

**ANNUAL QUALITY ASSURANCE
REPORT OF THE IQAC**

2012-2013

Part A

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

Introduction

Both curricular and extracurricular activities foster quality enhancement of an institution. In order to provide quality education by focusing on the all-round development of the personality of the trainees, the institution framed the following objectives to be achieved for the year 2012-2013.

I. At the UGC level

- To send proposals to the UGC for financial assistance for Add-on courses namely:
 - a. Certificate course in Communicative English.
 - b. Certificate course in Computer Applications.
- To send proposals for Minor Research Projects to be taken up by the teaching faculty.
- To seek financial aid to renovate Method Laboratories for all optional subjects.

II. At the College level

- To publish annual research journal.
- To celebrate the Diamond Jubilee of the institution.
- To develop a research culture in the institution.
- Give training to the trainees in developing positive personality traits.
- To provide individualized training for children with learning disabilities.
- To encourage faculty to take up research projects.
- To provide better exposure to the trainees by encouraging participation in various competitions.
- To promote placement services.
- To develop a sense of social responsibility among the trainees.
- To enhance leadership qualities and social cohesion among the trainees.
- To inculcate personal and social values among trainees.
- To instill among the trainees a sense of accountability towards the environment they live in.

- To enhance the relationship between the institution and the community by collaborating with World Vision Limited, an NGO which upholds the cause of economically disadvantaged children.
- To conduct community extension programmes.
- To conduct an interface with the Heads of Institutions and teachers of practice teaching schools.

PART B

1. ACTIVITIES REFLECTING THE GOALS AND OBJECTIVES OF THE INSTITUTION

The institution aims to transform the society through academic excellence, increasing a sense of social responsibility in students and extending a supportive hand to the weaker sections of the society.

- The institution published its first research journal during this academic year.
- Trainees were given ample opportunity to participate in a wide array of competitions ranging from sports to literary activities.
- The Diamond Jubilee celebration was conducted in a well-organized manner.
- The Alumni were invited for the Diamond Jubilee celebration and were honoured.
- An inspiring talk by a veteran teacher followed by a jubilant orchestra by the alumni marked the occasion of the Jubilee celebrations.
- Dr. Sr. Alice Mathew and Ms. Mary Sheba Jose got the sanction to conduct minor research projects under the UGC fund.
- All method laboratories were renovated and made resourceful.
- Personal guidance programme was organized.
- The institution supported and encouraged the faculty to fulfill their Ph.D. programmes.
- The faculty were encouraged to attend research - oriented seminars and workshops.
- The institution published the proceedings of seminars and workshops.
- The faculty members of the institution contributed articles and research papers to various journals.
- Two of the faculty members, Ms. Liz Kuriakose and Ms. Therese Jose completed their course work and are pursuing their research work with vigour.
- Ms. Mary Sheba Jose and Ms. Suma Joseph were awarded Doctorate Degrees in 2013.

- Ms. Soosamma P.A. of the M.Ed. Department has submitted her Doctoral Thesis in 2013.
- The institution has given subscription for more research journals and books.
- A Career Guidance Seminar was conducted by District Employment Exchange, Kottayam.
- Representatives from different schools conducted Campus Interview to select teaching personnel for their schools.
- The Carmel Tailoring Centre has been functioning in order to cater to the economically disadvantaged women of the community.
- The Carmel Computer Centre was established to provide computer classes to the women of the society.
- Days of national and international importance were celebrated.
- The institution organizes educational tours each year to develop leadership qualities and social cohesion.
- The institution organizes weekly visits to a Home for the destitute 'Abhaya Bhavan'. In addition to this, the trainees organize the Christmas celebrations in similar institutions like Shanti Bhavan and Vikas Vidyalaya in Kottayam district.
- Keen interest is taken on the part of the management to develop values among the trainees. Value education classes are provided to the trainees by the faculty as well as other resource persons.
- Yearly Retreat and Meditation Camps are conducted.
- World Environment Day was celebrated and saplings were distributed to the staff and all the B.Ed. trainees.
- The trainees prepared an exemplary documentary to develop accountability towards the environment.
- The trainees participated in community extension programmes in collaboration with World Vision India, an NGO. The Panchayaths which came under the training programme were Manarcadu, Parippu, Thiruvappu, Kanjiram and Vakathanam.
- Training for children with learning disabilities was carried out.
- Mathematics and English Departments jointly conducted an attempt for identification and remediation of learning disabilities.
- An Orientation programme was given to the trainees regarding the B.Ed. Programme.

2. NEW ACADEMIC PROGRAMMES INITIATED (UG & PG)

The institution conducted an Add-on Certificate course in Counselor Training (UGC Sponsored).

3. INNOVATIONS IN CURRICULAR DESIGN AND TRANSACTION

The Institution has been rendering a substantial contribution to curricular designing. The following facts support the statement:

- Senior faculty members have offered suggestions with regard to Grading System in the Theory and Practical Board meetings conducted by the University.
- Continuous and Comprehensive Evaluation and Grading was practiced.
- At the P.G. level, meaningful current issues were offered as practicum. It was Choice- based.
- Dr.Sr. Alice Mathew, Associate Professor in Education served as the Chairperson of the Theory Board of B.Ed. Examination of Mahatma Gandhi University.
- Dr. Susamma George P., Dr. Pushpa Marian and Ms. Mary Sheba Jose, Associate Professors served as the Zonal Chairpersons of the Board of Practical examination of the B.Ed. Programme, Mahatma Gandhi University.
- Ms. Therese Jose was an Additional Examiner of the Board of Practical Examination of B.Ed. Programme, Mahatma Gandhi University.
- Dr. Sr. Philomina Thomas, Dr. Susamma George P., Dr. Pushpa Marian and Dr. Sr. Alice Mathew served as the Adjudicators of M.Ed. Theses, Mahatma Gandhi University.
- Dr. Lissy Koshi, Assistant Professor in Education, is a Resource Person in the area of guidance and counselling.
- Reflective thinking practices were promoted to sharpen teaching skills.
- Add-on courses in Counsellor Training and the like were offered to the trainees.
- Trainees prepared lesson plans based on different models of teaching.
- As the institution strives for upholding values in the society, the trainees prepare lesson plans for value education classes and implement them during the practice teaching lesson.
- The faculty adopts brainstorming and synectics model of teaching while initiating group work.
- Blended learning strategy is adopted frequently.
- Collaboration with World Vision for Life Skills Training and village exposure programme is undertaken.

- Video- recorded classes based on the B.Ed. curriculum are presented before the students occasionally.
- Response to Intervention Strategy was used as an innovative mode of curricular transaction.
- Faculty members that UG and PG level are active participants in the redesigning of the curriculum which is done at the University Level.
- Students who are low achievers were scaffolded with remedial instruction.

4. INTER – DISCIPLINARY PROGRAMMES STARTED

Mount Carmel College of Teacher Education for Women has been making sincere efforts to develop interdisciplinary links. This can be illustrated in the following way:

- The B.Ed. trainees of the English Department conducted Communicative English classes for the other trainees.
- Mathematics and English Department jointly conducted an attempt for identification and remediation of learning disabilities.
- Natural Science and Physical Science Departments adopted an interdisciplinary approach in organizing Science based competitions for school children.
- Carmel Fest is an annual interdisciplinary programme, by which competitions are conducted for students of the Practice Teaching schools.
- ‘Carmex’, an Educational Exhibition on teaching aids was organized by the institution. It was open to various school students and the general public.
- Trainees from each department took classes on topics pertaining to their academic areas for the students of other departments.
- A common prayer for the trainees of all disciplines is regularly practised.

5. EXAMINATION REFORMS IMPLEMENTED

The Institution that is affiliated to M.G. University, Kottayam, follows the Semester System in its B.Ed. and M.Ed. courses with 90 working days in each semester. To help in the students’ achievements, they are given chance for retest and resubmission of assignments. Some steps followed are:

- Maintenance of transparency and awarding of internal grades.
- Continuous evaluation which ensures objectivity in assigning internal grades.
- Online submission of assignments which contribute to the internal grades.
- Open book examination conducted at the P.G. level.

- Practice of Grading System.

6. NUMBER OF CANDIDATES QUALIFIED: NET/ SET/TET.

The following candidates have qualified in the NET/SET& KTET qualifying examination:

SET

1. Gigi Mathew
2. Jayasree P.D.
3. Nikitha Susan Jacob
4. Sheena Susan Baby
5. Sreejamol K.
6. Ann V. Jacob
7. Seema Sebastian

NET

1. Gigy Mathew
2. Sheena Susan Baby

KTET

1. Anusha C.T.
2. Seema Sebastian

7. INITIATIVE TOWARDS FACULTY DEVELOPMENT PROGRAMME.

The institution encourages the faculty to participate in Orientation/ Refresher courses organized by various Academic Staff Colleges across the country.

- Major and minor research projects are taken up by the faculty.
- Ms. Mary Sheba Jose was awarded Ph.D. in July 2013.
- The institution published its first Research Journal during this academic year.
- The faculty members of the institution contributed articles and research papers to various research journals.
- Two of the faculty members Ms. Liz Kuriakose and Ms. Therese Jose have completed their course work and are pursuing their research work.
- Dr.Sr. Alice Mathew and Dr. Mary Sheba Jose got the sanction to conduct minor research projects under UGC fund.

Sl.No.	Name of participating Faculty Member	Programme/Seminar Participated	Date of Participation	Venue
1.	Dr. Pushpa Marian	'Educational Renaissance	28 th &29 th Nove	St. Thomas

		for a new Generation’	mber, 2012	College of Teacher Education, Pala
2.	Dr.Suma Joseph	National Seminar on ‘Educational Renaissance for a New Generation’	28 th & 29 th November, 2012	St. Thomas College of Teacher Education, Pala, Kottayam
3.	Ms.Jaya P.J.	‘Educational Renaissance for a new Generation’	28 th & 29 th November, 2012	St. Thomas College of Teacher Education, Pala
4.	Ms. Jaya P.J.	‘Preparatory and Practical Courses in Teaching’.	4 th June, 2013	St. Joseph’s Training College, Mannanam
5.	Dr.Suma Joseph	Workshop on ‘Preparatory and Practical Courses in Teaching’.	4 th June, 2013.	St. Joseph’s Training College, Mannanam, Kottayam
6.	Dr.Pushpa Marian	‘Preparatory and Practical Courses in Teaching’ organized by All Kerala Training College Teachers Association	4 th June, 2013.	St.Joseph’s Training College, Mannanam
7.	Dr. Susamma George P.	‘Preparatory and Practical Courses in Teaching’, organized by All Kerala Training College Teachers’ Association	6 th June, 2013	Mount Carmel College of Teacher Education for Women, Kottayam
8.	Dr. Mary Sheba Jose	State Level Workshop on ‘Preparatory and Practical Courses in Teaching’	6 th June, 2013	Mount Carmel College of Teacher Education for Women, Kottayam
9.	Ms. Therese Jose	‘Preparatory and Practical Courses in Teaching’	6 th June, 2013	Mount Carmel College of Teacher Education for Women, Kottayam
10.	Dr. Pushpa Marian	Resource Conference for Developing Training Material and Tools for High School Teachers of Kerala State.	3 rd , 4 th and 5 th July, 2013.	St.Joseph’s Training College, Mannanam.

11.	Ms. Liz Kuriakose	State Level Three day course on Research Methodology in Education	12 th -14 th August,2013	SPS, M.G. University
12.	Ms. Therese Jose	State Level Three day course on Research Methodology in Education	12 th -14 th August 2013.	School of Pedagogical Sciences M.G. University, Kottayam.

8. TOTAL NUMBER OF SEMINARS/ WORKSHOPS CONDUCTED

College level seminars/ workshops:

Seminar/Workshop	Date
Introduction to Grading System	16.11.2012
Diabetes Awareness Programme	14.11.2012
Community Extension Programme (World Vision)	22.4.2013 to 27.04.2013
Seminar on Career Guidance	22.2.2013
Two-day Training Programme for Personality Development	11.4.2013 to 12.4.2013
Awareness Programme on Adulteration of Food Items	27.05.2013
Awareness Programme on Misconceptions in Physical Science	28.05.2013
Classes on Mathematics in Nature-Fibanocci series and short cut methods for calculation	06.06.2013
Workshop for Teacher Educators of M.G. University on Practices & Preparatory Courses in Teaching	6.6.2013
Training Programme on Dissertation Writing and classes on Research Methodology	8.7.2013 to 27.7.2013

9. RESEARCH PROJECTS

A) ONGOING B) COMPLETED.

A) Two ongoing Minor Research Projects:

1. Dr.Sr. Alice Mathew on ADHD(Attention Deficit Hyperactivity Disorder)

2. Dr.Mary Sheba Jose on Effectiveness of Discourse Oriented Instruction.

B)Dr.Sr. Philomina Thomas completed her Minor research project on 'Peace Education' on 31-03-2012.

10. PATENTS GENERATED, IF ANY –

Nil

11. NEW COLLABORATIVE RESEARCH PROGRAMMES.

- The institution has collaboration with Bharathiyar University, Coimbatore.
- The faculties are involved in conducting Minor research projects sanctioned by the UGC.

12. TOTAL RESEARCH GRANTS RECEIVED FROM VARIOUS AGENCIES.

Dr.Sr. Alice Mathew - Rs. 62,500.00 granted on 01-10-2013
Dr.Mary Sheba Jose - Rs.1, 00,000.00 granted on 01-10-2013

13. NUMBER OF RESEARCH SCHOLARS

Ms. Soosamma P.A. - Submitted
Ms. Liz Kuriakose - Pursuing
Ms. Therese Jose - Pursuing
Ms. Jaya P.J - Pursuing

14. CITATION INDEX OF FACULTY MEMBERS AND IMPACT FACTOR.

Dr.Sr. Alice Mathew - 1
Dr.Lissy Koshi - 1
Dr.Pushpa Marian - 3

15. HONORS/ AWARDS TO THE FACULTY.

Dr.Sr. Alice Mathew was awarded the status of Best Principal, Janakeeya Sarga Samathi Talent Award.

16. INTERNAL RESOURCES GENERATED:

- Punching machine was introduced for the faculty and the trainees.
- Computer Centre was inaugurated with internet, broad band connection and Xerox facilities.
- Hostel was renovated.
- Incinerator was installed.
- Physical Science laboratory was constructed.

- Water purifiers were installed.
- Installation of A/C in guest room of M.Ed. block.
- Two advanced LCD projectors in M.Ed. block.
- M.Ed. staff room was furnished with computer and internet facilities
- Started publishing an annual journal with ISSN 2320-7299.
- Digital Library was partially automated.
- Management supports the institution according to its needs.
- SUPW exhibition cum sale helped to generate funds.
- Food fest was organized for fund - raising
- Micro teaching studio, digital library have been installed.
- ENLIST programme from INFLIBNET was installed.
- Introduced DELNET programme.
- SOUL software for library operation was introduced.
- Micro-teaching class of teacher trainees was video recorded.

17. DETAILS OF DEPARTMENTS GETTING ASSISTANCE/RECOGNITION UNDER SAP, COSIST/DST, FIST AND OTHER PROGRAMMES

NA

18. COMMUNITY SERVICES

With a view to extend the services of the institution to the community, the following efforts were made:

- A Tailoring Centre for disadvantaged women, a Carmel Computer Centre for Women and a Carmel Public Library for Women was made functional.
- School Adoption Programme was practised.
- Useful and productive visits to orphanages, rehabilitation centres and Special schools were conducted.
- Identification and helping of children with learning disabilities.
- Remedial teaching and financial help for weak students.
- Utilization of community resources.
- Motivational talks by resource persons from government sector and religious talks by knowledgeable persons.
- Arranging Workshops/ Seminars for women belonging to the socially disadvantaged groups.

- Staff and students visited the Medex Exhibition conducted at the Government Medical College, Kottayam.
- World AIDS Day was commemorated.
- Students participated in a Retreat at Good News Retreat Centre, Pampady.

19. TEACHERS AND OFFICERS NEWLY RECRUITED.

Ms. Jaya P.J.	-B.Ed. College
Ms.Ginu P.George	-M.Ed. Department
Ms. Ancy A.	-M.Ed. Department
Ms.Jaisa P.J	-M.Ed. Department

20. TEACHING STAFF &NON-TEACHING STAFF RATIO.

Teaching, Non-teaching ratio -10:11

Teaching staff - 10

Non-teaching Staff - 11

21. IMPROVEMENTS IN THE LIBRARY SERVICES.

The library of the institution is furnished with a number of books each year. Apart from that the following activities were carried out.

- Renewal of N-LIST Programme.
- Conducted Orientation Programme in library services for the students.
- Inauguration of Carmel Public Library.
- Introduced updating of book renewal.
- Opened the Library for the Research Scholars from outside.
- Conducted Library Week Celebration.
- Conducted meeting of All Kerala Training College Librarians.
- Created new facilities for the research books.
- Provided hands-on experience for the students on Library Software.
- Introduced Information Literacy Programme for the women folk in the locality.
- Created e-mail ID for students.
- Provided training on N-LIST programme for the staff and students.

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

Courses in which student assessment of teachers is introduced and the action taken

No. of books	-	514
Value of books	-	Rs.113628/-

No. of journals	-	8
Value of journals	-	Rs. 9450/-

23. COURSES IN WHICH STUDENT ASSESSMENT OF TEACHERS IS INTRODUCED AND ACTION TAKEN UPON STUDENT FEEDBACK

Student assessment is done both at B.Ed. and M.Ed. levels. At the end of each semester, a Feedback Proforma is given to the students to be filled in for every teacher. The proforma is given to respective teachers for self-introspection and for the implementation of necessary modifications.

24. FEEDBACK FROM STAKEHOLDERS

Every year interfaces are conducted with Heads of the Institutions and Senior Teachers of Practice Teaching Schools, PTA Executive Body, Alumni and Community members. The analysis of the feedback regarding the various activities of the institution has enhanced its better functioning.

25. UNIT COST OF EDUCATION.

B.Ed. Course

$$13488244/117 = \text{Rs. } 115284/-$$

M.Ed. Course

$$1725000/35 = \text{Rs. } 35,000/-$$

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 with internet facility.

27. INCREASE IN THE INFRASTRUCTURAL FACILITIES AND TECHNOLOGY UPGRADATION

The institution has enhanced its infrastructural facilities in the following manner:

- Electric Generator and Photostat Machine were newly installed.
- Computer Lab was set up to train BPL women of the locality.
- Fifteen more computers were added to the Computer Laboratory.
- Water Purifier was installed.
- Trolley for Xerox Machine.

- Sanitary Pad Disposer.
- Tabular Battery Backup.
- Furnished Physical Science Laboratory.
- Additional shelves in the library.
- Three UPS were purchased.
- LCD Projector
- Toner Cartridge, Printer and AMC for Toshiba Digital Copier

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

- Two staff members underwent training in e-content authoring and use of open educational resources.
- Training programme on Online Management System of KPCSPF was conducted by the Directorate of Collegiate Education, Kottayam.
- State Level Training Programme for the teaching staff of B.Ed. Colleges was arranged by the Kerala Higher Education Council.
- Faculty members attended Orientation Programme/ Refresher course / Special Summer School for University teachers conducted by the Academic Staff College, University of Kerala.

29. Financial aid to students

Students who are facing financial difficulties are given assistance in different forms. The institution pays the fees for the needy students. Meritorious students are endowed with cash awards by the institution. Top scores of the Final Value Education Examination are also given cash awards. One student was given exemption from hostel fee this year. Two students were exempted from educational tour fees. An amount of Rs. 18,400/- was disbursed to the poor students towards the college fees.

30. Activities and support from the Alumni Association

The alumni of the college has always been supportive for the welfare of the institution. A few illustrations are as follows:

- Demonstration class by accomplished alumni members.
- Annual meetings and discussions on educational issues.
- Active participation in College day and Jubilee celebration.

- Classes on relevant issues were conducted by two of our alumni Smt. Mini Antony IAS, District Collector, Kottayam and Ms. Aleyamma Antony, Headmistress, Mount Carmel GHS, Kottayam.

31. Activities and support from the Parent Teacher Association

The PTA of this institution is cooperative in nature. This can be supported by the following facts.

- Meetings and discussions at regular intervals.
- The college implements their constructive suggestions.
- Active participation in the Diamond Jubilee and College Day Celebrations.

32. Health Services

- Medical check-up for students was arranged.
- Health room with essential facilities was set up.
- Class on Fitness by Fitness Pal Team, Kalathipady was organized.
- An Eyesight Check-up Camp was organized by Inter-optics, Kanjikuzhy, Kottayam.

33. Performance in sports activities

The institution encourages the trainees to participate in competitions conducted at different levels. The following illustrations support this fact:

- Regular class period for Physical Education is included in the time-table.
- House-wise competitions are organized every year.
- Inter-class Throw ball competitions are conducted.
- Participation in University level competitions
- Participation in Intercollegiate competitions
- Trainees participated in Inter-Training Collegiate Athletic Meet of M.G.University.
- Won the Third Prize in the Inter-Training College Throw Ball Competition held at SAM Training College, Poothotta, Ernakulam.

Awards for students securing prizes in Inter-collegiate competitions

Many students participated in the VI Intercollegiate Athletic Meet of M.G. University.

1. Karthika Mohanan, student of English Department secured II Place in 400 mts. race at the 7th Inter-Training Collegiate Athletic Meet held at Nehru Stadium on 16th February, 2013.

2. Reenu John of English department secured II Place in Shot Put at the 7th Inter-Training Collegiate Athletic Meet held at Nehru Stadium on 16th February, 2013.
3. The institution secured III Place at the 2nd All Kerala Inter B.Ed. Collegiate Throwball Tournament held at SAM Training College, Poothotta on 8th February, 2013.
4. The College team won the Third Prize at the Inter-Collegiate Competitions for Training College Throw ball competition held at SAM Training College, Poothotta on 8th February, 2013.
5. The students participated in the VI Inter-Collegiate Athletic Meet of M.G.University organized by St.Joseph's Training College, Mannanam at Nehru Stadium on 1st February, 2013. Reenu John and Karthika Mohanan won prizes in the competitions.

34. INCENTIVES TO OUTSTANDING SPORTS PERSONS

The Institution encourages and reinforces good performances in the field of sports in the following manner:

- Giving cash awards and trophies.
- Making them aware of the opportunities available and ensuring full support for their participation.
- Equipping them to be good leaders for undertaking challenging tasks in the college.
- Participation in challenging competitions held by other colleges as well as those arranged by M.G. University.

35. STUDENT ACHIEVEMENTS AND AWARDS.

The trainees are acknowledged and appreciated for their achievements, in both curricular and co- curricular areas.

- Outstanding students are honoured by giving cash awards.
- The top scorer in each optional subject/general papers is honoured and awarded every year.
- Provision of additional facilities for excellent students in the form of books, scholarships and challenging tasks.
- Sr.Fidelis Memorial Cash Award for the top scorer in the B.Ed. Degree Examination won by Aswathy G.
- Sr. Lydia Fernandez Endowment Cash Award for the top scorer in M.Ed. Degree Examination won by Lekshmi R.
- Sr.Crucifixa Memorial Cash Award for the top scorer in Education won by

Aswathy G.

- Sr.Scholastica Endowment Cash Award for the top scorer in Psychology won by Rinu Ann Thomas.
- Sr.Jean Francis Endowment Cash Award for the top scorer in Physical Science won by Ria Mary Mathew.
- Sr.Estelle Endowment Cash Award for the top scorer in English won by Aswathi G.
- Sr.Alcantra Endowment Cash Award for the top scorer in Social Science won by Jismy M.A.
- Mrs.Rose D'Lima Thankam Cash Award for the top scorer in Mathematics won by Anitha Elizabeth.
- Reena Zacharia Memorial Cash Award for the top scorer in Natural Science won by Anna Ninan.
- Award of Merit for the students securing A grade in M.Ed. Degree Examination won by Sreemakal C.N.
- Award of merit for the students securing A+ in the B.Ed. Degree Examination were given to the following students.

English

1. Aswathy G.
2. Chinnu Susan Varghese
3. Christine Jose
4. Meenu James
5. Sr. Moncy K. Dominic
6. Reeba Thomas

Mathematics

1. Anitha Elizabeth
2. Divya Raghavan M.
3. Preetha Pious
4. Rissana T.A.

Natural Science

1. Anna Ninan
2. Jyothi Thomas

Physical Science

1. Anupa Mohan

2. Jyothi Syriac
3. Ria Mary Mathew

Social Science

1. Jismy M.

36.ACTIVITIES OF THE GUIDANCE AND COUNSELLING UNIT.

- Guidance and Counselling is provided in the campus.
- Personal guidance services started functioning in the college from 21.2.2013 onwards. The students got opportunities to seek counselling from Mrs. Sheeba Siju, the part-time counsellor on 27.2.2013.
- Seminar on Career Guidance by Kottayam District Employment Exchange was arranged on 22.02.2013. Dr. T.C. Thankachan, Assistant Professor, St. Thomas College of Teacher Education, Palai, was the Resource Person for the same.

37.PLACEMENT SERVICES PROVIDED TO THE STUDENTS.

- Placement cell is functional in the institution.
- Campus interview by the representatives of famous educational institutions are carried out annually.

38. DEVELOPMENT PROGRAMME FOR NON-TEACHING STAFF.

- Participation in training programmes related to online management system.
- Participation in orientation programmes are encouraged.
- Rewards are given to the meritorious children of the non-teaching staff.
- Faculty provides free tuition for the needy wards of non-teaching staff.

Sl.No.	Name of Non-teaching Faculty Member	Programme participated	Date of Participation	Venue
1.	Juliet Petreeshya Dost (J.S)	Mahatma Gandhi University Silver Jubilee Seminar on 'Administration of Higher Education Institutions'	2 nd and 3 rd September, 2008	Conducted by Mahatma Gandhi University , Kottayam, at St.Joseph's College of Teacher Education for Women, Ernakulam

2.	Juliet Petreeshya Dost (J.S)	Training Programme on 'Online Management System of Kerala Private College Staff Provident Fund'	27 th August 2013	Organized by N.I.C, Thiruvananthapuram and the Directorate of Collegiate Education, Thiruvananthapuram conducted at Government College for Women, Thiruvananthapuram
3.	Juliet Petreeshya Dost (J.S)	State Level Training Programme for Non-Teaching Staff of B.Ed. Training Colleges, 2013-2014	10 th &11 th September, 2013	Organized by the Kerala State Higher Education Council, held at Regional Telecom Training Centre, Kaimanam, Thiruvananthapuram
4.	Juliet Petreeshya Dost (J.S)	State Level Training Programme for Non-Teaching Staff members of Aided Colleges	23 rd & 24 th October 2013	Conducted by Mount Carmel College of Teacher Education for Women, Kottayam
5.	Juliet Petreeshya Dost (J.S)	Training Programme of GAINPF	12 th September, 2014	Conducted by the Directorate of Collegiate Education, Thiruvananthapuram at Government College, Nattakom, Kottayam.
6.	Dyna Pereira	Seminar on 'Office Administration, Pension Proposals, Purchase, P.D. Rules and Auditing'.	3 rd October 2008	Conducted by the office of the Deputy Director of Collegiate Education, Kottayam at B.C.M. College, Kottayam.
7.	Dyna Pereira	Training Programme on 'Online Management System of Kerala Private College Staff Provident Fund'.	27 th August 2013	Organized by N.I.C Thiruvananthapuram and the Directorate of Collegiate Education, Thiruvananthapuram, conducted at Government College for Women, Thiruvananthapuram.

8.	Dyna Pereira	Principals' Meeting (Programme of UGC Funds),	28 th September, 2013	Deputy Director of Collegiate Education Kottayam, at Baselius College, Kottayam.
9.	Dyna Pereira	State Level Training Programme for Non-Teaching Staff of B.Ed. Training Colleges, 2013-2014	10 th &11 th September, 2013	Organized by the Kerala State Higher Education Council, held at Regional Telecom Training Centre, Kaimanam, Thiruvananthapuram.
10.	Manu Joseph (L.D.C)	Training Programme on 'Administration of Higher Education Institution'.	2 nd and 3 rd September, 2008	Conducted by Mahatma Gandhi University, Kottayam at St. Joseph's College of Teacher Education for Women, Ernakulam.
11.	Manu Joseph (L.D.C)	State Level Training Programme for Non-Teaching Staff members of Aided Colleges	23 rd & 24 th October, 2013	Conducted by Mount Carmel College of Teacher Education for Women, Kottayam.
12.	Manu Joseph (L.D.C)	Training Programme of GAINPF	12 th September, 2014	Conducted by the Directorate of Collegiate Education, Thiruvananthapuram at Government College, Nattakom, Kottayam.
13.	Latha S.W	State Level Training Programme for Non-Teaching Staff Members of Aided Colleges	23 rd & 24 th October, 2013	Conducted by Mount Carmel College of Teacher Education for Women, Kottayam.
14.	Deepthy K. Anto	State Level Training Programme for Non-Teaching Staff Members of Aided Colleges	23 rd & 24 th October, 2013	Conducted by Mount Carmel College of Teacher Education for Women, Kottayam.

15.	Kochumole Varghese	Seminar on 'Office Administration, Pension proposals, Purchase, P.D Rules and Auditing	3 rd October, 2008	Conducted by the office of the Deputy Director of Collegiate Education, Kottayam, at B.C.M College Kottayam.
16.	Kochumole Varghese	State Level Training Programme for Non-Teaching Staff members of Aided Colleges	23 rd & 24 th October, 2013	Conducted by Mount Carmel College of Teacher Education for Women, Kottayam.

39. GOOD PRACTICES OF THE INSTITUTION

- The Institution has adopted Government U.P.School, Parampuzha, where the trainees provided vocational training to the students throughout the year.
- The trainees engaged themselves in Life school for Transformational Development Programme in collaboration with World Vision India, an NGO.
- Regular visits to orphanages, rehabilitation centers and special schools are carried out every week. The trainees go to these institutions and this has brought a marked difference in their attitudes and mind set towards helping the needy.
- Maximum utilization of modern ICT in management, administration and functioning of curricular and co-curricular programmes.
- The passing-out trainees show marked differences from their entry behavior particularly in getting transformed into computer-savvy individuals.
- To fight against the receding value system and the increasing number of broken families, the trainees are grounded with values and life skills essential to lead a good and successful life. Value education is a regular part of the time-table of the college.

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

The institution has linkage with the following educational bodies:

- Council for Teacher Education (CTE).
- All Kerala Training College Teachers' Association (AKTCTA).
- All Kerala Private College Teachers' Association (AKPCTA)
- All India Association of Christian Higher Education (AIACHE)

- Physical Education Teachers' Association
- Social Science Consortium
- All India Association of Educational Research (AIAER)
- International Association of Education for World Peace (IAEWP)
- World Vision India Ltd.
- Indian Adult Education Association (IAEA)

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

- Conducted a Workshop on 'Digital Content Authoring Technology and Use of Open Educational Resources'.
- Students were given an orientation regarding the Grading System based on CBCSS system.
- Conducted a Workshop on 'Right of Children to Free and Compulsory Education Act (2009) and its Implementation in Kottayam'.
- Implemented programmes on Communal Harmony and National Integration.
- Orientation Programme in Life Skills was conducted in collaboration with the Council for Teacher Education (CTE).
- Subject-wise Associations conducted informative programmes.
- Conduct of social visits.
- Orientation on 'International Experience on Innovative Teaching and Learning Methods'.
- Participation in All Kerala B.Ed. Inter- Collegiate Shuttle Tournament.
- Participation in the International Convention of Learning.
- Visited the Book Exhibition conducted by M.G. University.
- Participation in many Inter-collegiate competitions.
- Alumni Gathering was held to plan future activities.
- Interface with educational experts from Brazil was conducted.
- Intramural competitions were held in literary and cultural events.
- Participation in Inter-Collegiate Throw Ball Competition and Inter- Collegiate Athletic meet.
- Conducted educational tour.
- Add-on course in counselling (UGC sponsored certificate course in Counsellor Training).

- Conducted National Seminar on ‘Quality Assurance in Teacher Education in the Digital Age: Issues and Challenges’.
- LKG and UKG students visited our college library as a part of ‘Vaayana Dinam’.
- Celebrated College Day and inauguration of Diamond Jubilee Celebration.
- Social gathering of the B.Ed. students was conducted.
- School Adoption was rendered to Government U.P. School, Parampuzha.
- ENLIST programme from INFLIBNET was initiated.
- Introduced DELNET Programme in the library.
- Digital Library with 10,000 electronic documents.
- Recorded the classes of teachers and teacher trainees for future reference.
- Updated all Method Laboratories.
- Conducted NET Coaching Programme.
- Computer Literacy Centre was inaugurated.

42 Any other relevant Information the institution wishes to add.

The year 2012-2013 was celebrated as the Diamond Jubilee year of the institution. As a mark of the Diamond Jubilee celebrations, the Carmel Public Library and Carmel Digital Café were inaugurated. It is hoped that these will be of service to the less privileged sections of the society.

- Innovative teaching aids were prepared by the students.
- There was outstanding achievement in the B.Ed. and M.Ed. examinations.
- Value education classes were successful in instilling self-confidence, self-respect and dignity of labour.
- An urge to protect the environment was created in our students.
- Teachers were highly benefitted by the Workshops on ‘Practical and Preparatory Course in Teaching’.
- Students were sent to Practice Teaching Schools, after considering the suggestions and opinions that arose during the Interface with the Heads of Institutions.
- About 50 students from within the institution and outside, attended the NET Coaching Programme.
- Grand finale of the Diamond Jubilee Celebration was organized.
- Technological skills and competencies of our students and teachers were upgraded at regular intervals.

Received the following financial assistance from UGC

- Rs. 75,000/- for Remedial Coaching for SC/ST/ OBC Minorities, on 07.12.2012.

- RS.26,333/- towards the Major Research Project undertaken by Dr. Pushpa Marian, on 14.12.2012.
- Rs. 17,500/- under the scheme of RTGS/ NEFT No P13012883720270 faculty development programme on 14.02.2013.
- RS. 2,25,000/- under the scheme of College Development Assistance Under Graduate Education through RTGS/ NEFT, on 07.05.2013.
- Rs. 50,000/- under the scheme of Remedial Coaching for SC/ ST/ OBC Leadership creamy layer and minorities. Through RTGS/ NEFT on 10-05-2013.
- Rs. 17,500/- for conducting Research Workshop entitled, 'Teacher Education on Digital Content Authoring Technology and Use of Open Educational Resources'.
- Rs.1,00,000/- for undertaking Minor Research Project entitled, 'Effectiveness of Discourse- oriented Instructional Materials in Developing Functional Writing Skills in English among Secondary School Students of Kottayam District', on 01-10-2013.
- Rs.62,500/- for Minor Research Project entitled, 'Developing an Intervention Strategy to Enhance Academic Achievement of Primary School Children with Attention Deficit Disorder', on 01-10-2013.

Section C

OUTCOMES ACHIEVED BY THE END OF THE YEAR

- Add-on course in Counsellor Training has equipped our students in making use of counseling skills. Guidance and counseling activities were arranged.
- The students were made aware of the unique features of the Grading System and how curricular aspects were evaluated.
- The conduct of Aids Day, Diabetes Day etc. helped in reminding our students of their social responsibilities and obligations.
- Our students were keen in observing health habits in their lives, as a result of the orientation they got through Physical Education and Health Programmes.
- Organization of various competitions resulted in the development of leadership qualities among our students.
- Parents' suggestions regarding uniform, excursion, college day celebrations etc. were sought and constructive suggestions were implemented.
- The Institution now has a well-equipped Digital Café and Tailoring Centre.
- Excellent demonstration classes by alumni members were arranged.

- Our students participated in the Community Extension Programmes in six Panchayaths of Kottayam District.
- Experts from M.G. University took classes on various aspects of research.

Section D

Plans for the next year

- Plan to conduct an International Seminar.
- Make attempt for the recognition of M.Ed. Course under the Aided Stream.
- To get the stature of Research Centre.
- Training for personality development and for developing career orientation.
- Social visits to destitute homes and charity institutions.
- To start an Add-on course in Communicative English.
- SUPW training in jewellery-making, flower- making, fabric painting etc.
- Carrying out Brain Gym exercises and Kinesics for trainees.
- Creating awareness about Life Skills, AIDS, Learning Disabilities, and Human Rights.
- Continuing with Life School for Transformational Training Programme for B.Ed. trainees under World Vision Ltd.







