



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		MOUNT CARMEL COLLEGE OF TEACHER OF EDUCATION FOR WOMEN
Name of the head of the Institution		Dr. Pushpa Marian
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04812573120
Mobile no.		9495873120
Registered Email		mountcarmeltrainingcollege@gmail.com
Alternate Email		mountcarmel_college@yahoo.com
Address		Mount Carmel College of Teacher Education for Women, Muttambalam P.O., Kanjikuzhy
City/Town		Kottayam
State/UT		Kerala

IQAC		
Orientation programme on Teach R by NCTE	07-Jul-2017 1	7
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2018 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

11

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

Initiated efforts to get accredited by NCTE through Teach R, Participation in Swachtha Mission Project, Conduct of various Orientation programmes and training sessions for students, Participation of faculty and students in several International, National and State level seminars/workshops.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
To initiate efforts to get accredited by NCTE through Teach R	Submitted Performance Appraisal Report to NCTE

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

Staff Council

19-Jul-2018

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission

02-Mar-2018

17. Does the Institution have Management Information System ?

Yes

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

Biometric punching machine, Staff details, student information system, Student attendance, Staff attendance.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The curriculum is designed by the University based on the recommendations of the NCTE . The University has a well-planned schedule for curriculum delivery so that the trainees are competent enough to deal with the challenges of the present day classrooms. It is relevant to meet the job requirements and needs of the society at regional, national and international levels. The restructured Two year B.Ed and M.Ed programmes was implemented in 2015. The faculty members have made substantial contribution in restructuring and redesigning both the B.Ed and M.Ed. curricula. The institution offers 5 optional subjects for both B.Ed and M.Ed Programmes which comprises of Core courses, Pedagogic courses, Electives, School internship, practicum and other practical works. The curriculum delivery is done through co-curricular and extra-curricular activities too. In addition to it, the college offers 2 UGC sponsored Add On courses and 4 Value added courses. The theory as well as practical areas focus on empowering the trainees to be efficient teachers to face the demands of the modern world. The focus of the institution is based on imparting quality education, empowerment of women, service to the marginalized, providing value education, family life education, life skill based training and the like. Extension activities have also been included in the B.Ed. curriculum. Value Education has been an all time venture of the institution for every semester to

impart a strong grounding to the students to create good citizens. The life skill based training based on empathy for the poor and needy is a long time extension activity to the community. Family life education is imparted as an attempt to build a peaceful and progressive society, with its foundation on good relationships.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Art and Craft	27/07/2017	24
Family Life Education	17/01/2018	50
Tailoring and embroidery	27/07/2017	26
Communicative English	17/01/2018	50
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	School Induction Program	50
BEd	School internship Program	50
MEd	Internship at School, TTI and B.Ed. levels	3
MEd	Secondary School and B.Ed College	10

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Each year, the institution collects the feedback from the students based on the performance and the outcome-based activities. The feedback collected is taken into account to make necessary changes in administration, teaching and all other curricular activities. The feedback given by the parents in PTA meetings is also taken care of. The feedback collected from Students, Teachers, Alumni, Parents and Employers on curricular aspects is analysed, documented and necessary remedial measures are made. The IQAC has evolved a formal mechanism to gather feedback on Curriculum from all stakeholders. The Student feedback scrutinise the overall efficiency and effectiveness of the Curriculum. The five point rating scale was designed to assess whether the learning outcomes are well-defined and aligned with the vision and mission of the Institution. The efficiency of the curriculum in enhancing teaching competencies, life skills, social commitment and values were also evaluated. The Parent feedback on Curriculum focused on the quality and relevance of the Programme, role of curriculum in enhancing teaching competencies, cultivating social responsibility, eco-consciousness and moral values. Academic discipline observed by the institution, timely conduct of practical works, completion of syllabus and related activities, academic quality and efficiency of the faculty, use of ICT, Infrastructural facilities and learning resources of the institution, teacher student relationship, employability offered by the curriculum etc were also evaluated. The employer's feedback was collected using a five point rating scale. Quality and relevance of the curriculum in enhancing competencies required for the teaching profession, role of curriculum in developing innovative thinking, organizational skills, communication skills and soft skills, efficiency of the curriculum to deal with challenges in teaching profession, resourcefulness in integrating technology effectively into teaching- learning process, efforts in keeping in touch with the latest developments, upholding the dignity of teaching profession etc. were taken into consideration. The Alumni Feedback was based on the various aspects of the curriculum namely the role of curriculum in enhancing teaching skills, life skills, social commitment and values, in developing leadership qualities, in dealing with challenges in teaching profession and in developing practical solutions to overcome it. Employability offered by the curriculum, opportunities to integrate technology, opportunities for future professional development, higher studies and research, development of-self confidence in qualifying teacher eligibility tests etc were also evaluated. The Teacher feedback on Curriculum evaluated the efficiency of the curriculum in enhancing teaching competencies, life skills, social commitment and values. Whether the programme and course outcomes are well defined, proper balance between theory and practice, opportunities to integrate technology, adequacy of the practical courses, opportunities for professional development, higher studies and research, availability of infrastructural facilities and learning resources for

the conduct of the programme etc. were also assessed. The feedback obtained was thoroughly analysed and recorded.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Education	50	408	50
MEd	Education	50	3	3
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	50	3	9	3	Nil

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
12	12	3	10	3	4

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

The institution promotes a student friendly approach and hence gives importance to proper mentoring. A good rapport is built up between the teachers and the students and the students are given time for one to one conversation with the teacher, whereby the teachers get a chance to explore more about the trainees. The teachers keep a record of personal information shared by each student with them. Then they are given guidance on conflict resolution and overcoming their anxieties to become better individuals. The SWOT analysis of the students provides a base for the teachers to work on. The students feel free to talk to the teachers whenever they want. Accessibility and availability is ensured by the teachers. This practice provides moral support to the students in need. The students make best use of the mentoring given by the teachers. Mentors also keep track of the mentees' performance during the internship programmes by continuous interaction with them. The mentoring system is monitored by a Committee consisting of the Principal, Programme coordinator and IQAC coordinator. Mentors also connect themselves with the parents regarding the well-being and progress of the students. The faculty serve as a liaison agent between the trainees and the institution.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
53	12	1:4

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
9	7	2	2	4

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Pushpa Marian	Principal	M.P. Pillai Memorial Award
2017	Dr. Mary Sheba Jose	Associate Professor	Community Development award 2017 by Junior Chamber International, on 18th November 2017
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	NIL	II Semester	12/07/2017	30/04/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The internal evaluation of all the components of theory courses are published before the University exams and acknowledged by the students. The details of internal assessment is kept in the college for two years. All the documents pertaining to the practical courses shall be made available before the External examination board constituted by the University. The Course coordinators take the responsibility of internal assessment. Field based assignments, Seminars and Group Discussions are evaluated based on content, preparation, presentation, theme and originality. Internal and external question papers include multiple choice, Very Short Answer, Short Answer and Essay which provides the students with confidence to face competitive exams. Occasionally, tests are conducted with test items from among selected questions that are provided to the students early enough for them to be well prepared. This is an attempt to scaffold the trainees and provide them enough confidence to face the exams effectively. Class tests, mid-term and term-end examinations are conducted for both B.Ed. and M.Ed. programme. The practicum and practical works are documented properly in either hard or soft copies for efficient assessment. The institution believes that timely feedback on the student performances and reflective practices lead to improved performances.

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

The Academic Calendar has been prepared and adhered for conduct of exams and

other related matters. The preparation of the academic calendar ensures that adequate instructional hours are allotted to deliver the courses effectively. Schedule of Internship programmes, internal/external examinations, publishing of internal assessment marks, submission of records and assignments etc. are formulated in tune with the University academic calendar. Dates for conducting different co-curricular activities like club activities, extension programmes, Arts day, College day, Sports day, Study tour, Community living camp, conduct of workshops/seminars/awareness programmes/orientation programmes, etc. are also included in the academic calendar. The Academic calendar is published in the college website and student's handbook. The academic calendar is well-planned and prepared focusing on the vision and mission envisaged by the college. At the beginning of the year, an Academic calendar is prepared by the IQAC based on the University Academic Calendar and Government calendar. Exams are held as per the University schedule. For each semester, the institution has an internal plan too regarding the conduct of test papers and revision and practice. Training to attempt the exam most skillfully to score best is also rendered by individual teachers each year. The students are given revision through solving the previous years' question papers and discussion of important areas of each course. The trainees are given a set of questions from each unit which they are expected to prepare and answer at the college. This is however, left to the planning of individual faculty. The co-curricular and extra-curricular activities are commonly planned and scheduled in the academic calendar. The practical exams are scheduled by the University and the practicum and practical work that the trainees are expected to do during each semester is scheduled and monitored by the concerned subject teachers.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.mountcarmelcollege.ac.in/academics/pos-cos>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NIL	MEd	Education	10	10	100
NIL	BEd	Education	46	46	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://mountcarmelcollege.ac.in/iqac/student-satisfaction-survey>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	NIL	0	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Yoga	Mount Carmel College of Teacher Education for Women	04/10/2017
Workshop on Drama	Mount Carmel College of Teacher Education for Women	31/10/2017
Awareness Program on online Banking Application	Mount Carmel College of Teacher Education for Women	30/11/2017
Orientation on Being an Effective Teacher	Mount Carmel College of Teacher Education for Women	17/01/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Best M.Ed Dissertation Award	Merin Thomas	Mount Carmel College of Teacher Education for Women	Nil	Post Graduate Student
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
N A	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Education	2	0
International	Education	4	7.95
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Education	5
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	NIL	Nil
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	Nil	Nil	NIL
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	6	11	5
Resource persons	Nil	1	Nil	Nil
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Visit to Destitute Home	Missionaries of Charity	5	98
Book exhibition cum sale	DC Books	2	99
Food Fest	Mount Carmel College of Teacher Education	7	86
Social Visits	Shanti Bhavan	7	97
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Environmental Protection	BIOS	Planting Saplings	9	50
Gender Sensitization	WOMENS CLUB	Debates	1	47
AIDS awareness	BIOS	Talk	2	49
Swachh Bharat	ECOZONE	Plastic free campus	5	50
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
School Induction	50	Self	30
School Internship	63	Self	120
Library Visit	3	Self	3
Free Tuitions	50	Self	60
Internship at Govt. Primary School, Muttambalam	3	Self	17
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
M.Ed programme	Internship at primary Schools	Mount Carmel AVL P school, Govt. UP School, Muttambalam	23/10/2017	03/11/2017	10
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers
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			participated under MoUs
NIL	Nil	NIL	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
250000	237430

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Class rooms	Existing
Laboratories	Existing
Video Centre	Existing
Others	Existing
Seminar Halls	Existing
Campus Area	Existing
Classrooms with LCD facilities	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Integrated Library Management System(RFID)	Fully	1	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	18677	1744531	192	12391	18869	1756922
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	94	25	2	11	18	8	14	10	18
Added	0	0	0	0	0	0	0	0	0
Total	94	25	2	11	18	8	14	10	18

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Media Centre	http://mountcarmelcollege.ac.in/facilities/media-centre
Language lab	http://mountcarmelcollege.ac.in/facilities/language-lab

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
200000	151543	250000	237430

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution has utilized the available human as well as material resources for the systematic functioning of the institution. The teachers have adopted innovative and creative variations to the teaching learning discourses to provide a variety of learning experiences to the trainees. The trainees utilize the Methods laboratories for improved practices. Library facility is available for students to undertake reference work for seminar presentations as well as to broaden their horizon of knowledge. The basket ball court in the campus is used for sports and games and for regular practice hours as part of Health and Physical education. Computers are available for the trainees, particularly the M.Ed. students for their completing their dissertation work. The classrooms are properly equipped with technological facilities. The college auditorium is often used as a venue for the official meetings of many government and non-government organizations . It is also used for conducting College related programmes, Yoga practice and indoor games. There are ample computers in the Computer laboratory so that both the B.Ed. and M.Ed trainees can do reference work or for preparation of dissertations.

<http://mountcarmelcollege.ac.in/quality-policy/quality-policy>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Charity to students	1	8350
Financial Support from Other Sources			
a) National	E-GRANT, SC, ST, OEC, FISHERIES, SEBC	36	119880
b) International	0	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Awareness class on Online banking application	30/11/2017	50	SBI Kanjikuzhi branch
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	SET/KTET/NET Coaching	50	50	29	20
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	30

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Mangalam Public School	6	5	Mary Gire Public School	4	1
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	5	B.Ed	Education	B.K. College, Mahatma Gandhi University	M.Sc Chemistry
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
SET	12
Any Other	18
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
SPORTS AND CULTURAL ACTIVITIES	INSTITUTION	102
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	10th Principals trophy Inter B.ED Shuttle Badminton Tournament	Nil	2	Nil	NIL	Santeena Thomas, Sunitha Achiyamma Mathew
2018	Inter Collegiate Shuttle Badminton Tournament conducted by St. Johns the Baptist College of Education	Nil	2	Nil	NIL	Santeena Thomas, Sunitha Achiyamma Mathew
2018	State Level Essay	Nil	Nil	2	Nil	Sheedhal Anu Raj, Neethi

Competiton
organised
by
National
Safety
Council,
Kerala
Chapter

Thomas

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students Union is an active student body of the college. The institution has a mechanism for electing representatives for the Students' Union every year. The College Union has a major role in promoting and facilitating the student activities of the campus. The Union executive members were elected through parliamentary mode. Election is held under the leadership of a senior faculty who is appointed as the Returning Officer. The College union consists of a Chairperson, Vice Chairperson, General Secretary, University Union Councillor, Arts Club Secretary, Student Editor, Sports Club secretary and other representatives. All student related activities of the college are arranged under the leadership of the College Union, and guided and facilitated by the Student Advisor. The Student Union in the college takes initiatives to conduct various activities in the campus. It has a substantial connection with various academic and administrative committees of the institution. Association meetings, days of National and International importance, College assemblies, College Day and Religious festivals are all organized under the initiative of the Student Union. The students have a major role in organizing study tours, community living camps, debates, Carmel fest and intramural competitions. These are all done under the guidance and supervision of the teachers. The college has conducted Women Empowerment programmes (Self-Defence Training), Self-Motivation, Need for Gender Sensitization, debates on Gender bias and Gender equality. The students have actively participated in peer-tutoring, flexible grouping, cooperative learning and Think- pair- share model of teaching and group activities. Each Optional subject teacher is in charge of various associations. Apart from it, there are Clubs and Forums like Women's Cell, Nature club, Debate club, Tourism club, Sports club, Health care club, etc. which are coordinated by the students along with the faculty coordinators. The College Union celebrates important days like Environment day, Onam, Teachers day, Christmas, Womens day, Reading Week etc. The College Union nominates representative to the Students' Grievance Redressal Cell, Anti Narcotic Cell, Anti Ragging Cell, Women's Cell, Equal Opportunity cell and IQAC. All these committees function with the active support and participation of the student community through their representatives. All important decisions are taken in the combined meetings of the Student Union Executive members, class representatives and Association secretaries, which are convened regularly. The Student Advisor guides and facilitates such activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

Activities and support from the Alumnae Association The Prominent Alumnae are utilized as Resource Persons for various training and orientation programmes to motivate our present students Placement and Implant Training are provided in the various Organizations inducted by our Alumnae Alumnae provide financial support for our poor students. The general Alumnae Meet is organized every year

Alumnae visit the college/ department whenever there is an opportunity for them

5.4.2 – No. of enrolled Alumni:

54

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

12110

5.4.4 – Meetings/activities organized by Alumni Association :

The alumni gather to discuss academic as well as non-academic issues on a common platform in order to get a clearer picture of handling common problems in life. The alumni meet brought together a friendly gathering in which former students shared their experience. Every year alumni take demonstration classes for the B.Ed students. The timely feedback received from the alumni is instrumental in improving the academic standard of the institution.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution provides life-centered education with a thrust on the civilization of love and the kingdom of God as envisaged by the Foundress, Mother Teresa of St. Rose of Lima. It strives to internalize and transmit human values by practicing education as a vocation. The educational goals of the institution are achieved through participative management. The Governing Council headed by the Manager is the highest decision making body of the institution. The Institution has an effective leadership vested with the Principal who is expected to implement the vision of the management. At the beginning of every academic year, the Staff Council meets several times to plan and chalk out the activities for the academic year in accordance with the academic calendar of the University. There are regular staff meetings with the Principal, the IQAC coordinator and the teaching staff., Sometimes according to the agenda, the non-teaching staff also participate in the meetings. After reaching a consensus, major decisions are taken . Then the staff are deputed different jobs depending on the individual potentials and abilities. It is ensured that there is equal distribution of work. Duties and responsibilities for the conduct of various activities are distributed among the faculty. Different committees, cells and clubs are constituted to facilitate the co-curricular, extracurricular and extension activities of the College and the duties of each committee/cells are discussed and fixed. The Student's Union plays a leading role in planning and organizing different programmes of the institution. The two practices of decentralization and participative management during the last year are as follows: In order to undertake the activities of Swachtha Mission, a discussion was conducted. Following this, the task of assigning specific duties for cleaning the market place in the locality was assigned to some of the faculty members. The students were also mobilized to undertake the task of the cleaning process. In order to ensure participation in the Seminar on Human Rights, a meeting was arranged. Some faculty were entrusted with the duty of assisting the students for paper presentations for the seminar. Other faculty had to escort the students to attend the seminar.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Admission is done strictly based on the University rules and regulations. The College authorities prepare a Rank List and Waiting List for Open Quota, Scheduled caste, Scheduled tribes and Community quota respectively. In the allotment of Management seats for B.Ed and M.Ed programmes, there is reservation for socially and economically deprived categories of students.
Industry Interaction / Collaboration	? Students were trained to make environment friendly items like paper pen, paper bags, door mats out of waste cloth. ? As a step to encourage self dependency, the students were given training in " Mushroom Cultivation" ? As a measure to empower financially poor students, special coaching in tailoring (stitching their own dresses) was provided through peer tutoring. ? Students provide free tutoring to the needy students of model school.
Human Resource Management	? Class by Insurance personnel ? Awareness programs by Banking officials. ? Need based training programmes (Personality Development, Capacity building, Career guidance) ? Campus recruitment through different agencies ? Students are encouraged to participate in intercollegiate , university level competitions to build their personal skills. The Management of the College strictly abides by the norms of the Directorate of Collegiate Education and UGC for recruiting staff for the vacant positions that arise in the College, taking into consideration the eligibility criteria.
Library, ICT and Physical Infrastructure / Instrumentation	? Property counter was renewed and racks were purchased for it. ? Library conducts orientation for M.Ed. and B Ed. students and Research scholars. ? Book exhibition come sale held ? Digitalization of M.Ed. theses was done. ? LED Wall Display of important College activities and important information and value based suggestions / quotations, was introduced this year for the benefit of students and staff. The visual presentation created a greater impact on the viewers

Research and Development	? Two staff members are registered and pursuing Ph.D. ? The students are encouraged to take part in research work, paper and poster presentation and publications ? All the dissertation submitted by PG, M.Phil, Ph.D students are subjected to plagiarism checks using the software „Urkund- Commercial Package? about 657 dissertation were checked in 2017-2018 using Urkund for plagiarism.
Examination and Evaluation	? Field based assignments, Seminars and Group Discussions are evaluated based on content, preparation, presentation, theme and originality. Internal and external question papers include, multiple choice, Very Short Answer, Short Answer and Essay enable the students confidence to face competitive exams.
Teaching and Learning	? To make an enriching experience with great take home learnings, the teaching learning process integrates LMS. ? The faculty prepare their own e-content for teaching. In addition, PG Students are also trained and made to take the seminars. ? Educational Tours, Endowments for High Achievers, Field Trips, Internship and Campus Placement are some of the creative teaching and learning methodologies adopted.
Curriculum Development	? The design of the curriculum enables academic flexibility in teaching learning i.e., student centric and fosters a wholesome development of the trainees. ? To make the trainees competent and updated, Certificate, Diploma, Add-on Courses, Value added, Skill based courses, and Orientation programmes are conducted ? The designing and restructuring of the curriculum are at par with the national requirements following the guidelines of the UGC, NCTE.

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

E-governance area	Details
Administration	Principal is the academic and administrative head of the institution. The administrative responsibility is shared through staff Council, IQAC Coordinator, Programme coordinator, Teachers and Supporting Staff. Effective communication is ensured through emails and phone calls.

<p>Planning and Development</p>	<p>Planning Committee is operational for implementing the projects funded by government or management. Project proposals/initiatives are prepared and discussed among the staff during staff council meetings. On the basis of the Suggestions and feedback collected, modifications are made thereafter. Charges are distributed among the staff members for monitoring and completing the projects. Cooperation and suggestion of PTA, other stakeholders, consultants and experts are also ensured.</p>
<p>Student Admission and Support</p>	<p>From 2015 onwards, the college invites application from eligible candidates for the B.Ed/M.Ed Programmes as per the M.G. University schedule. The college authorities prepare a Rank list and Waiting List for Open Quota, Scheduled Caste, Scheduled Tribes and Community Quota respectively. Admissions are taken according to the Reservation Criteria prescribed by the University. In the allotment of management seats for B.Ed. and M.Ed. programmes there is reservation for disadvantaged and socially and economically deprived categories of students. Equity in admission is ensured by also considering the meritorious students from all communities. Details regarding the admission process and the students admitted are uploaded in the college website.</p>
<p>Examination</p>	<p>The steps followed by the institution in the examination process are transparent and clear. Submission of application, fee remittance, collection of hall tickets, submission of attendance and internal marks to the University are done through the examination portal electronically. For both B.Ed. and M.Ed. Programme, class test, mid-term and term-end examinations are conducted to assess the academic proficiency of student teachers. Based on the result obtained, remedial instruction and academic counseling is provided. The external examinations are conducted for each semester by the university for both B.Ed. and M.Ed. programmes. For the B.Ed. Programme, Practical Examination is conducted by an External Examination Board constituted by the university.</p>

	For the M.Ed. Programme, the M.Ed. Dissertation is valued and Vice Voce is conducted by the External Examination Board. Internal marks are published and the grievances of students related to internal examination are addressed by the grievance redressal committee.
Finance and Accounts	The finance management of the institution is transparent. The college collect fee directly from students towards the remittance to university and state government. Both online and offline mode is adopted. The various registers keep the record of the financial accounts of the college. The institution ensures periodical financial auditing. Annual financial statements are prepared.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Nill	Training in office automation	04/09/2017	14/09/2017	Nill	7
2018	Training in website updation	Training in website updation	10/01/2018	17/01/2018	2	7
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	18/01/2018	07/02/2018	21

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	2	Nil	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Retreat, Orientation program, Acknowledging awards received by staff	Retreat, Counselling, Financial aid, acknowledging awards	? Noon Meal Scheme sponsored by Staff for the needy students ? Need based Counselling ? First Aid Clinic ? Financial Assistance for paying Tuition and Exam Fees ? Scholarships provided by well wishers. ? Entrepreneurial Skill Development training programs ? Endowment Scholarships ? Awards and Recognitions ? Special recognition for students who perform regularly in sports and youth festivals ? Hostel and canteen facilities ? Need based mentoring conducted periodically for students. ? Remedial/ coaching classes are held for the benefit of slow learners.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Deputy Directorate of Collegiate Education, Kottayam conducts financial audit annually. Defects pointed out are rectified. The college also conducts annual audit by a Chartered Accountant. The receipts and payment statements, Balance Sheet was prepared. Utilization certificates of the projects sponsored by funding agencies are audited by registered chartered accountants. UGC funds are also audited. The institution also conducts an internal audit of all financial and administrative matters.

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

Name of the non government funding agencies /individuals	Funds/ Grants received in Rs.	Purpose
Commander M.O.Oommen Foundation Educational Scholarship fund	75000	Fees for 5 students
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NIL	Yes	Management
Administrative	No	NIL	Yes	Management

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parent Teacher Meet is conducted annually and feedback given by parents are considered and addressed according to the need of the situation. The PTA also supports the College authorities in resolving common issues of students.

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

? Gift to the teaching and non-teaching staff at the time of Retirement ? Need based training for administrative Staff Gift during Christmas get together. Initiatives taken by the institution to make the campus eco-friendly.

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

1. Improvement of infrastructure 2. Updation of technological devices 3. Implementation of innovative strategies of teaching/learning

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Orientation Programme on Teach R	07/07/2017	07/07/2017	Nil	7
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Debate, Extempore	23/01/2018	24/01/2018	98	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

As a step towards environmental and health consciousness, the institution encouraged the use of steel tiffin boxes and steel water bottles among the staff and students. This helped to make the campus, plastic free thus contributing to pollution control. The waste in the campus is collected separately as biodegradable and e-waste. Incinerator facility is available in the girls lavatory. As a part of environmental consciousness, the students were trained to make their own reusable cotton sanitary napkins. The institution celebrates World Environment Day, World Ozone Day, World Aids Day, National Science Day and Women's Day through numerous awareness programmes. Plant saplings are distributed to students and staff on Environmental day. An herbal garden has been set up. Eco Zone, the Nature club organizes various activities in the campus. Dust bins are provided in the campus. The students were given training in making paper bags and paper pens. The trainees were trained to make door mats with old sarees.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Rest Rooms	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	23/01/2018	1	Street play	Abortion	15
2018	1	1	20/02/2018	1	March with Placards	AIDS	97
2017	1	1	06/12/2017	1	Visits to destitute homes	Inclusion and being humane	103
2017	1	1	28/06/2017	1	Free tuitions	Empowering the poor	50
2018	1	1	17/01/2018	1	Communicative English Training	Women empowerment	50
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Handbook	07/07/2017	The Code of Conduct for the various Stakeholders of Mount Carmel College

is steered by the vision of Mother Teresa of St. Rose of Lima, the Foundress of the C.S.S.T. Institute. The Code of ethics has been displayed on the college website as well as in the College Handbook. The Code of Ethics may be amended or supplemented from time to time by the administrative bodies of the College. The institution ensures that the various stakeholders of the college adhere to the Code of conduct through the constant monitoring of different Committees constituted at different levels. At the beginning of the academic year staff and students are given an orientation towards the Vision and Mission of the institution and the Code of ethics and values to be followed. Timely feedback is also provided to the stakeholders by the respective monitoring committees related to the adherence to the Code of ethics.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Weekly visits to destitute homes	01/06/2017	31/03/2018	98
Free Tuitions	28/06/2017	28/02/2018	50
Celebration of world environment day	05/06/2017	Nil	48
Tailoring classes for the marginalized women of the community	12/06/2017	23/03/2018	18
Sponsoring lunch to the poor students	26/06/2017	30/03/2018	2

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

Plastic Free Campus, Planting Saplings, Incinerator, Steel tiffin boxes and drinking bottles

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1) Women Empowerment : The institution conducts various programmes for upholding the vision and mission of the institution. 1. With a view to strengthen the twenty first century technological skills in our trainees, the institution provides Add on certificate courses in Counsellor Training and Computer Application. The institution conducts Add On certificate courses in Counsellor Training and Computer Application each year as a step to achieve its vision and mission of empowering women of the society. This is a UGC sponsored certificate course that transforms them into more resourceful teachers and trains them to be good listeners , mentors , scaffolders and above all good counsellors and hence an asset for the institution where they get placement, as well as the society. Today's teachers need to be adept with the latest technological developments and their application in the field of teaching and learning. In order to create teachers with skill and competence in using the latest technology, the Certificate course in Computer Applications is beneficial. 2) Gave Training in Self- Defence Being a Womens college, the institution has taken up the security of the women folks as a priority among the varied activities. Hence, trained personnel from police department are invited to give our trainees training in self-defence. These are workshop sessions , wherein the trainees are given practical training to protect themselves and to fight back an unprecedented attack. This life saving and morale making skills are then spread with the acquaintances of our trainees, thus spreading the great news that we can save ourselves.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://mountcarmelcollege.ac.in/best-practices/best-practices>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The institution has a vision of empowering women and the marginalized of the society, to provide quality education and value education. Based on the vision of the institution to serve the underprivileged in society, the faculty along with the B.Ed. students, have Communicative English classes. The institution planned to provide academic support to the economically poor students of the Model school. This is how the free tuition project was initiated. The trainees spend one hour after their classes to take tuition for the students who need academic support. In order to avoid overload on the trainees, they do this duty by rotation i.e, the trainees of one optional subject stay back one day per week. So five subjects are dealt with on five different days. If there is a holiday in between, then the students on the subsequent duties take up the job the next working day. The trainees not only provide academic support to the school students, but also establish a good rapport with them. This results in an amiable atmosphere for learning to happen efficiently. The vision of empowering the marginalized folk of the community is addressed this way. Placement is also arranged for the B.Ed. students by inviting and providing arrangement for school authorities from within and outside the State to conduct job interviews.

Provide the weblink of the institution

<http://mountcarmelcollege.ac.in/distinctiveness/distinctiveness>

8.Future Plans of Actions for Next Academic Year

To strengthen extension services of the Institution, To conduct programmes to inculcate social responsibility, unity and national Integration among students., To motivate the faculty to apply for projects funded by national and international agencies., To organize personality development sessions for the trainees., To train our students in self defence who will be asked to educate the others in the community in turn., To spread awareness on the alarming need to control pollution., To provide a wider perspective of making improved learning aids. To develop a sense of helping the fellow beings in need and thus increasing the value of being humane.