



Yearly Status Report - 2019-2020

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.		04812575820
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		
Celebration of World environment Day	05-Jun-2020 2	55
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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
Mount Carmel College of Teacher Educatio	Seminar	KSCSTE	2020 2	10000
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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 :

6

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)

1. Steps taken towards the implementation of online teaching 2. Conduct of seminars and workshops 3. Orientation and awareness programmes 4. Enhanced participation in intercollegiate sports and games competitions 5. Increase in participation in intercollegiate cultural, sports competitions

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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	Achivements/Outcomes
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Professional Development of faculty	Participated in Faculty development programmes, Question bank preparation, participation in workshops/seminars to enhance the digital competencies				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Name of Statutory Body</td> <td style="width: 50%;">Meeting Date</td> </tr> <tr> <td style="text-align: center;">Staff council</td> <td style="text-align: center;">19-Aug-2020</td> </tr> </table>		Name of Statutory Body	Meeting Date	Staff council	19-Aug-2020
Name of Statutory Body	Meeting Date				
Staff council	19-Aug-2020				
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	2020				
Date of Submission	27-May-2020				
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)	Bio metric Punching Machine for monitoring Students and 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

Mount Carmel College of Teacher Education for Women was the First Aided Training College in Kerala, established in the year 1953 which was affiliated to University of Kerala, Thiruvananthapuram till 1983 and later on transferred from 1984 onwards to Mahatma Gandhi University, Kottayam. The institution is run by the Institute of the Carmelite Sisters of St. Teresa (CSST), Ernakulam. The Institution follows the mechanism for well-planned curriculum delivery and documentation. Mount Carmel College of Teacher Education for Women has framed the objective to ensure the quality of education through online and offline teaching and learning by focusing on the all-round personality development of the teacher trainees. Due to the COVID-19 pandemic period, Mount Carmel College successfully switched from traditional to online education. Online classes were taught by our faculty ensuring the convenience and participation of all students thereby kindling new confidence and courage among all the Mount Carmelites. By conducting a webinar on "Digital Skills for Teaching and Skills

in the 21st Century" in collaboration with EMEA College of Arts and Science, Kondotty, Malapuram, Kerala from 19th to 25th May 2020. During the pandemic COVID-19 period, the student teacher trainees were all well equipped with online teaching- learning and also transformed themselves into digital teachers for the upcoming generation. The institution focuses on providing life skill and digital oriented education that empowers our student teacher trainees to be agents of social and digital transformation and to become self-reliant. The College offers 5 optional subjects for both Bachelor of Education and Master of Education Programmes. The course structure consists of three Core papers, two Pedagogic papers, Electives, School internship and other practical works. In addition to this, the college offers 2 UGC sponsored Add on courses Counsellor Training, Computer Application and 4 Value added courses such as Tailoring and Embroidery, Cooking, Communicative English, Arts and Crafts. Before the commencement of the academic year, the Staff Council conducts a discussion based on the action plan to be adopted. The Principal, Programme Coordinator, IQAC Coordinator and other faculty members will decide about the academic calendar and timetable for the year. The Programme outcomes and Course outcomes will be displayed on the college website. The institution will provide adequate learning resources and arrangements to promote the effective transaction of the curriculum. The students will be included in the functioning of the different Committees and the representatives in the Student Union will ensure that all the activities will be implemented. The institution has planned out a systematic procedure of imparting online education in the wake of the pandemic period.

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
Eco-friendly Products	19/07/2019	24
Art and Crafts	19/07/2019	26

Family Life Education	13/01/2020	48
Communicative English	10/12/2019	48
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	NIL	Nil
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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
<p>Interface with Heads of the Institutions and Teachers of Practice Teaching Schools, PTA Executive body, Alumni and Employers are being conducted every year on curricular aspects. The IQAC has evolved a formal mechanism to gather feedback from all stakeholders on B. Ed and M. Ed programme and based on this feedback the analysed report is prepared. The report is discussed in the staff council meetings, PTA meetings, Alumina meetings and several changes were brought out during the COVID 19 Pandemic. Hence teaching -learning process has been changed from offline to online mode using different types of learning management system such as Google Meet, Zoom Meeting, Go to Meet, Moodle, Google Classroom, e-content etc. The analysis of the feedback regarding the various activities of the institution and its effective implementation has been ensured for its better functioning. The efficiency of this curriculum in enhancing teaching competencies, life skills, social commitment and values were also evaluated. The parent feedback on Curriculum focussed on 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 relative 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 competences required for the teaching profession, role of curriculum in developing innovative thinking, organisational and behavioural skills, communicative skills, life skills and soft skills in efficiency of curriculum to deal the teaching- learning profession, and also in using the digital technologies in various platforms effectively in teaching- learning process. The feedback from the Alumina on curriculum covered all the practical solutions regarding the various aspects of the curriculum to deal with the new challenges of digital technology to be enhanced in teaching skills, life skills, social commitment values in developing leadership qualities. Employability offered by the curriculum, gives the opportunity for higher studies, for professional</p>

development and leadership qualities, opportunity for professional growth, developing self-confidence, skills in digital technology and also for qualifying the Teachers Eligibility Tests such as NET, SET, SLET, C-TET, K-TEST. The Teachers Feedback on curriculum was collected for enhancing teacher competence, life skills, social skills, personal skill, ethics and values. Students were made to enhance their digital technology facilities in the COVID-19 Pandemic period. Feedback was obtained from students, teachers, employers, alumina and parents were analysed and recorded. Considering the opinion of the parents several changes regarding the time schedule of the college. Suggestions made from the employers to start some value-added courses and also placement services from different schools in India. Programme outcomes and the Course outcomes were well defined and due to COVID 19 pandemic the digital technology in online mode was used for the induction programme and also during the internship of teaching practice.

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	583	50
MEd	EDUCATION	50	8	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
2019	50	3	9	2	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
11	11	5	13	2	5

[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 arranges mentoring as a pupil-centred approach which is activated in the college with a convenient teacher- student ratio. Mentors meet their mentees monthly once in a semester according to the fixed schedule given in the college time-table. This programme provides an opportunity to the student trainees for identifying the various academic /personal /financial needs and the difficulties faced by the students. The needy students are helped through guidance, extra classes and suggestions by the experts in this field of education. The College has a well-established Guidance and Counselling Centre. A counsellor's service is made available in the college and the needs for guidance and counselling of the students and children of the teaching and non-

teaching staff are taken care by the Centre. The mentees share their academic needs and difficulties with their mentors and hence most of the problems may be solved. The institution is having an integrated mentoring system where the faculty acts as a link between the students and the institution and the process continues functioning for two years. The mentor encourages the students to overcome their difficulties, identifies and render help in different areas according to their needs. Mentors always connects themselves with the parents of the students regarding their progress. The mentoring system of the institution is always monitored by a Committee consisting of Principal, Programme Co-ordinator, IQAC Co-ordinator and faculty members. The mentoring system of our college ensures that the student teachers adapt to the dynamic as well as digital learning environment. During the period of online learning, the teacher trainees face a lot of physiological and psychological health issues. The trainees get a chance to share problems related to their academics and personal aspects.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
53	11	1:5

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	7

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
2019	DR. SUMA JOSEPH	Associate Professor	Secured Gold Medal in Basketball at European Masters Games, Italy
2019	DR. LIZ KURIAKOSE	Assistant Professor	Awarded PhD from Bharathiar University
2019	DR. JAYA P.J	Assistant Professor	Awarded PhD from Bharathiar University
2019	DR. SUMA JOSEPH	Associate Professor	Secured Gold Medal in Basketball at 1st Khelo Masters Games, Delhi

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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
MEd	NIL	SEMESTER I	13/03/2020	21/05/2021

MEd	NIL	SEMESTER III	18/12/2019	17/06/2020
MEd	NIL	SEMESTER II	15/07/2019	22/01/2020
BEd	NIL	SEMESTER I	26/02/2020	30/03/2020
BEd	NIL	SEMESTER III	09/12/2019	06/07/2020
BEd	NIL	SEMESTER II	17/07/2019	24/03/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation system in the institutional level helps the students to perform better in their academics as well as in skill development.

As per NCTE revised regulations, the B.Ed. and M.Ed. programmes were restructured in the year 2015. Internal assessment is conducted for both theory and practical work. For both B.Ed. and M.Ed. programme, class tests, monthly tests, model examination and semester examinations are conducted. After teaching each module, there will be class test to ensure better learning in the classroom. The Programme Co-ordinator will be in charge of the Internal and External examinations. The continuous assessment of different courses was conducted by the Course co-ordinators and internal marks will be published on the notice board, one week before the External examination conducted by the University. Sufficient time is given for addressing the grievances raised by the students regarding their internal marks. The Grievance Redressal Cell at the college functions smoothly to protect the rights of the teachers trainees. Re-examinations are conducted separately for students who fail to write the internal examination on genuine reasons. A language aptitude test, computer literacy test and a teaching aptitude test were conducted to identify the strength and weakness of the students in the respective areas and Add on Courses such as Guidance and Counselling and Computer Applications are also provided. The assessment outcomes are communicated to the students for improving their skill as well as performance in learning. Continuous Internal Evaluation helps to identify the weaker students and they will be given special mentoring and tutorial classes. Evaluation of the practical work done in school/ community/ college is conducted based on video recording, photographs and other document evidences. Maintenance of transparency and awarding of internal grades are part and parcel of the Continuous internal evaluation. Continuous Internal Evaluation will ensure objectivity in assigning internal grades. Online submission of assignments as well as uploading of articles in the blog and Google Classroom will also contribute to the internal grades. Open book examination is conducted occasionally. Student- teacher trainees are encouraged to reflect upon their teaching performances as well as in other practical works. Due to COVID 19 pandemic, the students were taught using online teaching and online test papers were administered through Google Classroom. Evaluation of practical works is done and the criteria for assessment of each is prepared and is strictly implemented. The assessment outcomes are communicated to the students for improving their performance of teaching using various practical works such as charts, power point, video, flash cards etc. The details of the internal assessment marks are kept separately in the college for two years after the completion of the current programme. Continuous Internal Evaluation System plays a major role in the field of teaching-learning process in teacher education institutions. Hence module wise continuous internal evaluation was done and the learning outcomes of the teacher trainees was monitored accordingly.

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

The academic calendar was well planned and prepared focusing on the vision and

mission envisaged by the Foundress of the institution. The activities of the academic year are planned in the beginning of each academic year and the academic calendar is discussed in a joint meeting of the Programme coordinator, IQAC coordinator, Student Advisor, Staff advisor and presided by the Principal. The academic calendar reflects all the activities of the academic year. Based on these discussions, the faculty prepare a schedule of their activities such as teaching-learning activities, curricular and co-curricular activities. The Programme Coordinator reviews the same and prepares the final draft of the academic calendar. The consolidated schedule of the academic activities, internship programmes, internal examinations, publishing of internal marks, submission of records and assignments etc are formulated in tune with the University Academic Calendar. Dates for conducting different scholastic and co-scholastic activities are included in the academic calendar of 2019-2020. Tentative dates for the celebration of Environment Day, Yoga Day, Anti Drugs and Narcotics day, Hiroshima Day, National Sports Day, Teachers day, Childrens Day, AIDS Day, Arts Fest, Annual Sports Meet, Study Tour, Community Living Camp, conduct of webinars/workshops/seminars/awareness programmes/orientation programmes, club activities, extension programmes and College Day etc are also mentioned in the academic calendar. Academic calendar and Students Handbook is published in the website. The IQAC monitors whether all the activities of the college is conducted systematically and smoothly as per the schedule mentioned in the academic calendar. The rules and regulations of the college, vision, mission as well as documents like the leave form, timetable and all the activities planned has been mentioned in the College Handbook. Preparation of academic calendar was done after several Staff council meetings and the schedule was prepared according to the decisions taken during the meetings. The academic calendar ensures that adequate instructional hours are allotted to deliver the topics more effectively. The complete schedule of the B.Ed. Programme is mentioned in the academic calendar like the School induction programme, School Internship programme for the B.Ed. and M.Ed. students, internal/external examinations, model examination, timely submission of records, assignments, practical/practicum, etc. and publishing of the internal assessment marks prior to the University examination. The schedule of the academic activities in the institution and timely conduct of internal and external examination is strictly followed by the institution.

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)

<https://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	5	5	100
NIL	BEd	EDUCATION	49	49	100

[View File](#)

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
Any Other (Specify)	2	Kerala State Council for Science, Technology and Environment	10000	10000

[View File](#)**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
SEMINAR ON AIR POLLUTION	Mount Carmel College of Teacher Education for Women	07/06/2019
SEMINAR ON BENEFITS OF YOGA	Mount Carmel College of Teacher Education for Women	21/06/2019
SEMINAR ON PERSONALITY DEVELOPMENT	Mount Carmel College of Teacher Education for Women	06/07/2019
WORKSHOP ON DRAMA AND THEATRE ARTS	Mount Carmel College of Teacher Education for Women	25/07/2019
SEMINAR ON ENERGY CONSERVATION	Mount Carmel College of Teacher Education for Women	16/11/2019
WORKSHOP ON MUSHROOM CULTIVATION	Mount Carmel College of Teacher Education for Women	16/11/2019
WORKSHOP ON LETTER WRITING	Mount Carmel College of Teacher Education for Women	12/12/2019
SEMINAR ON ATTITUDES AND MORAL VALUES FOR A TEACHER	Mount Carmel College of Teacher Education for Women	06/02/2020
WEBINAR ON DIGITAL SKILLS FOR TEACHING AND LEARNING SKILLS IN THE 21ST CENTURY	Mount Carmel College of Teacher Education for Women	19/05/2020

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
A Study on Academic Stress of Secondary	Dr. Jaya P. J	Bharathiyar University	20/02/2020	Ph.D

Schools of Kerala in Relation to their Mental Health and Burnout				
Digital Literacy and Moral Sensitivity among Higher Secondary Schools in Kerala	Dr. Liz Kuriakose	Bharathiyar University	10/10/2019	Ph.D
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered 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
00	00	00

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

Name of the Department	Number of PhD's Awarded
EDUCATION	2

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)
International	Education	11	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	4
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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
0	0	0	Nil	0	0	Nil
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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
0	0	0	Nil	Nil	Nil	0
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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	2	Nil	14
Presented papers	2	Nil	Nil	Nil
Resource persons	Nil	Nil	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
Campus Placement	Bethlehem International Public School, Thodupuzha	2	48
Campus Placement	Next Education, Hyderabad	2	12
Mushroom Cultivation Training	BIOS Club- Natural Science	2	56
Medical Camp	Chaithanya Eye Hospital	4	97
Social Visit	Ashraya Charitable Trust	9	49
Communicative English and Remedial Classes for weaker students of Model School	Mount Carmel Childrens Home Students	2	50
Reading Week Celebration	Mount Carmel High School	5	55
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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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Remedial Teaching for Disadvantaged Students of Model school	Recognition	Mount Carmel GHH School, Kottayam	34
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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
Destitute Home Visit	Abhaya Bhavan	Providing food every week to the inmates of an Old Age destitute Home	9	97
Rehabilitation Centre	Ashraya Charitable Trust	Free Service Rendered	7	48
Communicative English Training	Mount Carmel G. H. S. School	Teaching Communicative English Skills	2	50
Swachh Mission Environment Day	Kerala State Council for Science Technology Environment	Air Pollution Orientation class	8	55
Online Digital Learning Platform	EMEA College of Arts and Science Kondotty	One Week Online Workshop on Digital Skills in Teaching and Learning	9	58
Carmel Fest	Teaching Practice Model Schools in Kottayam	Inter School Competitions	9	50
Remedial Class for Weaker and Disadvantaged Students	Childrens Home Students of Mount Carmel G. H. H. School	Remedial Class	2	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
Internship for II Year M. ED Students ED Students at TTI, Kottayam	5 - M.ED Students -Semester 3	Personal	40
School Internship	50 - B.ED	Personal	120

for II Year B. ED Students	Students - Semester 3		
Internship for I I Year M.Ed Students at Colleges of Teacher Education	5 - M.ED Students -Semester 4	Personal	45
School Induction for I Year B. ED Students	48 - B.ED Students -Semester 1	Personal	30
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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 Internship	Internship at TTI	Govt. TTI , Kottayam	16/11/2019	21/12/2019	5
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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 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
2000000	1500000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased	Existing

during the year (rs. in lakhs)	
Others	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with Wi-Fi OR LAN	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 patially)	Version	Year of automation
Integrated Library Management Software (RFID)	Fully	1	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	19138	1807567	36	2890	19174	1810457
Reference Books	4255	683547	7	1035	4262	684582
e-Books	137769	23600	23040	5900	160809	29500
Journals	25	14030	1	2500	26	16530
e-Journals	3100	2500	3195	2500	6295	5000
Digital Database	1	100000	Nill	Nill	1	100000
CD & Video	699	Nill	Nill	Nill	699	Nill
Library Automation	2	839839	Nill	Nill	2	839839
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
View File						

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
0	0	0	Nill
No file uploaded.			

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	140257	2000000	1500000

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 a well-equipped and maintained infrastructure facilities to support the teaching-learning process of B.ED and M.ED Programme. The institution has 2 well-equipped Science laboratories and Method laboratories for each optional subject. The instructional material which are beneficial in accentuating the curriculum of each optional group are catalogued in each Method lab. The library is well-equipped with Online Information Zone, Electronic Resource Centre, Online Public Access Catalogue, Digital library, Reprographic facilities, N-list, DELNET etc. The library serves as an Information Centre not only for the faculty, researchers and students of the institution and even of other institutions under M G University. The institution has a vast playground with 2 Basketball Courts, Shuttle Badminton Court, Handball and Volleyball Court.in the campus where tournaments and sports activities are conducted periodically. The Sports Day competitions comprising of athletics events and minor games are conducted annually on Sports day. A Shuttle Badminton Intramural competition was conducted in the year 2019-2020. A fully equipped Computer laboratory functions in the college, where the B.Ed. and M.Ed. students can do their reference and research work. The classes for the UGC sponsored Diploma Add on Course in Computer Application are conducted

in the Computer lab. There are adequate number of seminar halls and classrooms where the Core, Elective and Pedagogic Courses are carried out methodically. These seminar halls and classrooms are well-equipped with LCD screens / Smart boards which are regularly used by the faculty. The teacher trainees also are given ample opportunities in handling technological devices during paper presentations and while taking micro-teaching/criticism classes. The institution is also having a 500 seated auditorium and a 100 seated A/C seminar hall. Equipment of sports and games are stored in the Physical Education Department.

<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	Economically Poor Students	7	67033
Financial Support from Other Sources			
a) National	E-Grant	37	135161
b) International	0	Nil	0

[View File](#)

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
VALUE ADDED COURSES	19/07/2019	50	Mount Carmel College of Teacher Education for Women
LANGUAGE LAB - COMMUNICATIVE ENGLISH	12/12/2019	50	Info Weavers
MENTORING	12/06/2020	53	Mount Carmel College of Teacher Education for Women
REMEDIAL COACHING	04/07/2019	50	Mount Carmel College of Teacher Education for Women Kottayam
ADD ON COURSE IN COMPUTER APPLICATIONS AND COUNSELLOR TRAINING	06/07/2019	50	UGC
YOGA	18/07/2019	53	Health Club, Mount Carmel College, Kottayam

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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
2019	NET/SET/KTET Coaching	50	50	39	27
View File					

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
4	4	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
2	48	2	1. Bethlehem International School. 2. Next Education, Hyderabad	48	20
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	4	B.ED	Education	SPS, M.G. University, Kottayam.	M.ED
2019	3	B.ED	Education	Mount Carmel College of Teacher Education, Kottayam	M.ED
2019	1	B.ED	Education	St. Alberts College, Ernakulam	MA English
2019	1	B.ED	Education	SS College, Kalady	M.Sc Physics

2019	1	B.ED	Education	Government College, Kottayam	MA Political Science
2019	1	B.ED	Education	St. Teresas College, Ernakulam	M.Sc Mathematics
2019	1	B.ED	Education	IGNOU	MA
View File					

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	2
SET	8
Any Other	23
Any Other	6
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Athletic Meet on Sports Day	Intramural Competition	110
Shuttle Badminton Tournament	Intramural Competition	34
Arts Fest	Intramural Competition	100
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
2019	All Kerala Inter B Ed. Collegiate Shuttle Badminton Tournament Organised by St. John the Baptist College of Education, Nedumkunnam, held on 29 Feb.	National	1	Nil	Nil	Krishnendu S, Saniya Mariya Saj

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

The Student Council Executive Committee or Student Union functions within the institution in order to promote and facilitate student activities of the campus. The Student Union executive members are elected through parliamentary mode of election. The college union consists of a Chairperson, Vice Chairperson, General Secretary, University Union Councillor, Arts Club Secretary, Student Editor and Sports Secretary. The institution has an active Student Council which takes an active responsibility in organizing the curricular as well as co-curricular activities within and outside the institution. All student-related activities of the college are carried out under the leadership of the College Union and facilitated by the Staff Advisor. The Student Union has been instrumental in organising Intramural competitions like Arts fest, Sports meet etc. Important days like Onam, Teacher's day and Christmas are celebrated under the leadership of the Student Council. In addition to this, there are Committees that take initiative in organizing and implementing various activities within the institution. This Student group arranges frequent meetings to discuss the programmes and activities to be conducted in the college or issues connected to their academic or co-curricular activities. The activities and decisions of the Student Council is monitored by the Principal or Student Advisor. The other Committees of which the students are part of are the Grievance Redressal Committee, Sports and Games Committee, Anti-Ragging Committee, Magazine Committee and Alumni Executive Committee. The Grievance Redressal Committee comprises, the Principal, the Programme Coordinator, one Senior faculty members, Women's Cell Coordinator, one Senior Non-teaching staff representative, some representatives of the Student Council and the Group leaders of the various batches. The objective of the Committee is to deal with any kind of grievances on the part of the teacher trainees. The Sports and Games Committee comprises the Principal, the Programme Coordinator, Head of the Physical Education Department, one Senior faculty member, one representative of the non-teaching staff, the Sports Secretary, some representatives of the Student Council and the Group leaders of the various batches. The purpose of the Committee is to ensure the smooth and safe implementation of the Sports Day events and the occasional conduct of the sports activities, yoga and aerobics sessions. The Anti-Ragging Committee includes the Principal, the Programme Coordinator, one Senior faculty member, Women's Cell Coordinator, one Senior Non-teaching staff member, some representatives of the Student Council and the Group leaders of the different batches. The objective of the Committee is to monitor cases of harassment if any. The Magazine Committee comprises the Principal, the Staff Editor, Student Magazine Editor and Editorial Board members. The Committee has to monitor the work related to the Annual College magazine. The Alumni Executive Committee provides opportunities for the alumni to keep in contact with the institution and provide guidance and support to the oncoming batches of teacher trainees.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

50

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

25000

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association is an integral part of the institution as it offers a connection between the staff members, former batch of students and the present batch. The alumni take demonstration classes every year prior to the School Induction programme which is conducted in the neighbouring schools. They also inform the institution about various job vacancies available in their own institutions. The election of the executive members is conducted annually and subsequently the Executive members are selected. During the meetings, the former students get a chance to express and share their experiences. During the Alumni meeting of the academic year, it was decided to open a Bank Account for the Alumni Association and to collect an amount of Rs.500/- from the senior batch of students as the Alumni Membership Fee.

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)

During the Staff Council meetings, the Principal, faculty members and non-teaching staff members discussed the major decisions to be taken and activities to be conducted within the institution. The faculty members were allotted charges of various activities and programmes. The decisions discussed during the Staff Council meetings of the entire B.ED and M.Ed course were documented in the Staff Meeting Register. Decisions were carried out in the meeting regarding the preparation to be undertaken as part of AQAR. The major practices that were carried out based on decentralization and participatory management are as follows:

- The preparation of AQAR was assigned to each faculty and non-teaching staff member to ensure participatory management.
- The nature of the B.Ed. Programme was disseminated to the parents through PTA meetings. Faculty in charge of the PTA were assigned to do the arrangements for the conduct of the PTA meeting.
- The faculty in charge of Science Departments had to monitor the arrangements of World Environment Day to be held on 06-06-2019.
- The celebration of International Yoga Day on 21-06-2019 was arranged by the Faculty in charge of the Physical Education Department.
- Orientation to B.Ed. Programme for the teacher trainees was to be given by the Programme Coordinator on 02-07-2019.
- Orientation to Vision and Mission of the institution was to be carried out by one of the faculty members.
- An orientation programme on personality development had been handled by Seminary Brothers, Vadavathoor, Kottayam on 06.07.2019.
- Carmel Day celebration was conducted on 16th July 2019 in honour of the feast of the Patron of the college Mother Teresa St. Rose of Lima our lady of Mount Carmel. The arrangements for the School Internship Programmes for B.Ed. Students and M.Ed. students were assigned to each faculty member.
- Extension activities to provide assistance to Flood Relief Camp was to be faculty handling Core Courses.
- Charges for arranging classes on Programmes related to Women Self-defence Skill Development and Personality Development were assigned to faculty members.
- Various charges for programmes like Teacher's Day Celebrations, Inauguration of Associations, Ozone Day Celebrations, National Science Day Celebration, College Union and Arts Club Inauguration and Gandhi Jayanthi Celebration were assigned to faculty members.
- Preparations to conduct Alumni Meet and Orientation Programme on Reviewed B.Ed. Syllabus were assigned to faculty.
- Activities like Art Fest, Annual Retreat, Study Tour, Conservation of Bio-diversity Day Celebration, Shuttle Badminton Tournament, Ozone day Celebration, Free Testing Camp, Carmel Fest Workshop on Energy Conservation were to be organized by certain faculty

members. • Sports Day, Community Living Camp, and College Day Celebration were to be organized as a combined effort of all faculty members.

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	<p>Admission of Students Transparency is ensured while conducting admission to B.Ed. and M.Ed. programmes. While taking admissions, priority is given to students from marginalized backgrounds. The institution sees to it that the stipulated admission criterion is maintained while granting admissions to students from reserved classes.</p>
Industry Interaction / Collaboration	<p>Industry Interaction / Collaboration The institution conducted Interfaces with Heads of Institutions/ Senior teachers of Practice teaching schools prior to their School Internship programme. During this session, the representatives from various Practice teaching schools get a chance to offer their suggestions about the improvements to be made while undergoing the training sessions. Similarly the teacher trainees get the opportunity to clarify their doubts and apprehensions regarding their duties and responsibilities while undergoing the training period. As part of collaboration, classes are arranged on Women Self-defence Skill Development under the auspices of the Police Department. The M.Ed. students get the opportunity to conduct their Internship programme in collaboration with Teacher Training Institutes, Higher Secondary, Secondary and Primary schools.</p>
Human Resource Management	<p>Human Resource Management The institution takes keen interest in providing Placement services for the teacher trainees in the neighbouring schools and in schools outside Kerala. The institution provides facilities for the school authorities to conduct job interviews for the teacher trainees. The teacher trainees are given practice in preparation of resumes and in giving self-introduction. Several rounds of Mock interviews are conducted so that the teacher trainees become more confident while attending job</p>

	interviews.
Library, ICT and Physical Infrastructure / Instrumentation	The institution has a full-fledged digital library with ENLIST connection, in addition to a wide array of reference books, encyclopaedias, journals and magazines. The institution has adequate infrastructure with ICT enabled seminar halls, classrooms and computer labs. The teacher trainees are encouraged to utilize the technological devices while teaching during their Micro-teaching, Link practice, School Induction and School Internship sessions. The teacher trainees are given the opportunity to practice their teaching skills in the Micro-teaching studio and the Smart boards and LCD screens available in the institution.
Research and Development	Examination and Evaluation The institution had conducted University examinations, Model examinations and class tests for B.Ed. and M.Ed. Programmes at the stipulated time. The evaluation of the Model examinations and class tests are carried out by the Course Co-ordinator. In addition to this, the Practical work and Practicum is assessed as part of Internal evaluation.
Examination and Evaluation	Examination and Evaluation The institution had conducted University examinations, Model examinations and class tests for B.Ed. and M.Ed. Programmes at the stipulated time. The evaluation of the Model examinations and class tests are carried out by the Course Co-ordinator. In addition to this, the Practical work and Practicum is assessed as part of Internal evaluation.
Teaching and Learning	Teaching and Learning An Orientation class was carried out based on the preparation of learning materials. The teacher trainees were illuminated on the procedure of preparing instructional aids like charts, activity cards and flash cards. Later on, they were given first-hand experience in preparing these teaching aids during a Workshop arranged in the institution.
Curriculum Development	Curriculum Development The faculty members assisted in organising an Orientation programme based on the B.Ed. Reviewed Syllabus for teacher educators under M.G. University, in

collaboration with the All Kerala Training College Teachers Association. Some of the faculty members had been Conveners for subject-wise Orientation programmes. They had taken initiative in restructuring the existing B.Ed. Curriculum and in conducting training programmes for the teacher educators of other institutions under M.G. University. Most of the faculty members had contributed in restructuring the B.Ed. Curriculum.

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

E-governance area	Details
<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>Administration</p>	<p>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. Biometric Punching machine is installed for recording the attendance of staff and students</p>
<p>Finance and Accounts</p>	<p>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. The salary bill generation and submission are done using the software SPARK.</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</p>

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.

Examination

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. 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.

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

No file uploaded.

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)
2020	Workshop on Digital Skills in Teaching and Learning Skills	Workshop on Office Automation	18/05/2020	24/05/2020	10	6
2019	Orientalion Class on Yoga	Orientalion Class on Yoga	18/07/2019	18/12/2020	10	8

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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
ORIENTATION COURSE AT UGC HRDC, PONDICHERRY UNIVERSITY	1	21/11/2019	10/12/2019	20
SHORT TERM COURSE IN NSS SOCIAL CONNECT AT BHARATHIDASAN UNIVERSITY, TRICHY	1	06/02/2020	12/02/2020	7
SHORT TERM WORKSHOP ON RESEARCH METHODOLOGY AT MAHATMA GANHI UNIVERSITY, KOTTAYAM	1	20/01/2020	24/01/2020	5

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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
<p>1. 1. Institution provides Salary advance on request for the staff</p> <p>2. Free WiFi facility on campus, rooms for sanctioned major projects</p> <p>3. rooms for staff in the college hostel</p> <p>4. honouring faculty for their meritorious achievements</p> <p>5. Special meetings are convened for honouring faculty on their retirement</p> <p>6. Indoor game facility for the faculty</p> <p>7. periodic medical checkups</p> <p>8. Annual renewal programmes</p> <p>9. using the technological facilities of the institution</p> <p>10. parking facility</p> <p>11. organizes activities/programmes for the professional development of the staff</p> <p>12. Encourage and provide support to the faculty to attend Professional Development activities</p> <p>13. round the clock security etc</p>	<p>1. Institution provides Salary advance on request from the staff</p> <p>2. financial support for construction of houses and to meet medical expenses.</p> <p>3. The Institution with the help of teachers extends financial support during contingency.</p> <p>4. Members of the nonteaching staff are honoured with due respect at their retirement</p> <p>5. ample parking spaces</p> <p>6. conduct of professional development activities</p> <p>7. Annual renewal programmes</p> <p>8. Round the clock security etc.</p>	<p>1. Institution provides Salary advance on request for the staff</p> <p>2. Free WiFi facility on campus, rooms for sanctioned major projects</p> <p>3. Rooms for staff in the college hostel</p> <p>4. Honouring faculty for their meritorious achievements</p> <p>5. Special meetings are convened for honouring faculty on their retirement</p> <p>6. Indoor game facility for the faculty</p> <p>7. Periodic medical checkups</p> <p>8. Annual renewal programmes</p> <p>9. Using the technological facilities of the institution</p> <p>10. Parking facility</p> <p>11. Organizes activities/programmes for the professional development of the staff</p> <p>12. Encourage and provide support to the faculty to attend Professional Development activities</p> <p>13. Round the clock security etc</p> <p>1. Institution provides Salary advance on request from the staff</p> <p>2. financial support for construction of houses and to meet medical expenses.</p> <p>3. The Institution with the help of teachers extends financial support during contingency.</p> <p>4. Members of the nonteaching staff are honoured with due respect at their retirement</p> <p>5. ample parking spaces</p> <p>6. conduct of professional development activities</p> <p>7. Annual renewal programmes</p> <p>8. round the clock security etc.</p> <p>The institution meets the various needs of the students in the campus</p>

itself. 1. Disadvantaged Students are provided Hostel facility either free or at subsidised rates. 2. Students from poor financial background are given financial support. 3. Adequate number of washrooms is provided for girls. 4. Purified drinking water facility, sick rooms/ restrooms, periodic medical checkups, indoor and outdoor games facility, book bank facility, awareness classes and programmes, parking facility, Yoga classes, Annual renewal programmes ,counselling services, placement services, round the clock facility, ICT enabled classrooms etc. are provided.

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 once in 3 years. The audit by the Deputy DCE, Kottayam for the period 2018- 2019 was conducted on 03/02/2021. Defects pointed out will be rectified immediately. The college also conducts annual audit by a Chartered Accountant. The receipts and payment statements, Balance Sheet was also 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/ Grnats received in Rs.	Purpose
Individuals	160000	Building Renovation
View File		

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	Yes	Other HEIs	Yes	Management

Administrative	Yes	Other HEIs	Yes	Management
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6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. 1. Suggestions for the renovation of the classroom infrastructure. 2. Suggestions regarding the dress code as uniform 3. PTA support for building the college infrastructure.

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

1. Professional development training programme on SPARK . 2. Awareness class on Revised pay Fixation 3. Training programme on Yoga and Fitness

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

1. Renovated infrastructure of the college building and Library. 2. Updation of smart board, and technological devices. 3. Implementation of innovative strategies of teaching/learning through digital mode such as Google classroom, Google Meet, Zoom Meeting etc.

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
2019	"Conservation of Biodiversity" day.	25/11/2019	25/11/2019	25/11/2019	107
2019	Campus placement by the Next Education, Hyderabad.	07/01/2020	07/01/2020	07/01/2020	12
2020	Educational Tour to Goa	16/01/2020	16/01/2020	20/01/2020	47

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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
Women Cell Programme sponsored by KSWDC	01/11/2019	01/11/2019	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

Campus was made plastic free where students are strictly asked to bring their lunch in steel Tiffin boxes. The waste in the campus is collected separately as bio-degradable and as an e-waste. Incinerator facility is available in the girl's toilets. Institution organizes many initiatives to generate environmental consciousness among students and staff. The institution celebrates World Environment Day, World Ozone Day, Hiroshima Day, World Aids Day, National Science Day and Women's Day through awareness programmes. Plant saplings were distributed to students and staff on Environmental day. An herbal garden is set up. Eco Zone, the nature club organizes various activities in the campus. Dustbins are provided in the campus. An orientation programme on Air Pollution was conducted under the sponsorship of Kerala State Council for Science and Technology and Environment.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	Yes	Nil
Physical facilities	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
2020	1	1	06/02/2020	1	Street Play On Anti Drugs and Narcotics	Drug Addiction	53
2020	1	1	07/03/2020	1	Womens Day Seminar	Gender Issues	98
2019	Nil	1	06/06/2019	1	Commencement of tailoring course for the needy women from the local community	unemployment	16
2019	1	1	16/09/2019	1	Remedial Classes for the Weaker students of the	Financially Poor and Weaker Students	48

					Model as an Extension Programme School		
2019	Nil	1	18/12/2019	1	Social visit to Abhaya Bhavan	Abandoned Individuals	42
2019	Nil	1	18/12/2019	1	Social visit to Childrens ward of District Hospital, Kottayam	Socially backward children	43
2019	Nil	1	18/12/2019	1	Rendered service to Ashraya Charitable Trust	Terminally ill patients	42

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
HAND BOOK	03/06/2019	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
Orientation Programme on Air Pollution on World Environment Day sponsored by KSCSTE	06/06/2019	07/06/2019	55
Orientation Class on Personality Development by Youth Friends	06/07/2019	08/07/2019	50
Training Programme on Yoga	18/07/2019	Nil	77
Workshop on Drama and Theatre Arts	25/07/2019	Nil	50
Communicative English and Remedial Class for the disadvantaged students of Model School	16/09/2019	Nil	50
Free Service Rendered to Ashraya Charitable Trust- Rehabilitation Centre	20/09/2019	Nil	48
Awareness Programme on Ozone Day	10/10/2019	Nil	107
Free Eye Medical Camp	14/10/2019	Nil	128
Awareness Class on Energy Conservation	16/11/2019	Nil	128
Social visits to Abhaya Bhavan, Childrens Ward of District Hospitals	18/12/2019	Nil	119

[View File](#)

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

College campus was made plastic free where students are strictly asked to bring

their lunch in steel tiffin boxes. The waste in the campus is collected separately as biodegradable and as an e-waste. Incinerator facility is available in the girl's toilets. Institution organizes many initiatives to generate environmental consciousness among students and staff. The institution celebrates World Environment Day, World Ozone Day, Hiroshima Day, World Aids Day, National Science Day and Women's Day through awareness programmes. Plant saplings are distributed to students and staff on Environmental day. An herbal garden is set up. Eco Zone, the nature club organizes various activities in the campus. Dust bins are provided in the campus. A value added course in fabrication of eco friendly products was initiated. An awareness and orientation programme was conducted on World Environment Day under the sponsorship of Kerala State Council for Science and Technology and Environment.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. EMPOWERMENT OF TEACHER TRAINEES 2. TRANSFORMATION OF WOMEN TEACHER TRAINEES DIGITALLY FOR THE 21ST CENTURY. 1. A Workshop on Painting and Fabrication of Eco-friendly Product was conducted. 2. The teacher trainees were given the opportunity to exhibit their artistic and creative skills through the Talent Show and Arts and Literary competitions. 3. Communicative English and Remedial classes were arranged for the weaker and marginalised students of Model Schools of Teaching Practice. 4. Awareness and orientation class had been conducted on Energy Conservation for empowering the women teacher trainees. 5. A workshop cum training programme on Mushroom Cultivation as a part of Organic Farming was conducted by the Bio- Science Club for Empowering women. 6. Add on Certificate Course in Computer Application have been started to empower the B. Ed students. 7. Participation in the Lokpal and Human Rights Seminar empowered the women teacher trainees. 8. Workshop on Letter Writing was conducted by "Daffodis" - English Literary Club to empower the teacher trainees. 9. Social visits to destitute homes like Abhaya Bhavan. Children's ward of District Hospital, Kottayam were arranged to train the teacher trainees to be instruments of social change in the community. 10. The Community Living Camp for the Second year B.Ed. students was conducted on the based on the theme "UNIEA". The students were encouraged to attend a One Week Residential Community Living Camp for the development of Leadership Qualities, Soft Skills, Civic Responsibility, to empower the strength and weakness and also to get along with different women teacher trainees. 11. Students were encouraged to participate in the Annual Sports day Athletic Meet on 2nd March 2020 to empower the teacher trainees with the true sportsmanship and physical fitness. 12. B. Ed and M.Ed. teacher trainees were made to participate in the One-week National Level Workshop on 'Digital Skills for Teaching and Learning in the 21st Century' was conducted during the COVID 19 Pandemic. 13. All the students were empowered digitally during the COVID Pandemic. 14. A workshop cum training on yoga were arranged to empower the teacher trainees. 15. Several Competitions were conducted for the model schools of teaching practice during the CARMEL FEST. 16.

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

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 vision of the institution mainly focuses on the need and empowerment of women, especially the marginalized in society. Hence the institution has made constant efforts to empower the B.Ed. trainees to be empowered and to make them

stand in their own abilities. They are also given opportunities to be part of activities that deal with the empowerment of the marginalized women in society as well as children. Many activity-oriented programmes have been organized within and outside the institution in order to spread the message of being empowered themselves as well as to empower others in the society. The programmes undertaken at the institution in this regard are as follows: 1. Add on Certificate Course in Computer Application have been started to empower the B. Ed students digitally on 08.06.2019. 2. An awareness and benefits of performing Yogic Asanas were given to the teacher trainees to empower the female students physically, mentally, socially and emotionally on 21-06-2019. 3. An Orientation programme on Personality development was conducted by "Youth Friends", Kottayam on 06.07.2019. 4. The teacher trainees were given the opportunity to exhibit their artistic and creative skills through the Talent Show and Arts and Literary competitions which was held on 12th July 2019. 5. A workshop cum training on yoga were given to the teacher trainees on 18th July 2019. 6. Workshop on Drama and Theatre Arts by Mr. E. V Philip, Drama Master, Mar Baselious Public School, Kottayam was arranged to empower the women students on 25th July 2019. 7. Classes on Women Self-Defence Skill Development Programme were arranged by Civil Police Officers of Kottayam, as part of empowering the teacher trainees. 8. Communicative English and Remedial classes were arranged for the weaker and marginalised students of Model Schools of Teaching Practice. 9. A visit to Ashraya Charitable Trust- Rehabilitation Centre for patients of Kottayam medical College and helped them in cleaning and preparing food. 10. A medical camp was arranged in the college by Chaithanya Eye Hospital, Kottayam on 20th September 2019. 11. Awareness and orientation class had been conducted on Energy Conservation for empowering the women teacher trainees. 12. As a part of women empowerment, a workshop cum training programme on Mushroom Cultivation was conducted by the Bio- Science Club on 16th November 2019. 13. Participation in the Lokpal and Human Rights Seminar empowered the women teacher trainees on 10th December 2019. 14. Workshop on Letter Writing was conducted by "Daffodis" - English Literary Club to empower the teacher trainees on 12th December 2019. 15. Participation of B. Ed and M. Ed teacher trainees in various cultural and badminton competitions conducted by Mar Theophilus Training College, Thiruvanthapuram helped to empower and get along with acquaintances on 16th 17th December 2019. 16. Social visits to destitute homes like Abhaya Bhavan and Children's ward of District Hospital, Kottayam were arranged on 18th December 2019 and hence to train the teacher trainees to be instruments of social change in the community. 17. The Community Living Camp for the second year.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

Future plans of action next for the academic year 2019-2020 was decided to consolidate and prepare data for the AQAR Report. Regarding this, several Core Committee meetings were to be arranged at regular intervals among staff members. The faculty members were to be encouraged and motivated to enhance their professional competence by participating in webinars, conferences, seminars and workshops and by publishing articles in international peer reviewed academic journals and also in policy documents. Several seminars and workshops have to be conducted for the benefit of teachers and students in the future year. Website upgradation is planned to do in the next academic session. Women Teacher Trainees will be trained to teach in offline and online mode, and then transformed to teach using blended learning method.