail.com

   Contact Nos.   0481 2597347

   Name of the Head of the Institution: Dr. Varghese K. Cheriyan

   Tel. No. with STD Code: 0481 2597347

   Mobile: 09447353546

   Name of the IQAC Co-ordinator: Mrs. Sunitha Susan Jose

   Mobile: 09447271756

   IQAC e-mail address: stjosephstrainingcollege@gmail.com

1.3 **NAAC Track ID**   KLCOTE 10126

1.4 **NAAC Executive Committee No. & Date:** EC/45/RAR/10 dtd. 28/3/2008

1.5 Website address: www.stjosephstrainingcollege.org

   Web-link of the AQAR: http://www.stjosephstrainingcollege.org/images/pdf/i13.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	****		2001	2008
2	2nd Cycle	B	2.85	2008	2014

1.7 Date of Establishment of IQAC :   04/12/2003

1.8 AQAR for the year   2013-14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

    (i) AQAR   24-03-2013

    (ii) AQAR   31-03-2012

    (iii) AQAR   31-03-2011

    (iv) AQAR   31-03-2010

1.10 Institutional Status

    University   State ☑   Central ☐   Deemed ☐   Private ☐

    Affiliated College   Yes ☑   No ☐

    Constituent College   Yes ☐   No ☐

    Autonomous college of UGC   Yes ☐   No ☐

    Regulatory Agency approved Institution   Yes ☐   No ☐

    Type of Institution   Co-education ☑   Men ☐   Women ☐

                   Urban ☐   Rural ☑   Tribal ☐

    Financial Status   Grant-in-aid ☑   UGC 2(f) ☑   UGC 12B ☑

                   Grant-in-aid + Self Financing ☐   Totally Self-financing ☐

1.11 Type of Faculty/Programme

    Arts ☐   Science ☐   Commerce ☐   Law ☐   PEI (Phys Edu) ☐

    TEI (Edu) ☑   Engineering ☐   Health Science ☐   Management ☐

    Others   (Specify)

1.12 Name of the Affiliating University   Mahatma Gandhi University, Kottayam

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

   Autonomy by State/Central Govt. / University

   University with Potential for Excellence   UGC-CPE

   DST Star Scheme   UGC-CE

UGC-Special Assistance Programme   DST-FIST

UGC-Innovative PG programmes   Any other (*Specify*)

UGC-COP Programmes

2.   **IQAC Composition and Activities**

2.1	No. of Teachers	8
2.2	No. of Administrative/Technical staff	0
2.3	No. of students	1
2.4	No. of Management representatives	1
2.5	No. of Alumni	2
2.6	No. of any other stakeholder and community representatives	2
2.7	No. of Employers/ Industrialists	0
2.8	No. of other External Experts	0
2.9	Total No. of members	16
2.10	No. of IQAC meetings held	6

2.11   No. of meetings with various stakeholders: No.   6   Faculty   6

Non-Teaching Staff Students   1   Alumni   1   Others

2.12   Has IQAC received any funding from UGC during the year?   Yes ☐   No ☑
If yes, mention the amount

2.13   Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.   4   International   National   State   - 2   Institution Level - 2

(ii) Themes

   N-Vivo Software, Research Colloquium, Koha Software, Water conservation

2.14   Significant Activities and contributions made by IQAC

- Conducted a course on N-Vivo software

- Published M.Ed. Dissertation abstract and tools

- SRGs and DRGs were invited for demonstration classes

- Started tuition for inmates of Juvanile Home

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Utilize grants from UGC to improve teaching learning resources	Purchase a Digital Display board
To invite lecturers and eminent personalities for academic lectures	Eminent personalities were invited and led classes on democratic citizenship, reflective practices, cyber crime and value education
To start M.Phil. Course in Education	Yet to achive
To publish M.Ed. Dissertation abstract and tools	Published abstracts and tools
To conduct a course on N-Vivo software	A course was conducted on N-vivo Software by Fr. Sony Palathara CMI
Organized a course on SPSS for M.Ed. students	Conducted course on SPSS by Prof. M.C. Jose
To invite resource persons such as SRGs, DRGs and subject experts from DIET/SCERT for demonstration classes	SRGs and DRGs were invited and took demonstration classes
Staff room renovation	Staff room was renovated with 13 cubicles
To complete the construction of Ladies Staff quarters	Completed the construction
Extension of social service to neighbouring community	Started tuition for inmates of Juvenile Home.

* Attach the Academic Calendar of the year as Annexure.

2.15   Whether the AQAR was placed in statutory body   Yes ☐   No ☑

Management   Syndicate   Any other body

Provide the details of the action taken

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D.				
P.G.	1		1	
U.G.	1			
P.G. Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				3
Total	2	0	1	

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
   (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	
Annual	

1.3 Feedback from stakeholders*   Alumni ☑   Parents ☑   Employers ☑   Students ☑
   (On all aspects)

        Mode of feedback   :   Online   Manual ☑   Co-operating schools (for PEI)
Please provide an analysis of the feedback in the Annexure

1.4   Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

      Yes, Direct grading became indirect grading in evaluation

1.5   Any new Department/Centre introduced during the year. If yes, give details.

      No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
16	13	3	-	-

2.2   No. of permanent faculty with Ph.D.   08

2.3   No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	-	-	-	-	-	-	-	1	-

2.4   No. of Guest and Visiting faculty and Temporary faculty   1   -   -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	11	
Presented papers	3	18	
Resource Persons		1	6

2.6   Innovative processes adopted by the institution in Teaching and Learning:

- Open book examination
- Blog based learning
- Use of student portfolio
- Summary Presentation
- Co-operative learning
- Use of module
- Powerpoint and prezi presentation

2.7   Total No. of actual teaching days
      during this academic year   200

2.8   Examination/ Evaluation Reforms initiated by
      the Institution (for example: Open Book Examination, Bar Coding,
      Double Valuation, Photocopy, Online Multiple Choice Questions)   Open book examination

2.9   No. of faculty members involved in curriculum
      restructuring/revision/syllabus development   2
      as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students   96%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		A+	A	B+	B	Pass %
M.Ed.	21	-	2	-	19	100
B.Ed.	146	13	80	46	7	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

● IQAC chalk out a plan of action for enhancing teaching and learning every year.

● IQAC regularly monitor the achievements and developments

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	4
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	12
Summer / Winter schools, Workshops, etc.	12
Others	2

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14	-	-	1
Technical Staff	-	-	-	-

Criterion – III

3.   Research, Consultancy and Extension

3.1   Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Encourage and provide ample opportunities to complete the Ph.D. work of faculty members

- Conducts workshops on research related topimcs

- Faculty of B.Ed. take initiative to guide M.Ed. dissertations

- Proposed to conduct a workshop on APA format in research reporting

- Published research workshop faculty

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		10,54,600	6,06,100	

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number			2	
Outlay in Rs. Lakhs		2,50,000		

3.4   Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals	3	11	
e-Journals			
Conference proceedings	2	17	

3.5   Details on Impact factor of publications:

Range ☐   Average ☑   h-index ☐   Nos. in SCOPUS ☐

3.6   Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2	UGC	10,54,600	6,06,100
Minor Projects	18 months	UGC	2,50,000	

Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   1   Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP   ☐   CAS   ☐   DST-FIST   ☐

DPE   ☐   DBT Scheme/funds ☐

3.9 For colleges

Autonomy   ☐   CPE   ☐   DBT Star Scheme   ☐

INSPIRE   ☐   CE   ☐   Any Other (specify) ☐

3.10 Revenue generated through consultancy   -

3.11 No. of conferences
     organized by the Institution

Level	International	National	State	University	College
Number		1	2		4
Sponsoring agencies		UGC	KSTEC Institute of Parliamentary affairs		

3.12 No. of faculty served as experts, chairpersons or resource persons   7

3.13 No. of collaborations   International - 0   National - 0   Any other - 3

3.14 No. of linkages created during this year   1

3.15 Total budget for research for current year in lakhs :

From Funding agency ☐   From Management of University/College   ☐

Total   ☐

Type of Patent		Number
National	Applied	
	Granted	

3.16 No. of patents received this year

International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions   received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
		1				

3.18 No. of faculty from the Institution

who are Ph. D. Guides   6

and students registered under them   12

3.19 No. of Ph.D. awarded by faculty from the Institution   0

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)
      JRF   SRF   Project Fellows   Any other

3.21 No. of students Participated in NSS events:

University level ☐   State level   ☐
National level ☐   International level ☐

3.22 No. of students participated in NCC events:

University level ☐   State level   ☐
National level ☐   International level ☐

3.23 No. of Awards won in NSS:

University level ☐   State level   ☐
National level ☐   International level ☐

3.24 No. of Awards won in NCC:

University level ☐   State level   ☐
National level ☐   International level ☐

3.25 No. of Extension activities organized

University forum   -   College forum   7

NCC   -   NSS   -   Any other   -

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

● Special school visit

● Tuition for inmates of Juvenile Home

● Tuition for backward students of model schools

- Adoption of Anganvady
- College of cloth and medicines for the inmates of old age homes
- Village adoption

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	12 acres 57 cent			
Class rooms	539.36 Sq.m.			
Laboratories	312.89 Sq.m.	15 Sq.m.	UGC Management	
Seminar Halls	449.8 Sq.m.			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		1	UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)		66850	UGC	
Others – Gymnasium		1,03,898	UGC	

4.2   Computerization of administration and library

Library is automated with Koha Software, Bar coding and gateway register

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20613	-	53	80848	20613	-
Reference Books	3146	-	3	17165	3146	-
e-Books						
Journals	32	-	3	1400	32	-
e-Journals						
Digital Database						
CD & Video	591	19430	6	-	591	-
N-List	1	5000	-	-	1	5000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	35	10	30	-	15	5	-	5
Added								
Total	35	10	30	-	15	5	-	5

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

4.6 Amount spent on maintenance in lakhs:
   i)   ICT

   ii)   Campus Infrastructure and facilities

   iii)   Equipments

   iv)   Others

   Total :

Criterion – V

5.   **Student Support and Progression**

5.1   Contribution of IQAC in enhancing awareness about Student Support Services
      Conduct a week long orientation about courses campus and service provided

5.2   Efforts made by the institution for tracking the progression

      Regular monitoring of developments

5.3   (a) Total Number of students

UG	PG	Ph. D.	Others
149	35	0	0

(b) No. of students outside the state   0

(c) No. of international students   0

Men	No	%	Women	No	%
	30	20.13		119	79.86

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
130	8	-	7	1	146	129	13	1	6	0	149

Demand ratio   Dropout %   .66%

5.4   Details of student support mechanism for coaching for competitive examinations (If any)

- Provides coaching for NET, SET, KTET and CTET by incorporating community resources.

- Provides teaching learning materials

- Classes by eminent personalities

    No. of students beneficiaries   80

5.5   No. of students qualified in these examinations

NET   2   SET/SLET 12   GATE   -   CAT   -

IAS/IPS etc   -   State PSC -   UPSC   -   Others   20

5.6   Details of student counselling and career guidance
- Mentoring
- A professional counsellor is available on Saturdays
- Proper function of a career guidance cell
- Conducts 30 hrs. coaching class for NET, SET and TET

No. of students benefitted   98

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	45	15	-

5.8   Details of gender sensitization programmes
- Took an oath against Women exploitation
- Class on women empowerment
- Representation of girls in student's council

5.9 Students Activities
    5.9.1   No. of students participated in Sports, Games and other events

        State/ University level   36   National level   0   International level   0

        No. of students participated in cultural events

        State/ University level   30   National level   0   International level   0

    5.9.2   No. of medals /awards won by students in Sports, Games and other events

    Sports : State/ University level 5   National level   0   International level   0

    Cultural: State/ University level   2   National level   0   International level   0

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	2	770
Financial support from government	20	114874
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives
Fairs   : State/ University level   National level   International level
Exhibition: State/ University level   National level   International level

5.12   No. of social initiatives undertaken by the students   7

5.13 Major grievances of students (if any) redressed: No

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

To nurture teachers who are globally competent who shall promote democratic and spiritual values to create a just and humane society.

Mission

To form teachers who remain ever committed to excellence in academic standards.

To form teachers who uphold and promote holistic development of the individuals.

14

To form leaders of quality in all walks of life who serve their fellowmen with justice, truth and love.

To form teachers who promote an appreciation of our cultural heritage and help to mould a just society.

To form teachers who are sensitive to environmental issues.

To form educators who are recognized for their contribution in the field of teaching, research, and extension.

To form teachers who imbibe national, social, spiritual values and international understanding.

6.2   Does the Institution has a management Information System   No

6.3   Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Introduced add-on courses for filling gap in curriculum.

- Emphasizes ICT mediated teaching learning experiences

- Digitalized language laboratory

- Automated library with Koha Software

- Took leadership in curriculum development and revision.

6.3.2 Teaching and Learning

- Utilization of modern teaching techniques

- Well equipped method labs

- Techno pedagogical transactions

- Experiential learning strategies

- Use of Smart boards

- Wi-Fi campus

- Remedial coaching

- Tutorials

- Semi-circle classrooms

- Use of blogs in learning

- Class library

- Book bank

- ICT assisted class rooms

- Problem solving through puzzles

- Declamation and debates

6.3.3 Examination and Evaluation
- Open book examination
- Online submission of assignments

6.3.4 Research and Development

- Publication of journal with ISBN No.

- Course on SPSS and N-Vivo Software

- Organizes National level seminars/Workshops regularly

- Maintains a research consultancy Cell

6.3.5 Library, ICT and physical infrastructure / instrumentation
- Library is automated with Koha Software
- Use Digital Display boards in classroom
- Use of Smart boards
- Each class equipped with LCD/Projector

6.3.6 Human Resource Management

- Sharing of teaching faculty with M.Ed. department for thesis guidance

- Conducts staff development programmes regularly

6.3.7 Faculty and Staff recruitment

- Follows NCTE, University and Government norms for recruitment.

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

- As per Government norms and university guidelines

- Preference is given to rural, SC, ST and backward students in Management quota

6.4   Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

6.5   Total corpus fund generated

6.6   Whether annual financial audit has been done   Yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	Yes	Management
Administrative	Yes	DCE & AG's	Yes	Management

6.8   Does the University/ Autonomous College declares results within 30 days?
       For UG Programmes   No

       For PG Programmes   No

6.9   What efforts are made by the University/ Autonomous College for Examination Reforms?

   ● University revised curriculum this year and made substantial efforts to change from direct grading to indirect grading.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

   ● Not promoting autonomy for training colleges

6.11 Activities and support from the Alumni Association

   ● Acts as resource persons
   ● Participate in orientation programme
   ● Participates in day celebrations and Cultural fest
   ● Took initiative in developmental activities

6.12 Activities and support from the Parent – Teacher Association

   ● Renovated open stage
   ● Helps to avail resource persons

6.13 Development programmes for support staff

- Classes on bar coding and Koha

- Classes on e-grantz and SPARK

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Maintains vermin compost plans
- Herbal garden
- Campus beautification as part of SUPW
- Celebration of Environmental day
- Workshops by WWF

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Blog based learning

- Online submission of assignments

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Regular meetings of staff council, IQAC, Governing Council
- Committees for Monitoring developments
- Teacher-in-charge for each activity

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

- Outreach programme for educating the differentially able and delinquent
- Mentoring for capacity building

7.4 Contribution to environmental awareness / protection

- Invited WWF for conducting a workshop on Water conservation
- Herbal Garden
- Vegetable garden at model schools
- Environmental education as elective

7.5 Whether environmental audit was conducted?   No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)
The institution has done SWOC analysis and attached in the annexure.

8. Plans of institution for next year
   - To envisage web linked classrooms
   - Start an add-on course on guidance and counselling
   - To conduct an eco camp
   - Submission of Proposal for research centre
   - Start M.Phil. in Education
   - Establish a CD ROM
   - To furnish a technology museum
   - To establish MIS
   - Renovation of open stage
   - Establishing an extension circle
   - Setting up of a Digital sound system
   - Setting up of a Audio – Video studio Unit
   - Separate website for library
   - Utilization of solar energy

Name Mrs. Sunitha Susan Jose *Name Dr. Varghese K. Cheriyan*

Signature of the Coordinator, IQAC *Signature of the Chairperson, IQAC*