Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**GOVERNMENT COLLEGE OF TEACHER EDUCATION, THIRUVANANTHAPURAM**
Name of the head of the Institution	**Dr. JAYASREE T.K**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04712323964**
Mobile no.	**9446497851**
Registered Email	**gctetvm@gmail.com**
Alternate Email	**tkjayasree@yahoo.in**
Address	**Principal,Govt College of Teacher Education.,Thiruvananthapuram**
City/Town	**Thiruvananthapuram**
State/UT	**Kerala**
Pincode	**695014**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr V K Sobha**
Phone no/Alternate Phone no.	**04712323964**
Mobile no.	**8848466640**
Registered Email	**sobhasanthosh6@gmail.com**
Alternate Email	**tkjayasree@yahoo.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://gctetvpm.ac.in/wp-content/uploads/sites/56/2021/08/AQAR-2016-17-Final.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://gctetvpm.ac.in/wp-content/uploads/sites/56/2021/08/Academic-calender-2017-18-GCTE-1.docx

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Period To
1	**B**	**2.29**	**2008**	**16-Sep-2008**	**15-Sep-2013**
2	**A**	**3.14**	**2016**	**19-Feb-2016**	**18-Feb-2021**

6. Date of Establishment of IQAC	**17-Sep-2008**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Two day national seminar on instructionalplanning, requirements and resources inteaching-learning	05-Jun-2017 2	50
Celebration of Hiroshima Nagazaki day	06-Aug-2017 1	72
Environmental awareness for students	15-Aug-2017 3	71
Gandhi Jayanthi and the Mission- Swachbharath	03-Oct-2017 1	73
Awareness against dowri system	20-Oct-2017 1	70
Moulding the young mind - A day for personality development	20-Sep-2017 1	50
Celebration of Vimukti day against drug abuse and alcoholism among students. by Excise Department in Collaboration with IQAC of the College	04-Oct-2017 1	75
Fibonacci day and know your body	24-Nov-2017 1	48
World Environmental day Celebration and talk on environmental awareness	13-Jun-2018 1	50
Workshop on inclusive education	28-Dec-2017 3	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
Faculty	FDP Substitute	State Government	2018 365	1084120
Institution	Plan Fund	State Government	2018 365	2235000
Rearearch scholars	Ph D	UGC	2018 365	1305561
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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. • Provide support in maintaining quality in teaching , learning and evaluation • Organizes curricular and co curricular programmes for holistic development of students • Prepares academic calendar for systematic planning of various activities in the institution • Organized awareness programs on relevant social, emotional and health issues • Provide support for Counseling for students • Encourages Community services

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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
To inculcate spirit of National integration	Celebrated important national days and organized talks
Training in ICT	Conducted ICT training workshops
Development of infrastructure	Utilized funds for making all the classrooms as smart class rooms
Conducting internal evaluation	Conducted mid term exams and model exams
To encourage holistic development of students	Organized daily morning assembly, cultural activities, quiz competitions, out reach activities, community services by students, value clarification exercises
To organize workshops and seminars	Organized workshops and seminars
Regular Academic Review to ensure quality of teaching and learning	Organized Academic review meeting, and organized remedial teaching and mentoring
To enhance the quality of teaching, faculty members were encouraged to take	Encouraged to conduct minor projects, publish research papers, and research

up research work	consultancy
Collecting feed back from stake holders	Collected feed back from students and parents and used it for further planning
Prepare Academic calendar for the smooth conduct of all activities	Prepared academic calendar at the beginning of the year and distributed among the staff
[View File](#)	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Academic council	**15-Mar-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	**2017**

Date of Submission	**21-Jul-2017**

17. Does the Institution have Management Information System ?	**Yes**

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Our institution has MIS for processing data into information and communicates it to various departments. FFMS(File Flow Management System is implemented in 2017 and inaugurated in Oct 2018. DFMS)Digital File Management System) is implemented in July 2019. University Fee Payments and other payments to university are made through online 2019 onwards. Details about staff ,like Academic qualifications, inservice improvement in qualifications, PEN Number, Scale, salary details of teaching , staff, Income Expenditure details of college etc. is to be uploaded on the website. Roll of Student teachers is and admission details of students are uploaded in University websites. College profile and other details are also uploaded in website and in NCTE website .All the details about the HEI is uploaded in NCTE website for E monitoring. Salary**

processing of all the staff including Teaching and Non teaching staff is through SPARK from 2016 onwards. College details, Number of seats for each course, prospectus , reservation procedure, Fee structure etc can be accessed through University websites. Details of examination, Exam results and other important information are published in University websites .Details of students , their admission number, profiles, marks are kept in excel format in separate folders in Google drive for easy access 1. FFMS 2. DDFS 3. SPARK

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 college is affiliated to Kerala University. College offers the courses B.Ed and M. Ed . The courses offered are designed by the University. The U.G. and PG courses are professional courses. At the beginning of every year the college prepares an academic calendar keeping in mind the Academic calendar prepared for the same by the University. The Principal conducts meeting with all faculty members to develop plans and strategies for effective implementation of curriculum as well as co-curricular and extension activities. Most of the teachers are members of curriculum revision committee and BOS of the university. They collect latest updates of curriculum changes and other important decisions made by the university and help the teachers to make an appropriate plans and strategies. Regular curriculum revision is done by the university. At the beginning of the academic year various committees are formed as per the direction of the principal the time table committee prepares the time-table as per the academic calendar of the university and college. Teachers organize and also participate in various orientation and workshops to become familiar about new changes in the syllabus if curriculum revision is made. The outcome of the workshop is being shared in the department and the students to update themselves. Teaching plan is prepared by every department and keep diaries. Departmental review meetings are arranged regularly to discuss about the completion of syllabus. As per the need of the department - remedial course, tutorials and special sessions are organized as per the guidelines of the University and UGC. So many capacity building programmes are organized for teachers as well as students. ICT training is also conducted every year. As per the guidelines of University, The college conducts Internal Examination. Examination committee prepares time table for internal examinations. The College follows the curriculum formulated by Kerala University. The process of curriculum design is done by the Boards of Studies. Several faculty members of our college are conveners in various disciplines for curriculum revision and restructuring. The institution has undertaken various programmes for curriculum development and implementation. There has been active involvement of the faculty in various seminars, workshops and discussions for curriculum development and implementation organized by professional bodies and Board of Studies of different disciplines. Departmental meetings are convened to develop curriculum implementation strategies. In remedial and bridge classes, the gaps

between the entry behavior and expected learning outcomes of students are remedied. For slow learners and students from different streams remedial classes, coaching and tutorials are conducted free of cost. Experts on various subjects are invited; in this regard for regular updating and knowledge dissemination. Seminars and expert talk are also organized for the transaction of hidden curriculum such as values and ethics, awareness on different area, training in life skill etc. The curriculum is effectively delivered using ICT and e -resources. Department wise field trip is organized to provide direct e Well equipped library helps in curriculum transaction. Question papers, reference books and journals also are available in the college library.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	0	Nill
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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
MEd	SES 2.1. Human Rights Education SES 2.2 Life Skill Education SES 2.3 .Envir	07/12/2018

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
Yoga	12/10/2017	50
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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
BEd	Internship	50
MEd	Projects	30
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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

The feedback is collected at various levels viz. Students, Parents, Teachers and Alumni. This feedback is analyzed and steps are taken to improve drawbacks if any. Feedback of stakeholders is sought regularly about facilities, infrastructure and learning resources for ensuring effectiveness. Based on the discussions proposals are prepared each year and submit to DC and maintenance and improvements are done accordingly. Feedback is also taken from faculties, stakeholders and students .The feedback is collected at various levels during the academic session. The academic feedback taken from class representatives are discussed in IQAC meeting and remedial measures were taken accordingly. In each IQAC meeting and Staff meeting academic review is done . Suggestions pointed out by parents and students are discussed and recommendations of IQAC is taken into consideration while planning activities for the next academic session .The feed back obtained is used to provide (a) a safe, professional and friendly learning environment (b) high quality teaching, assessment and management of learning (c) regular and reliable feedback on student progress and achievements (d) mechanisms for students to pursue grievances and learning related issues as required. Overall, responses from both the quantitative and qualitative data indicated moderate to high levels of satisfaction with the quality of teaching, instruction, learning and student engagement with students being less (but nevertheless still) positive about workloads, assessments, outcomes and available or assigned resources. As a result of student feedback, the College continues to review, develop and implement policies and practices in key areas, such as (a) curriculum governance, supervision and monitoring (b) the creation of an academic culture in which all students and staff are expected to deploy higher-order thinking skills (c) reinforcing clear expectations concerning unit content, assessments and outcomes (d) refining and extending data analysis in order to inform and complement effective and meaningful learning and teaching practices.), Reflective sessions carried out by the college after completion of their internship where students present their experiences and gave suggestions . This reflective session help the students to analyze their strengths as well as weaknesses and helps the students to be confident in their strengths and to plan effectively to overcome their weaknesses. Feed backs from students Actions taken 1. Anxiety to face stage Various stage activities are organised 2. Communication problems Capacity building programmes are organized in communicative English 3, Exam fear Internal exams and model exams are organized and also mock viva is organized for M Ed students to face viva board 4. Anxiety in writing online exams Practice in online exams 5. Difficulty in writing Digital lessons Training in E content development 6. Difficulty in statistical analysis for M Ed dissertation Training in Research Methodology and SPSS 7. Anxiety to face competitive exams Organized orientation programmes and conducted college level and intercolllegiate competitions and quiz competitions 8. Concern about Syllabus and exams Concerns raised by students are intimated to University through BOS Infra structure constraints Timely submission of proposals to purchase committee and actions taken accordingly. Most of the classrooms are made Smart

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	English, Malayalam, Tamil, Hindi, Sanskrit, Physical Science, Natural Science, Mathematics, Commerce, Geography, Social Sience	50	795	50
MEd	Education	35	100	35
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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	51	37	15	10	15

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	Numberof smart classrooms	E-resources and techniques used
16	16	80	13	13	75
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)

Mentoring Practices of the Institution Government College of Teacher Education, Thiruvananthapuram has a mentoring system functioning with key focus objectives in the Year 2017 -18 as: a. Equip each student to build a strong foundation on Teacher Education Programme b. Connect the entry learning set with new learning experience c. Tackle the learning difficulties of the learner both scholastic and co scholastic areas d. Uphold the spirit of true professional outlook with due emphasis of teaching skills e. Scaffold each students to come in main stream and urge them to identify their uniqueness The Practices In this year all teachers oriented formentorship to their assigned students who are not proficient their studies. Towards the convenience of students, structured mentoring sessions are taken before or after college hours. For mentoring sessions starts with student orientation/ course debriefing session, bridge practices and indentifying learning difficulties and strength of each one. The teachers cater to their individual needs by getting to understand them, since each student might be having different and completely unique needs. We understand their needs and provide care and support to enhance their mental and academic growth. Most students can be oblivious to classroom language which might

adversely affect their studies due to their different locale and native difference. Teachers assign students who are performing well to the students who are in need as peer tutors. Since they are students, they will have a productive rapport which ensures that they learn from each other and perform well. Discussions, criticism lessons, microteaching preparations and other collaborative tasks provide better feedback. Remedial classes are provided to students who need them. The goal of Remedial learning engagement is to identify and target the inadequacies in the students learning and focus on helping them improve. The teachers provide remedial classes according to the students' performance on their respective subjects. Experts are provided to help and guide students who exhibit anxiety, depression, and other personality development disorders. These programs help students to overcome their hurdles. Remedial programmes enable students in need of support in overcoming their issues and help them stand closer to their peers. Remedial classes help slow learners by providing the extra care and attention if they required. Learning enhancement activities can help improve the students' academic growth. Each student can make use of these activities to help them improve on the subjects and topics that peaks their interests. Group discussions debates and symposiums, brainstorming, and discussions provide learning enhancement. Individual projects were assigned to them for improve their intellectual process. Feedback was provided for each of their activities to ensure growth. The students were encouraged to perform in art and sports of their interests to ensure enrichment. Training and exhibitions were organized for students with an aptitude for acting and other dramatic arts and crafts, classes for yoga and aerobics, training and classes for Poster designing, photography, documentary, short film making, community living camp, field trips, exam orientation, placement, capacity building sessions etc also provided to mould each students become true professionals.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
88	16	1:6

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
17	14	3	3	12

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
2017	NA	Nill	NA
2018	NA	Nill	NA
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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	EDU	IV	29/03/2018	30/05/2018
MEd	MED	IV	29/03/2018	29/08/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

GCTE Thiruvananthapuram adheres the internal assessment components and criteria

specified in the curriculum of both B.Ed and M.Ed programme of University of Kerala. Each semester has specific internal assessment components which could be planned and incorporated in the academic calendar of the year 2017 -18 and the academic co ordinator of the institution monitor the appropriate mechanism to complete the components in time and evaluated objectively based on quality criteria with evidence based approach. The internal assessment score was published and provided freedom to each student to verify their scores and finalized based on the signature of the student, tutors in charge and counter signed by the Principal. In the B.Ed programme the continuous internal assessment aspects as: Each semester holds minimum two internal tests, one mid - term test and 1 model exam each. Reading and reflecting on texts, seminars, assignments, practicums, blog updation, MCQ test battery preparation, field trip reports etc are conducted in specific intervals. The practical for considering the internal evaluation based on the preparation of lesson plans of demonstration, discussion, criticism, micro teaching, ICT and internship. Attendance and discipline are also important. School induction program, teaching practice was given due weigtage. In addition to this Reflective journal, peer review records, conscientization program reports, projects, e- content development was assessed. Physical education classes, Yoga, art and craft also come under assessment. In the M.Ed programme continuous evaluation included internal test, assignment, seminars, report of attachment with institution, attendance, internships, self development course documents etc are considered.

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

2.5.3. Academic calendar prepared and adhered for conduct of examination and other related matters. The academic calendar 2017 -18 prepared by the College based on the guidelines specified in the annual calendar issued by University of Kerala includes the dates of commencement, orientation and completion of syllabus – both theory and practical, schedules of internal exams – its implementation, preparation and publication of results etc, specifies the dates of term end examination. Tentative dates of practical exams and viva-voce and theory examinations are also given in academic calendar. The time tables are prepared and implemented accordingly. The teachers prepare teaching plans according to the academic calendar and guidelines of the University. The schedule of external examination is fixed by the University and the same is displayed on notice board of the college for students. In case of any change in the University schedule, some changes are required to be made in internal evaluation as well. These changes are communicated to the students well in advance. However, all efforts are made by the Institute to adhere to the academic calendar for Continuous assessment. 1. Unit exam was conducted periodically 2. Model Exams are conducted before university exams. 3. Group discussion, brain storming, debates etc was conducted as part of continuous monitoring 4. Experience to computer and technology lab was provided and workshops was arranged periodically especially for e content development, Power point presentation development, digital text book preparation, educational blog development etc. After assessment of written examination answer scripts was distributed among the students. Their doubts was also cleared with advice about writing correct apt answers and provide orientation for examinational preparation too. The regular monitoring is done by the governing Council. The Principal conducts curricular and extracurricular review meetings on regular basis to check the implementation and progress of all the activities in the academic calendar. Based on these review meetings some changes in schedules of activities are made if required. Further, extra lectures and ivited talks by experts was scheduled to enhance their additional skills and knowledge about the curriculum components before university examination . Along with continuous internal evaluation, academic planning contains information regarding the

following activities. The academic calendar indicates the annual working period of the teachers which includes working days, teaching days, admission period, examination, and valuation period as per the university and UGC guidelines. Working days are strictly followed as per university guidelines. b) Curricular activities: The academic diary includes the complete teaching learning process. It also contains teaching plan and manuals execution of activities. c) Co-curriculum activities: The Various tests like unit test, common test, Term test, practical examination, Viva-voce exam, assignment project, seminar, group discussion to be conducted by the teachers, are indicated in the academic calendar as well as it indicates the specific period for study tour to be arranged in the session. d) Other activities: The academic calendar gives period to conduct extracurricular and social activity such as Celebration of various national and international days related issues, field trip and various other social activities was also conducted.

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://gctetvpm.ac.in/wp-content/uploads/sites/56/2021/08/Program-outcomes-and-Course-Outcomes-17-18.pdf

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
EDU	BEd	English, Malayalam, Tamil, Hindi, Sanskrit, Physical Science, Natural Science, Mathematics, Commerce, Geography, Social Sience	51	50	98
MED	MEd	Education	37	37	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://gctetvpm.ac.in/wp-content/uploads/sites/56/2021/07/2017-18-REPORT.pdf

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	Total grant	Amount received

		agency	sanctioned	during the year
Nill	**0**	**Nill**	**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
Instructional Planning, Requirements, and Resources in Teaching -Learning	**Geography**	**05/10/2017**

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
Inspiring Teacher	**Dr. Issac Paul**	**Council for Teacher Education, Kerala**	**09/12/2018**	**Teacher**
[View File](#)				

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
0	**NA**	**NA**	**NA**	**NA**	**Nill**
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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
Physical Science	**1**

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)
Nill	**Malayalam**	**1**	**Nill**
National	**Physical Science**	**5**	**Nill**
National	**Social Science**	**1**	**Nill**
International	**Principal**	**1**	**Nill**
International	**Commrce**	**1**	**3.65**
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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	9

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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
Relationship between Pedagogical content knowledge and Attitude towards Biodiversity conservation among Prospective Teachers in Kerala	Dr B Suresh	International Journal of Research and Analytical Reviews	Nill	Nill	Nill	Nill

View File

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	Nill	Nill	Nill	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	Nill	12	3	1
Presented papers	1	3	Nill	Nill
Resource persons	Nill	3	1	Nill

View File

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
0	0	Nill	Nill

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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
0	0	0	Nill

No file uploaded.

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 activites	Number of students participated in such activites
0	0	0	Nill	Nill

No file uploaded.

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
0	0	0	0

No file uploaded.

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
Academic	Internships	Secondary and Higher secondary schools in Govt and Govt Aided schools	Nill	Nill	B.Ed. Students
Academic	Internships	Colleges of Teacher Education (Secondary Level	Nill	Nill	M Ed students
Academic	Internships	Colleges of Teacher Education (Secondary	28/02/2018	25/03/2018	M Ed students
Academic	Attachment with institution	SCERT, SIEMAT, BRC, SSA	09/04/2018	20/04/2018	M Ed studentss

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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
0	Nill	Nill	Nill
No file uploaded.			

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
2.23	2.23

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
Video Centre	Existing
Classrooms with LCD facilities	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
View File	

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
LIBSOFT	Fully	2.1	2011

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	15161	Nill	Nill	Nill	15161	Nill
Reference Books	5603	Nill	Nill	Nill	5603	Nill
Journals	20	49500	Nill	Nill	20	49500
CD & Video	23	Nill	Nill	Nill	23	Nill
Library Automation	1	Nill	Nill	Nill	1	Nill

Weeding (hard & soft)	6049	Nill	42	Nill	6091	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
Dr.Issac Paul	Functions of Environment	Adobe Premiere	Nill
Dr.Issac Paul	Outcome Based instructional Practices in Commerce	Adobe Premiere	Nill

View File

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	85	1	65	1	1	7	12	250	0
Added	0	0	0	0	0	0	0	0	0
Total	85	1	65	1	1	7	12	250	0

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

250 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
1) Video Camera 2) Computer With Adobe Premiere 3) Hard Disks 4) DSLR Camera 5) LCD Projector (Produced Documentary on Anti-ragging Length-8Mins	https://youtu.be/F1-j2YMEZ4c

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 incurredon maintenance of physical facilites
3.2	3.2	1.91	1.91

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)

Government College of Teacher Education maintains one archive room and one Natural science museum for showcasing the archeological value of the institution. During the year the institution purchased and installed air conditioners as per the government rules and procedures. Government College of Teacher Education provides accommodation facilities for teaching staff and non teaching staff. During the year 2017 -18 the staff quarters were renovated with tiling, electrical and plumbing works. The amount has been sanctioned on the basis of the request forwarded by the Principal to the Collegiate Education Department, Government of Kerala. The work was initiated and completed by Public Works Department (PWD) Kerala. During the year 2017 -18 The institution replaced damaged white boards in the classrooms. As part of the curricular and co-curricular requirements, the institution purchased sports materials like badminton racquets, nets , cricket bat, and other minor sports materials. In order to make the e-content facility more effective the institution purchased a DSLR Nikon camera to make efficient recording. The purchase was based on government rules and procedures. Plan fund and funds from the State Government are utilized for procuring and upgrading the infrastructure both in quantity and quality of the institution. Every year detailed project proposals will be submitted to the Directorate of Collegiate Education for seeking funds to upgrade the institutional infrastructure. After the allocation of funds, the institution will obtain the Technical and administrative sanction. After which ,the purchase committee decides and fix the standards of equipment to be purchased. Open quotations through newspapers and gazette will be issued. Later the detailed scrutiny of quotations will be done and the purchase committee will decide to issue the purchase order to the lowest quoted supplier. The supplied equipments will be inspected to ensure the assured quality by a technically qualified team. Usually the technical teams are hired from the Government Engineering Colleges or PWD Kerala. Then the equipment is installed and commissioned for establishing a proper teaching learning process. The six laboratories i.e. Physical Science, Natural Science, Computer, Psychology, Social Science and Language laboratories and Physical education Lab (Human Performance Lab) are functioning under the monitoring of concerned teachers in charge. Stock register and entry-exit registers are maintained. College laboratories are the place where the students are free to do their experiments in a cooperative and collaborative manner. Hands on experience is provided in Psychology and Computer labs. The maintenance and repairs of equipment and purchasing of chemicals are to be done by utilizing the plan fund , funds from the Kerala government and a minimum contribution from PTA also. Library is well maintained with LIBSOFT software. Separate Research library is there with reference books and Ph D and M Ed dissertations. Optional wise library is also maintained in Geography and Physical Science Departments. A Physical fitness room is functioning for providing physical fitness exercises. College has a play ground for practicing outdoor games,athletics and march pasts . Indoor facilities for games are also provided. College utilizes University stadium also for organizing competitions.

http://gctetvpm.ac.in/wp-content/uploads/sites/56/2021/08/4.2.2-Procedures-and-policies-2017-18.pdf

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	DCE Scholarship for the Differently Abled	2	23641
Financial Support			

from Other Sources			
a) National	E-Grantz (Post Metric Scholarship) DCE Scholarship for the blind	51	67021
b)International	0	Nill	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 implemetation	Number of students enrolled	Agencies involved
10. National Workshop on Research Methodology Statistics	08/12/2018	50	In House (GCTE, Thycaud) DCE
9. Seminar on Psychological Dimensions Modern Instructional Strategies in Teaching Learning	20/02/2018	50	In House (GCTE, Thycaud) DCE
8. Motivational Speech on Changing Facets of Women	08/03/2018	38	Women cell, GCTE Kerala Gandhi Smaraka Nidhi
7.Self-defense training for women	08/03/2018	38	Women cell, GCTE Kerala Gandhi Smaraka Nidhi Nirbhaya Janamaithri police
6.The Orientation towards Counseling Skills for teachers	06/03/2018	38	Women cell, GCTE PTA, GCTE REACH, KSWDC, Govt. of Kerala
5.Workshop on Art and Drama	10/09/2018	45	In House (GCTE, Thycaud), Gandhi Bhavan, Thycaud
4.Four Day Residential Community Living Camp	02/10/2017	45	In House (GCTE, Thycaud), Gandhi Bhavan, Thycaud
3.Workshop on SUPW	05/09/2017	45	In House (GCTE, Thycaud), Gandhi Bhavan, Thycaud
2.Meditation Classes as a part of the curriculum for first semester B.Ed and M.Ed Students	01/07/2017	78	2.Meditation Classes as a part of the curriculum for first semester B.Ed and M.Ed Students
1.Yoga Classes as	01/07/2017	78	In House (Dpt of

a part of the curriculum for first semester B.Ed and M.Ed Students				Physical Education, GCTE, Thycaud) Gandhi Bhavan, Thycaud

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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 passedin the comp. exam	Number of studentsp placed
Nill	A guidance and counseling cell is present in college and provides needed Career Guidance to all students so as to enable them to appear in competitive exams, PSC exams of Kerala state related to teaching profession	Nill	Nill	Nill	Nill

No file uploaded.

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
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Educational institutions	Nill	Nill	Educational institutions	18	18

[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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	1	B Ed	English	University of Kerala	M Phil
2017	1	B Ed	Malayalam	Govt College for Women .TVP	Ph D
Nill	1	B Ed	Hindi	Univrersity College,TVM	M. Phil
Nill	1	B Ed	Natural Science	University College,TVM	M Sc ,Zoology
Nill	1	B Ed	Commerce	Alagappa University	M Sc Psychology
Nill	1	B Ed	Tamil	University College,TVM	M A Tamil
Nill	1	B Ed	Mathematics	SN College	M Sc Mathematics
[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	11
Any Other	16
Any Other	16
Any Other	38
[View File](#)	

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

Activity	Level	Number of Participants
Onam Celebrations	Institutional	78
Independence Day Celebrations	Institutional	78
Teachers Day	Institutional	78
Christmas Celebrations	Institutional	78
Inter Collegiate Shuttle badminton competition	Inter Collegiate	10
Aerobics programme	Institutional	78
Talent Day Celebrations	Institutional	78
Sreshtabasha Vaaraghosham	Institutional	78
International Yoga Day	Institutional	78

Annual Athletic Meet	Institutional	78

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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
Nill	NIL	Nill	Nill	Nill	Nill	Nill

View File

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

Student council The college has an elected student council. Student representatives are elected through presidential mode of election. The student council of the year 2017-2018 was inaugurated on 27 October 2017. The student council was sworn in in accordance with the college election rules and norms set by Kerala University. Our institution follows the bye laws of the functioning of student council of University of Kerala. The election procedure is according to the guidelines specified in the Kerala University constitution. A fierce and healthy competition was unveiled during the election campaign where the candidates canvassed votes. The students are given a chance to experience the democratic proceedings of election throughout the endeavour. The elected student council consists of members holding various posts viz, Chairperson, Vice Chairperson, University Union Councillor, Arts Club Secretary, Sports Secretary, Magazine Editor, Lady Representative, representatives of subject association Activities of the student council for the year 2017-2018 1. Union Inauguration: The first event held by the elected student council was its own inaugural ceremony. A vibrant, unique stage was set up by the students for the day. The day was filled with a number of gusty and unique performances by the students. 2. ArtsDay: The stage items of the Arts Day were organised in the UGC Hall. Students maintained a healthy competitive spirit and were active participants of events ranging from essay writing, mono act, mime, poetry, skit and singing events. It was a colourful day for all the participants and viewers alike creating wonderful memories to remember always. 3. Independence Day 4. Onam Celebration 5. Teachers Day Celebration 6. Film Festival 7. Gandhi Jayanthi: All the students under the leadership of the student council actively involved in celebrating the birth anniversary of the father of the nation. As part of tradition, a massive cleaning spree of our college was organized. All the four batches were divided into groups and given areas to clean. The respective groups carried out their duties to perfection. 8. Christmas Celebration: A colourful stage was set up and a joyful day of festivities followed. The chief guest of the event talked about spreading the message of love. The Christmas papa brought in the cake which was cut and distributed among the students. 10. New Year Celebration 11. RepublicDay 12. Sports Day: The annual athletic meet was held at the University Stadium in Palayam. 13. WomensDay 14. Environment Day 15. Intercollegiate quizcompetition 16. Inter collegiate elocution competition 17. Inter collegiate Cricket tournament Student council The college has an elected student council. Student representatives are elected through presidential mode of election. The student council of the year 2017-2018 was inaugurated on 27 October 2017. The student council was sworn in in accordance with the college election rules and norms set by Kerala University. Our institution follows the bye laws of the functioning of student council of University of Kerala. The election procedure is according to the guidelines specified in the Kerala University constitution.

A fierce and healthy competition was unveiled during the election.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Government College of Teacher Education, Thycaud with its legacy of more than a century is blessed with thousands of Alumni contributing to the human resource at various walks of life throughout the world. The contribution of the Alumni towards the welfare and smooth functioning of the college is remarkable in the long history of GCTE and has made its mark. Officially established in the year 2005, Alumni became part of every activity organised by the college. The first meeting of the alumni was held on 19.11.2005. The name of the alumni organisation is Govt College of Teacher Education Alumni Association (GCTEAA) Thycaud, Thiruvananthapuram, registered under the provisions of the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act 1955. The former students of our college serves as teachers, teacher educators, and administrators in various teacher education institutions, arts and science colleges, university departments, higher secondary schools, high schools, primary schools etc. They work in various aided, unaided and government institutions. Even though most of our Alumni choose teaching as their profession we have exceptions where they contribute efficiently to state and central services and other private sectors also. Our Alumni is proud to have a former minister of state, and IAS officer, cine artists, renowned poets, eminent teachers and reputed professors.We try to ensure their participation in various programmes organised by the student council. The presence of such distinguished personalities in various programs provides an opportunity to our student teachers to interact with distinguished personalities and such interactions are inspiring to our teacher aspirants. Expert talks are provided by Alumni without receiving remuneration. GCTE is indeed lucky to have Alumni in every walk of life who consider it as an honour to corporate with the curricular, co-curricular and extracurricular activities of the college. We have the services of the Alumni as the judges of our college level competitions in arts andsports. The curricular and co- curricular activities are guided and supported by the Alumni. Demonstration classes for the student teachers are taken by the Alumni of concerned optional subject. They consider it as a privilege and it is done free of remuneration. The Alumni provides resources support for the successful conduct of seminar and workshops organized by various departments. council. The presence of such distinguished personalities in various programs provides an opportunity to our student teachers to interact with distinguished personalities and such interactions are inspiring to our teacher aspirants. Expert talks are provided by Alumni without receiving remuneration. GCTE is indeed lucky to have Alumni in every walk of life who consider it as an honour to corporate with the curricular, co-curricular and extracurricular activities of the college. We have the services of the Alumni as the judges of our college level competitions in arts andsports. The curricular and co- curricular activities are guided and supported by the Alumni. Demonstration classes for the student teachers are taken by the Alumni of concerned optional subject. They consider it as a privilege and it is done free of remuneration.

5.4.2 – No. of enrolled Alumni:

2313

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

8500

5.4.4 – Meetings/activities organized by Alumni Association :

Providing expert talk Taking demonstration lessons for the optional subject Merit day programme Endowments to meritorious students Resources support during practice teaching Student council inauguration by former minister Arts College inauguration by Sudheer Karamana Setting the visitors lounge of the college Contributing the curtain of the stage Contributing to the publication of Research Journal

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)

Effective Decentralization is maintained in Academic and administrative matters The Government of Teacher Education, Thycaud P.O, Thiruvananthapuram was established in 1911 and is the only Government of Teacher Education in Southern Kerala. The college is affiliated to the University of Kerala and comes under the administrative control of the Department of Collegiate Education, Government of Kerala. ?The whole academic and administrative powers have been vested in the Principal . The Vice Principal of the college is supporting the Principal in Academic as well as administrative matters.1. Administrative decentralization- To help the Principal in administrative activities a team of staff members is there. The head of the office staff is Principal. Under the principal there is Senior Superintendent and other non teaching staff members. Each section is handled by separate clerical staffs like Head of Accountant, clerks in section A1, A2, A3, A4, A5, A6,Typist,Office Assistants and Sweepers for helping the principal for the smooth functioning of the institution. The Senior Superintendent assign the works to all the staffs in the office. These represent the Institutional Decentralization Practices and Participate Management. Section A1 Postings of teachers and non teaching staff, Approval of regularization of postings ,Probation declaration ,Grade, Approval of leave, Increment of administrative staff, Leave surrender, commuted leave, Terminal surrender, Request of teachers to send to other offices ,Sending pension proposal teachers to higher office, IMG training for teachers and administrative staff, NLC certificate of gazetted officers, Right to information(General),assembly questions (General),Advance increment of teachers, FIP Section A2 PF,TA,NRA related works, Tender notice, contingent bill and non-plan bills, Monthly expenditure statement to DCE under non plan, Sending annual report to DCE and university Section A3 Salary bill, spark related works, PF admissions, SLI ,GIS, FBS, Treasury reconciliation, audit objections, plan, Purchased related to UGC fund, Preparing and forwarding of Conduct of university exams, plan proposals, Minor and major research projects. Section A4 B.Ed. and M.Ed. admissions, Matriculation recognition, E grants and scholarships, TC, Research scholar register maintenance and bill forwarding Section A5 All collections DCB to DCE and university, Tapal despatch, stamp account Section A6 Reimbursement of medical, travelling allowances, it's bills and related works ,Collection of water charge of hostel and quarters, Stationary stock, general papers, stock verifications, printing of college calendar, maintenance of CDC register and its accounts Section A7: Helping E grants, admissions, bills, university exams-online submission and spark and university exams 2. Academic decentralization -The academic head is also the Principal. Each department has Department heads/ teachers. The college is following the exact portfolio. This enables the smooth functioning of the college. All the college positions/clubs/committees are allotted to all teachers. Moreover there are statutory and other bodies like Staff Council, Purchase committee, Guidance cell, Tourism club, Anti Ragging committee, Anti-Harassment cell, Placement cell, Grievance cell, Scrutiny and Evaluation

committee, Internal complaint against sexual harassment , Crisis management cell, Technical committee and Equipment, Library committee, Time Table Committee, Excursion activities, Charity Programmes, Narcotic club, Eco club, Discipline committee, Women cell, Inter collegiate competitions etc.

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
Research and Development	Encouraging students and faculty members to participate in seminars and present their research works. Encouraging faculty members to undertake research projects, workshops, seminars. The library facilitates research-oriented books, journals ejournals for research reference.The college has a College Research Cell (CRC). This cell provides guidance to faculty about funding agencies promotes interdisciplinary research. The College has a bi-annual journal namely "GCTE JOURNAL OF RESEARCH AND EXTENSION IN EDUCATION" from January 2006.Also the publication wing of the college publishes an annual publication "GCTE RESESRCH ABSRACTS" from 2011 onwards. ? The faculty members are encouraged to publish their research contributions in various National International Journals and conferences. The Institute encourages the research scholars and teachers by providing on-duty leave to focus on their research. The Institute encourages faculty members to pursue Ph.D. programmes in reputed universities.
Examination and Evaluation	? Examination committee has been formed in the Staff Council for effective implementation of the conduct and evaluation of the exams.The term exams are conducted in the college. The annual exams are organised by the affiliating University and conducted by the college. Surprise inspections by faculty members of various colleges visit the during examination in order to control the use of unfair means ? College conducts internal assessment of students according to the university guidelines. Class tests,surprise tests,online tests, mid-term tests, student seminars, interactive sessions, practical examinations, debates etc.

	are conducted by departments to evaluate the students. ? Continuous evaluation is done through the process of assessing the practical work related to core papers and optional papers
Industry Interaction / Collaboration	? Efforts are taken to build and maintain good rapport with the Academia alliances, schools, Teacher Education Institutes,SCERT Kerala, SIEMAT Kerala, DIETS, and Higher Education Institutes etc. Internship in Teaching or School Internship for B.Ed. students is given for a period of 20 weeks into two phases. The participating schools shall set up a mutually agreed mechanism for organizing, monitoring, supervising and tracking of internship and assessing the student- teachers. Planned progressive development of the behaviour of the student-teacher is the major achievement of the teaching practice. Internship for M.Ed. is proposed in three phases- 10 working days, 15 working days and 20 working days respectively. District level institutions like DIET, SSA DISTRICT/STATE offices, SCERT, SIEMAT, IMG, BRC, Adult Non formal Education, college with NAAC accreditation/Autonomous colleges, Gandhi Smaraka Nidhi etc. can be selected for student'sattachment. This provides a unique opportunity to students and teachers to learn theoretical concepts practically,understand the Institutes , collaborate with other academic ventures Faculty members have collaborated with local, national and international eminent academicians and researchers and published research papers
Curriculum Development	Curriculum vision is the empowerment of prospective teachers with value embedded and competency- based teacher education curriculum, to equip the students to be professionally competent, adaptable and socially committed to meet the challenges in a knowledge society. Curriculum designing and development is decided by the affiliating university. Principal and Faculty members interact with the university and provide their views related to curriculum development. Some faculty members are members of the Board of Studies of Kerala university.

	University revises the syllabus of B.Ed. M.Ed. on a regular basis and Senior faculty members from our college have been a part of the curriculum development committee formulated by university and have contributed to the curriculum development. Most of our teachers are conveners or members of curriculum revision committee.
Admission of Students	For the year 2016-18 the B.Ed. program proposed is based on the Credit and Semester System with Grading. B.Ed. course is notified in the newspapers and the students submit their application in the college with in the time notified. Rank list is prepared on merit basis. The course is of two years duration. There will be four semesters, with 100 working days for Semester I II, 120 working days for Semester III and 80 working days for Semester IV, excluding admissions, University examination and preparatory holidays. The course consists of three components: Theory, CE and related practical work. Course content is divided into three areas: Perspectives in Education (core papers), Curriculum and Pedagogic courses (optional papers) and related works. Our college offers specialization in 11 optional subjects' viz. Malayalam, English, Hindi, Sanskrit, Tamil, Mathematics, Physical Science, Natural Science, Social Science, Geography and Commerce. There shall be a basic unit of 50 students for a single intake. Medium of instruction for the course is English. However, candidates may write the examination in Malayalam for all papers except language papers. Admission to the course will be on the basis of the eligibility requirements, rules and regulations for B.Ed. admissions fixed by the Govt. of Kerala and approved by the University from time to time. For the year 2016-18 M.Ed. program eligibility for admission, Norms for admission, reservation of seats for the M.Ed. Degree programme shall be in accordance with the University/Govt./NCTE norms from time to time.Candidates seeking admission to M.Ed. programme must possess a B.Ed. Degrees of the University of Kerala, or of anyother B.Ed. Degree recognized as equivalent thereto by the University of Kerala, with a minimum of 55 marks in

	aggregate.The total marks obtained for the B.Ed. Degree Examination shall be the basis for selection. An additional weightage shall be given to the candidates with Post Graduate Degree (MA/M.Sc./M.Com) in their subject of specialization at B.Ed. LEVEL. Relaxation of 5 marks for the SC/ST candidates and 2 marks for SEBC candidates/relaxation as per Govt. norms. The M.Ed. programme shall be for a period of two academic years comprising of four semesters. The minimum number of working days in each semester shall be 100. The total marks obtained for the B.Ed. Degree Examination shall be the basis for selection. A student has to acquire at least 75 of the number of working periods (lectures, seminars, practical field work taken together) during each semester. The medium of the coursefor both instruction and examination shall be in English except for the elective subjects offered in Malayalam, Hindi, Sanskrit, Tamil and Arabic. For a pass in the examination, a candidate should secure a minimum of 50 marks in aggregate with a minimum of 40 in each Theory Paper in the External Examination of the University. There is no minimum for CE.
Teaching and Learning	We follow a holistic approach for the growth and development of our teaching learning process using methodologies like presentations, demonstrations by experts, descriptive methods, brainstorming, group discussions, online quizzes,hands on experiences, field trips etc. ?We provide adequate infrastructural and lab facilities to our students ?Wi-Fi enabled campus and provides facility for students to use internet as a resource in their studies ? The College has a Library with over 15161 titles of text books, 5606 Reference Books , 20 journals, 2 Digital Database free version, 23 CD VIDEO, 6021 Weeding(Hard Soft),magazines, newspapers etc. all available for students ?We motivate our teachers to pursue higher studies and abreast their skill and knowledge. Our faculties are empowered to use the innovative technologies and modern methodologies in their teaching. we motivate our faculty members to join Orientation Programme, Refreshers

	Courses, Workshops and FDPs to upgrade their skills ?Concept of mentoring is implemented to provide special care to slow learners and students facing learning difficulties. Students are provided with remedial classes
Research and Development	? Encouraging students and faculty members to participate in seminars and present their research works. Encouraging faculty members to undertake research projects, workshops, seminars. The library facilitates research-oriented books, journals ejournals for research reference.The college has a College Research Cell (CRC). This cell provides guidance to faculty about funding agencies promotes interdisciplinary research. The College has a bi-annual journal namely "GCTE JOURNAL OF RESEARCH AND EXTENSION IN EDUCATION" from January 2006.Also the publication wing of the college publishes an annual publication "GCTE RESESRCH ABSRACTS" from 2011 onwards. ? The faculty members are encouraged to publish their research contributions in various National International Journals and conferences. The Institute encourages the research scholars and teachers by providing on-duty leave to focus on their research. The Institute encourages faculty members to pursue Ph.D. programmes in reputed universities.
Library, ICT and Physical Infrastructure / Instrumentation	The Library is now functioning in the main heritage building of the college.The Library is nourished with more than 28000 books which are hosted in the Central Library and Department Libraries and 1440 thesis including M.Ed., M.Phil. and Ph.D. are kept in research library. The Central Library is subscribing 5 newspapers and 13 general periodicals.The Library is automated with library management softwareLIBSOFT. The users can access the collection through Online Public Access Catalogue (OPAC).The library can be accessed from 8.30 am to 3.30 pm on all working days. Following are the services offered by the library- SERVICES, Reference, User Orientation and Current Awareness, Assistance in searching databases provided. The college has encouraged the use of ICT based techniques of study purpose. 286 Braille books ,300 CDs, 10 iPods,29

	recording devices, 25computers and five printers for users, 2 barcode printers. The computer lab of the College equipped with networking facility.

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

E-governace area	Details
Planning and Development	Planning and development For better planning ICT is used . Proposals are prepared and send via e mail. For communication of important events e mail system and social media are used. Important information are circulated through e mail. For a faster communication with authority in certain decision making is also done through e mail,
Administration	Service record of teaching and non-teaching staff is maintained in online mode through SPARK- Service and Payroll Administrative Repository of Kerala. 24x 7 internet facility is provided in the institution. LAN is used for communication between office and Principal. social network groups are used for communication among staff and is used for smooth functioning of the institution. CCTV is installed for monitoring by the principal. Bio metric punching system is implemented for teaching and non teaching staffs and also for students. formations regarding students are kept as data base, teacher profiles are also kept electronically and uploaded in college website
Finance and Accounts	The college has a computerized account keeping and administrative system. Payslips and PF statements of employees are transmitted electronically. Salary of faculty members and staff is transferred directly to the bank accounts. Salary bills are submitted to the treasury through BIMS(Bill Information And Management software) . For transparency and speedy transactions funds are allotted through online mode by DC and the accounts are submitted through online mode to DC
Student Admission and Support	Information regarding the college admission is available in University website. For the admission of B.Ed. and M.Ed. courses circular and prospectus is updated in Universities portal. Application notification for admission to B.Ed., M.Ed. and Ph.D. courses is

	uploaded in the online admission portal of Kerala University. The rank list is prepared by the college and uploaded in the college website. College Office helps and provides the necessary assistance to students to apply for different scholarship schemes like PTA Scholarship from the institution, E – grantz (Post Matric Scholarship),DCE scholarship for the differently abled, Hindi scholarship(National),National Scholarship, Lakshadweep Scholarship , University Merit Scholarship Students get information regarding e grant in web portal of government. Online Centralized System for Disbursement of Scholarships/Schemes for all Pre-matric and Post-matric Students of SC, ST OBC is through Government portal. The financial assistance reaches the students bank account through Direct Beneficiary Transfer (DBT)
Examination	Information regarding examination is published in university portal and intimated via e mail . Examination fee can be paid through online mode. internal marks are uploaded to the university through online mode. Students can download hall tickets from university site. . Internal Assessment Monitoring Committee ensures timely publishing of attendance, marks of assignments, tests and projects on College display board. Examination forms are filled and their admit cards are generated online. Centralised Evaluation System is followed for evaluating university examination answer scripts conducted by Kerala University. Faculty members of this college performed their duties as chairman, chief examiner, head examiner, assistant examiner etc. as and when appointed by the University.

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)
2017	National Seminar on Instructional Planning, Requirements and Resources in Teaching-Learning	Nill	05/10/2017	06/10/2017	8	Nill
2018	Workshop on Nature Interpretation Skill Development, organised by Kerala Forests and Wildlife Department and WWF -India	Nill	02/03/2018	02/03/2018	1	Nill
2018	National Workshop Five Day Sponsored By Directorate Of Collegiate Education, Govt. Of Kerala Research Methodology And Statistics, at Govt. CTE, TVM	Nill	08/01/2018	12/01/2018	5	Nill
[View File](#)						

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
UGC-Sponsored	1	04/08/2017	31/08/2017	27

orientation programme conducted by the UGC-Academic Staff College, University of Kerala, Kariavattom				
National workshop on Malayalam computing	1	20/11/2017	24/11/2017	5
International seminar	1	25/10/2017	27/10/2017	3
State Institute of Educational Management and Training-Kerala (Siemat-Kerala) Two-Day Residential Orientation Programme For Resource Persons (Phase I)	3	13/08/2018	16/08/2018	3
State Institute of Educational Management and Training-Kerala (Siemat-Kerala) Two-Day Residential Orientation Programme For Resource Persons (Phase II)	1	22/09/2018	25/09/2018	3
Seven Days Faculty Development program on "NaiTalim, Experiential Learning and Work education In School and Teacher education Curriculum organized by Mahathma Gandhi National	5	14/12/2018	20/12/2018	5

Council of Rural Education, Hyderabad in collaboration with Department of				
National Seminar on Instructional Planning, Requirements and Resources in Teaching-Learning	8	05/10/2017	06/10/2017	2
1. Capacity Building Programme for Assistant professors of Collegiate Education Department	1	26/02/2018	28/02/2018	3
Research methodology workshop	1	08/01/2018	Nill	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
17	17	22	22

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Leaves: Leave rules of the University are adhered to and employees are granted leave as per their entitlement. Group Insurance Scheme (GIS), State Life Insurance (SLI), PF, LIC is available to all members. Staff Quarters: The college provides 4 quarters out of which 3 are for teaching faculty near the college premises. ?Single child scholarship, Transfer allowance, Leave travel concession(LTC), Medical reimbursement , Parenting	NON-TEACHING ?Leaves: Leave rules of the University are adhered to and employees are granted leave as per their entitlement. Group Insurance Scheme (GIS), State Life Insurance (SLI), PF, LIC is available to all members. Staff Quarters: The college provides 4 flats out of which 1 for non-teaching near the college premises. Uniform allowance is given to class IV staff, Medical reimbursements, Parenting leave, Maternity leave,	The teachers of the college extent financial help to students in need of assistance from PTA. Teachers come forward to pay the fees of many students in part or in full. The college assists the students in getting bus and railway travel concession passes. The college provides photocopying facility at subsidized rates. Photocopier is placed in the library. Best outgoing Student of the Year award is given to encourage students who

| leave, Maternity leave ,Personal accident insurance, House building advance, Onam festival advance are availed by the staff | conveyance allowance for physically challenged, interest free medical advance, House building advance, Onam festival advance are availed by the non-teaching staff. | excel in academics as well as extra/ co -curricular activities. Scholarships are given to meritorious students from each stream in B.Ed. and M.Ed. The college makes every possible effort to make the campus friendly for persons with disability. E -grantz (Post Matric Scholarship),DCE SCHOLARSHIP FOR THE DIFFERENTLY ABLED, Hindi scholarship(National),Nat ional Scholarship, Lakshadweep Scholarship, University Merit Scholarship are availed yearly to students. |

6.4 – Financial Management and Resource Mobilization

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

The Institution conducts internal and external financial audits regularly. Our college is a government institution there are two types of financial audits. They are- 1. Audit from Accountant General of Kerala (Audit of Plan and Non Plan funds allotted to the college) The AG audit was done in January 2019 for a period of 2017 and 2018. The AG'S audit is mainly for financial matters and purchase. 2. Directorate of Collegiate audit The Directorate of Collegiate Education audit is for Time Table, Establishment, Attendance, Financial matters, Purchase etc. The accounts have been audited lastly in the year 2018 for a period of 01/06/2015 to 31/10/2017 and 1/11/2017 to 31/5/2019.The report of audit hasn't been received yet from the Collegiate Education. The AG objection were that the huge arrear in water charge, delay in thesis submission of FIP substitute and accumulated balance in PD account. If at all any clarification or objections from the auditing officer, then the college will give necessary clarifications through proper channels. Internal auditing of PTA fund , Alumni Fund ,IQAC Fund, Journal fund, Student Development Fund is done every year. A staff committee is been appointed to conduct audits in accordance with auditing standards every financial year. By presenting an account and statement of expenditure are presented by the faculty in charge and necessary clarification is given by them. Based on the discussion internal audits are done. UGC funded projects, FIP contingency expenditure, seminars, workshops sanctioned by UGC are audited by chartered accountants like Saju and Associates

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
Nill	0	Nill
No file uploaded.		

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	Nill	Yes	IQAC and Staff Council
Administrative	Yes	Audit members from DCE office and Accountant General's Office	Yes	IQAC and Chartered accountants, Teaching and non-teaching staff members,Principal, PTA Exwcutive members

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

The Parent Teacher Association plays an active role in the academic affairs of the Institution. Parents take part in the decision making process and lend their expertise towards the smooth functioning of the Institution. Most of the maintenance works like furniture maintenances,plumbing works, electrification works, day'scelebrations, campus cleaning, cultural programmes, and meritscholarships are financed and supported by the Parent Teacher Association of the college. The alumni association has established a strong linkage with the college and makes generous contributions for the development of the college 1. Activities and Support from the Parent Teacher Association: An Orientation programme was organized for the students along with their parents to acquaint the parents of the present batch with working of the Institution. Departments also organize their departmental orientation for an interactive dialogue with students and parents. 2. Active participation in PTA meetings.Parents give suggestions and feedbacks in the Annual parent Teacher Meeting organised by the College. PTA executive committee is constituted every academic year and selected parents are members in it. 3. The Department monitors the attendance of students. If a student shows poor attendance, then parents are informed about the same and subsequently meetings are arranged by the college authority with the parents. In almost all cases, parents provide essential support and care to ensure proper attendance of their ward. 4. PTA Scholarships are provided to B.Ed. And M.Ed. students scoring top marks. 5. Electricity, water charges are paid from advance taken from the PTA fund and is credited back to PTA as the Govt.fund isallotted. 5.Providing constructive feedback for improvement in teaching-learning processes of the college

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

The staffs are encouraged to attend workshops and training program conducted by competent authority in and outside the College. 1. Periodical meeting for the staff members 2. Orientation for effective office administration Capacity building programmes are organised 3. The college sponsors a tour for the administrative and office staff for developing interpersonal relations

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

The Institution is paying attention to the infrastructural and the all-round development of students by designing the curriculum in need with the changing scenario of Teacher Education. Employability skills and gender empowerment are also given more weightage. ? Teaching and the non-teaching Staff were encouraged to participate in capacity development organised by the Govt. to

empower their skills and abilities ?The institution had communicated about the shortage of faculty members in different departments. ? Invited lectures programmes, seminars, workshops were conducted for B.Ed. , M.Ed. and research scholars ? ICT related programmes i.e., e- content development was organised for students ?Student feedback system has been strengthened. Feedback system has been implemented and the report is analysed ?Staff were encouraged to publish quality articles in reputed journals and take up minor research projects. Expansion of Research Collaboration with national and international agencies has been initiated.

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	Awareness programmes for providing Environmental, health and social awareness	15/08/2017	15/08/2017	Nill	50
2017	Workshops on Inclusive Education	28/12/2017	28/12/2017	30/12/2017	55
2017	Celebration of Hiroshima Nagazaki day	06/08/2017	06/08/2017	06/08/2017	50
2017	Two day national seminar on instructional planning, requirements and resources in teaching-learning	05/06/2017	05/06/2017	06/06/2017	65
2017	Awareness against dowri system	20/10/2017	20/10/2017	20/10/2017	71
2017	Gandhi Jayanthi and the Mission-Swachbharath	03/10/2017	03/10/2017	03/10/2017	70
2017	Moulding the young	20/09/2017	20/09/2017	20/09/2017	70

	mind - A day for personality development				
2018	World Environmental day Celebration and talk on environmental awareness	13/06/2018	13/06/2018	13/06/2018	70
2017	Celebration of Vimukti day against drug abuse and alcoholism among students. by Excise Department in Collaboration with IQAC of the College	04/10/2017	04/10/2017	04/10/2017	75
2017	Fibonacci day and know your body	24/11/2017	24/11/2017	24/11/2017	50

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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
Awareness Programme on "Dowry"	20/10/2017	Nill	77	8
"Gender Issues: Awareness and Management" for M.Ed students were done on the topics like Difference between gender & sex, Discussion on Masculinities & Feminities, A	Nill	Nill	33	2

practicum on the topic, "A critical evaluation of a school textbook on gender", and				
Women Empowerment through celebrating Women's day. Skill Enhancement Training for Women: which was held by REACH (Resource Enhancement Academy for Career Heights)	06/03/2018	07/03/2018	38	Nill
Self Defence Training for Women .Motivational Speech	08/03/2018	Nill	77	8
programmes organised by Ani Human Traffiking Club	Nill	Nill	Nill	Nill

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
An underground tank with 5000 liter capacity was used to store water and the water is used in Men's Hostel College Commerce Department for various purposes. In addition to this, a bore well was constructed during the year 2015-16 using Rupees.1,47,780.00/- (One lakh forty seven thousand seven hundred and eighty rupees only) from Collegiate Education Department-Plan Scheme 2015-16 fund to the head of account "2202-03-103-75-01 (CIUP). They provided the fund for the up gradation of basic infrastructural developments and requirements of the Govt. Colleges in the state. The allotted fund was utilized to construct a 96m depth bore well with 165mm diameter discharging 1500 LPH. Water bearing zones were 33m- 500LPH 70m-1000LPH 84m-1500LPH. Along with the water from Water Authority in Trivandrum Corporation, the water from bore well was utilized for different purposes in the college. As a part of community living program students made floor mats, and bags using used cloths and sell for cheaper rates to local people and teachers to reduce the use of plastics and give them awareness about harmful effect of plastics. For seminars and workshops instead of plastic pen and files , pen made of paper and files made of jute were distributed for participants and resource persons. For examinations also jute files were used instead of plastic files. Paper cups were used for different functions instead of plastic disposable cups.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3

Provision for lift	No	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	Yes	3
Rest Rooms	Yes	1
Scribes for examination	Yes	3
Special skill development for differently abled students	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva ntages	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
2017	Nill	1	Nill	Nill	Given awareness about plastic pollution to local community	Awareness creation against plastic pollution	50
2018	Nill	1	Nill	Nill	As a part of SDC, M Ed students provided library books to different organizat ions	resource sharing	10
2018	Nill	1	Nill	Nill	As a part of SDC, M Ed students involved in cleaning programme s to neighbor hood streets	Created social service attittude among students	10
2018	Nill	1	Nill	Nill	As a part of SDC, M Ed students organized	recreat iofor students at balabh avan	10

					cultural programmes for students in balabhavan		
2018	Nill	1	Nill	Nill	Provided college premises for state and central level examinations	extended college resources for Govt Examnations	Nill
2018	Nill	1	Nill	Nill	Conducted science exhibition and posture exhibition for school students	resource sharing for school students	50
				[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 on professional ethics and code of conduct for staffs and students	22/03/2017	Institution follows strict Professional ethics and code of Conduct prescribed by the Ste Govt, UGC and University of Kerala. The Head of the Institution . Teaching and Non teaching staffs and students have their professional responsibility and code of conduct. Based on the guidelines of University of Kerala and UGC hand books are prepared and distributed among members. It is also drafted in the prospectus . At the beginning of every year an orientation is given by the Principal and Vice principal for students and parents about the code of conduct and discipline to be followed by the students. The hand book is

distributed for the first year students. Besides that there is a discipline committee and attendance committee to monitor the discipline , punctuality and overall conduct of students. Punching system is also implemented for students and staffs. Teachers follow the professional responsibility and ethics prescribed by the UGC and Government. A timetable is prepared at the beginning of every year. If any issues arise it is resolved in the staff meeting. Regular staff meeting is organized to discuss work progress and other issues and the principal monitor the give instructions wherever necessary The Non teaching staff are supervise by the Superintendent . the duties for class 1v staffs were allotted rotation wise for efficient and smooth functioning of the office. Overall activities are monitored by the Principal . Meeting with non teaching staff is organized by the Principal to give instructions when ever necessary.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Attached file	Nil	Nil	Nil
[View File](#)			

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

- Implementation of paperless office
- Use of paper and jute files and paper pens by the examination committee
- Use of jute files , paper pens, and paper tea cups for workshops and seminars
- Production of eco friendly products like Toilet Lotion, Toilet Soap, Washing Soap, Detergent and Dish wash powde r by the students under the guidance of Sri.Ummar Sir and Sri.Sukumaran Sir of the Gandhi Bhavan, Thycaud.

| • Planting of indoor plants in various department by the Eco club of the college |
| • Submission of assignments in paper files or through paper less mode |

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Department of commerce and Department of physical science used graphic organizers for students. The description is given below. Department of commerce prepared a graphic organizer for students The context that required initiation of the practice In this technological era, teachers will have to learn and practice new pedagogies capable of maintaining high standards in the face of India's socio cultural diversity and economic disparity. If we expect students to learn appropriate competencies and skills, we must structure the learning environment so that these can be addressed and practiced. For this, appropriate pedagogic practices and episodes of teaching and learning need to be evolved besides keeping track of child's interests and needs. Graphic organizers are shape-based diagrams that organize students' thoughts. Graphic organizers help students sort, differentiate, show relationships, make meaning, and manage data quickly and easily before, during, and after reading and discussion. This method is can be adopted as an effective method of instruction. Our students use graphic organizer based instructional strategy during their teaching practice course. The prospective teachers know the effectiveness of this approach as they learnt through this method during their course of study. The structural design for sculpturing Graphic Organizers for integrating concepts andideas. Step1 Orienting students to organize ideas in a Graphic Organizer so that they understand how to proceed. Use material from a recent lesson so that students are familiar with the vocabulary and concepts and can concentrate on seeing the relationships and understanding how to display them graphically. . Step2 Model for students as to how they should use the information in the organizer for an appropriate learning purpose, such as a study aid or as a way of organizing a responsetotestquestion. Step3 After constructing a few Graphic Organizers with students and shows them how to use the completed organizer for a specific purpose, put them in small groups, and give each group a blank organizer to complete the given task. Have them work together to fit the information in to the structure and use the completed organizer for a specific purpose. Have groups share their work and discuss any differences in their completed organizers. Do this several times until students are comfortable using the organizing structures you provide. Step4 Students provide practices in constructing their own Graphic Organizers in small groups to accomplish specific learning purposes. For example, the class that learned to use a Venn diagram as the basis for designing a computerized compare- contrast presentation was given several additional assignments to construct and use a Venn diagram to design similar presentations to compare and contrast characters from other works of literature they had studied as a class. Step5 After providing students with information, such as a selection to read or a video, have students work in small groups to decide how they could organize the information graphically. Have groups share their organizers and discuss the kinds of thinking that went into their decisions. Do this several times with different texts to give students practice in deciding for themselves, how to organizeinformationgraphically. Step6 Give students opportunities to use Graphic Organizers in different content and contexts so that they have practice using these visual aids in various contexts. Graphic Organizers come in many different forms, each one best suited to organizing a particular type of information. The following examples are merely a sampling of the different types and uses of Graphic Organizers. • DescriptiveThematic Map • Network Tree • SpiderMap • Problem and Solution Map • Problem Solution Outline • Sequential Episodic Map • Fishbone Map • Compare- Contrast Matrix Objectives of the

practice are given below: • To help learners in active construction of knowledge • To equip our teacher educands with efficient ways of teaching • To enhance cooperation among students • To improve meta cognitive skills of our students • To enhance higher order thinking skills of prospective teachers Resources required The success of this method rooted in the preparation of suitable graphic organizers. Collective efforts from the part of both teacher and students are essential for ensuring this as best practice. Graphic organizers should be prepared with at most care. Otherwise it will fail to produce intended results. Assistance of supervising teachers will give confidence and appropriate direction for the students. The practice The practice of applying graphic organizers undergone mainly 3 stages. They are discussed below: a) With in the class: We adopt graphic organizers for teaching Commerce curriculum for teaching teacher educants. It will provide them needed guidance for taking classes based on graphic organizer based instructional strategy. They become aware of preparations needed and steps through which the process of instruction should proceed. b) Outside the class Students adopt the graphic organizer based instructional practice during their teaching practice session. They prepared needed instructional materials under the supervision of teachers. They cooperatively worked for peers and created meaningful graphic organizers. c) Evaluation The students took classes based on graphic organizer based practices. School students very actively participated in this practice. The classes were very dynamic as this method ensure active participation both teacher and learners. The classes were evaluated by supervising teachers. Peers also given opportunity to evaluate their classmate's performance. Impact of the practice 1. It gave opportunity for learners to work actively to construct their understanding 2. This method facilitated visual thinking as it represents what the learner understands 3. Graphic organizer based strategy made thought and organization of thoughts visible and lead to deeper understanding 4. It helps process and restructures thoughts and information. 5. Graphic organizer based strategy facilitated elicitation, explanation of a concept. It promoted recall and retention of our teacher educands to a great extend. 6. This method facilitated conceptual change and meta cognition skills. 7. Cooperation and friendship among prospective teachers improved a lot through this practice . DEPARTMENT OF PHYSICAL SCIENCE 2017-18 Title of the practice: Do you know what happened TODAY IN HISTORY OF SCIENCE? The context that required initiation of the practice This is an attempt to develop the ability to think divergent in the context of teaching learning science by students at the secondary level. Contributions made by scientists and their enthusiasm can be greatly influence secondary school children. When the prospective teachers under my guidance when trained a work related to the days of importance in science was under discussion when unit 1 of 04.08 Theoretical Bases of Teaching Physical science made in the classroom. Only few days were known by the students. Then we decided to prepare a material in a compiled form about 365 days of importance in science as part of academic work done to be done by the Physical Science Association of 2017-18 batch. As it is two- year course students from 2017-19 batch and 2016-18 batch together contributed to this work. This was a huge work done within a period of nine months from 2017 December to 2018 August. Even though it was started in the year 2017 it could be completed in 2018. Objectives of the practice • To develop interest in science • To enhance the knowledge in the field of history and inventions in science of student teachers • To develop comprehensive report writing ability and editing materials for compilation The practice The information regarding days importance in science and it will serve as a source of information for anyone who is interested in science teaching and learning. JANUARY Named after the Roman God of beginnings and endings "Janus", January is known as chilly month, human resource month, natural eye care month, national volunteer blood donor month, national egg month. Every New Year starts with the month January. JANUARY: 1 New Year's Day is observed on January 1, the first day of the year on the modern Gregorian

calendar as well as the Julian calendar used in ancient Rome. Edward Joseph Hoffman Born on Jan 1, 1942 Died on July 1, 2004 Edward Joseph Hoffman is the American biomedical physicist who helped to create PET (Positron Emission Tomography) scanner which is used to detect cancers and other diseases. PET Technology can also be employed in the diagnosis of cardio vascular disease, cancers and Alzheimer's disease. He became internationally known in the field of medical imaging. Satyendra Nath Bose Born 1 Jan 1984 Died 4 February 1974 Indian physicist and mathematician who collaborated with Albert Einstein to develop the theory of statistical quantum mechanics, now called Bose-Einstein statistics. Bose wrote about planks black body radiation law using a quantum statistic of photons, Planks law and the light quantum hypothesis. He worked on X- ray diffraction, electrical properties of ionosphere and thermo luminescence. Eugine Paul Wigner Died 1 January 1995 Born 17 November 1902 Hungarian American physicist who shared the 1963 Nobel Prize for physics for his insight to quantum mechanics, for his contributions to the theory of the atomic nucleus and the elementary particles particularly through the discovery and application of fundamental symmetry principles played a prominent role in the development of atomic bomb. Johan Bernoulli Died on 1 January1748 Born on 6 Aug 1667

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

http://gctetvpm.ac.in/wp-content/uploads/sites/56/2021/08/Best-Practice-2017-18.pdf

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 our college is the holistic development of students. in addition to knowledge and skill enhancement practices our institution always provide activities to develop social commitment, social responsibility and social values among students. The students of our institution are engaged in Social service activities such as • . Tuition for students from orphanage by our students • Women cell organizes various awareness programs to sensitize students • NANMA PROJECT NANMA project is an initiative started with the vision to make self-consciousness, social responsibility and commitment to attain the core outcome of teacher education programme. The prime objectives are to develop a sense of responsibility, social values, co-operation and fellow feeling. College IQAC, Teaching faculty, B.Ed and M.Ed students, PTA, and Alumni were the stakeholders of the project. This project is an ongoing and unique practices categorized in to eight ventures. They are, SHOULDERS As the term indicates as take a positive hand in the form of providing uniforms to economically backward students from Govt. Model Boys H.S.S, Thycaud .at the time of school opening and was continued from 2013 onwards. NANMA FEAST The Nanma Feast mainly focused to arrange a food fest and was carried out by our M.Ed Department. All college community and neighboring educational institutions took part in this. The collected money is transferred to Nanma account and provided as a scholarship to our economically backward and academically superior students from 2013 onwards. NANMA KIT Nanma kits with text books, instrument box, note books etc were provided for economically backward students from select schools in Trivandrum and is continued from 2014 onwards. NANMA SOAP AND LOTION Students preparing toilet soaps with different flavors and lotion in collaboration with Gandhi Bhavan, Thiruvananthapuram a n d are sold with moderate price to teaching faculties and students. Certain quantum of products are supplied to Model Boys H.S.S Thycaud with free of cost. The generated money is transferred to Nanma account. NANMA SNEHASPARSAM It is an initiative to generate money from the stakeholders to provide financial support

to medical treatment. Both public and economically poor students (former and present) from our college were the beneficiaries. NANMA RUPEE It is the initiative to generate money in the form of birthday contribution, any celebration balance amount, personal contribution, cash gift etc. These kind of small savings are put in Nanma Box kept in the Principal's chamber. This amount can be used as a scholarship to needy student to meet financial requirements at the time of practice teaching. NANMA HUMANE To develop social obligation, commitment and responsibility to attain the core outcome of education, the Nanma Humane was launched. It was started from 2010 and till continuing in collaboration with social service and visit activities to destitute homes, Polio Homes, Cheshire Home, and mental hospital as it is prescribed in the curriculum. We provided financial support from Nanma account to these institutes. The coordinators ensure active participation of all students . students and Alumni took initiatives in various welfare programmes for needy students.

Provide the weblink of the institution
http://gctetvpm.ac.in/wp-content/uploads/sites/56/2021/07/Inst.-distinctiveness-2017-18.pdf

8.Future Plans of Actions for Next Academic Year

Future plan of action • Strengthening of each Department so as to achieve the vision and mission of our college by improving infra structure facilities and faculty empowerment • Plan of action is chalked out for the strengthening of each department. Both the infrastructure and human resource strengthening is planned. Detailed plan will be prepared for infrastructure development and professional development programmes for staffs and capacity building programmes for students. For the effective utilization of counseling cell Govt setup Jeevani centre in Higher Education institutions. Our college planned to organize various activities to build up self confidence of students under the Jeevani centre. • For strengthening the Technology skills of students and teachers workshops are planned . Workshop is planned to familiarize the use of different mobile apps in learning and e content development and also e content development workshop is planned for M Ed students • Strengthening of Alumni participation and involvement in various activities of the college. Planned to encourage the participation of Alumni in welfare activities and social service activities • Organizing more workshops, seminars and guest talks for students as well as faculties for empowering the staff and students, training is planned to familiarize Research methodology and SPSS. • Strengthening of Research centre by encouraging quality research and encouraging scholars to participate in National and Inter National seminars and publication of research papers. It is also decided to organize talk series and mock presentation before pre submission of thesis. Mock viva is also planned for M Ed students to build confidence in them • Encouraging programmes for community inclusion in various activities of the college and extending services to community. • To organize Exhibition for school students • To organize posture competitions for students • To conduct the internal assessment in a better way and employ mentors for weaker students • To celebrate all days of national importance and to organize talks to inculcate a value system in students • Organizing programmes to sensitize students about various gender related issues, and organizing awareness programmes especially for girl students • Adopting innovative teaching learning strategies based on outcome based curriculum • Improving the functioning of Management Information System • Improved waste management system by making the campus plastic free, junk food free and make the campus eco friendly • To introduce more life skill training programmes to ehance confidence among students. • To introduce LMS for effective management of courses and providing training in using LMS effectively. • Implementation of e governance in all academic and administrative activities. • To empower teachers by encouraging publications of books and International

journals • Encouraging quality research by students and teachers • Encouraging students to do action researches in school education system • To prepare the students for various competitive exams like K TET, C TET, NET etc • Enhancing placement activities • Timely submission of AQAR • Helping staffs to submit PBAS for CAS • Encouraging the use of e resources by the students and encouraging submission of online assignments