



S. N. M. TRAINING COLLEGE, MOOTHAKUNNAM

North Paravur, Ernakulam District, Kerala.

SNM TRAINING COLLEGE, MOOTHAKUNNAM

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ANNUAL REPORT 2018-19

The SNM Training College, Moothakunnam is a pioneer institution of teacher education with the prime objective of preparing efficient and committed teachers for our nation. The visionaries of this voluntary organization, who were illumined and inspired by the teachings of Sreenarayana Guru, the greatest guru of humanity Kerala has ever produced dreamt of effecting ‘Emanicipation through Education’ of the people of the marginalised classes of the locality.

The college aspires on crafting committed and competent teachers who are morally upright, spiritually enlightened, physically fit, emotionally mature and uphold the true value of universal brotherhood. In this expedition for excellence, the institution gives prime thrust for empowering the teacher educands through various competence building programmes capable of converting them into social engineers appropriate for the changing global trends. The institution envisages and executes educational programmes in accordance with its vision and mission.

VISION STATEMENT

“Avanavan Atmasukhathinacharippava Aparanu sukhatinayvarenam”

(Let the practices for our well-being be beneficial for others)

MISSION

“Vidya Kondu Prabhudharaakuvin”

(Be enlightened through Education)

VALUES

Universal Peace

Harmony and Brotherhood

Sustainable Human Progress

OBJECTIVES

- To mould teachers who uphold the value of Universal Brotherhood and non-violence
- To develop competent and committed teachers for offering value education to pupils
- To inculcate in the teacher trainees the skills and attitudes to serve the community and nation.
- To equip the teacher trainees to bring about progress and prosperity in the locality and backward community by providing quality education.
- To inspire the teacher trainees to propagate the idea of educating the pupils for liberation from ignorance, poverty and superstitions.
- To familiarize the prospective teachers with global trends in technology and environment education.
- To make upswings in the pedagogical functions of our institution in tune with ICT, Media and Culture.
- To strengthen the teacher education programme by adopting innovative policies and multipronged strategies and practices.

About INTERNAL QUALITY ASSURANCE CELL (IQAC)

The formation of IQAC is the primary step in internalising and institutionalising quality enhancement initiatives in SNM Training College, Moothakunnam. The sense of belonging and participation of IQAC in all institutional activities are inevitable to its success. It will function as an institution's facilitative and participatory unit rather than just another hierarchical structure or record-keeping division. With its planned and interventionist strategies to eliminate flaws and improve quality, it has the potential to become a vehicle for bringing about quality enhancement, similar to Quality Circles in industries.

IQAC – VISION

To promote quality culture of SNM Training College, Moothakunnam as the prime concern through institutionalizing and internalizing all the quality-enhancing and sustaining initiatives taken with internal and external support.

THE PRIMARY AIM OF IQAC IS

- To develop a mechanism to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of SNM Training College, Moothakunnam
- To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices

FUNCTIONS OF IQAC

- a) Development and application of quality benchmarks;
- b) Setting parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all the stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all the stakeholders;
- e) Organization of intra- and inter-institutional workshops and seminars on quality-related themes and promotion of quality circles;
- f) Documentation of various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality;
- i) Periodical conduct of Academic and Administrative Audits along with their follow-up activities; and
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

COMPOSITION OF THE IQAC 2018-19

1. Chairman : Dr Asha O S.
2. Coordinator : Dr. Susmitha P.S.
3. Faculty Members :
Dr. K. S. Krishakumar
Dr Seeja K R.
Smt. K. P. Sudha
Dr. Bisini P. S.
Dr. Rinu V. Antony
Dr. Laya A. B.
Dr. Sankaran Nair
4. Senior Administrative Staff: Sri. Dileepkumar P. G.
5. Nominee from Society : Smt. Deepulal, Ward member
6. Nominee from students : College Union chair person
7. Nominee from Alumni : Sri. Pradeep K. G.
8. Nominee from the employer : Sri. M R Bose

IQAC PLAN OF ACTION 2018-19

To organize activities for orienting the students to the programmes, boosting self confidence and acquainting with the teacher dimensions To provide varied experiences related to teacher education for successfully manage the 21st century learners To promote the skills of teacher trainees in various modes of writing and publishing.

To facilitate involvement of faculty members in curricular development programmes and other educational endeavours at different levels and sectors of education To enhance research practices among faculty members

To initiate and execute various extension programmes beneficial for the society at large and to establish adequate dispositions among the student teachers to serve the society

To continue the practices of celebrating days of National and International importance

To ensure the services of Alumni, Industrialists, PTA, to enrich the teacher education programmes rendered by the Institution. To enhance value added programmes like Add-on courses, soft skill Development etc.

S N M TRAINING COLLEGE, MOOTHAKUNNAM

Minutes of IQAC meeting 2018-2019

Sl. No.	Date	Agenda	Minutes of the meeting	Action taken
1	20-06-2018	<ol style="list-style-type: none"> 1. Plan of action for the year 2018-2019 2. Admission Procedure 3. Appraisal of 2017-2018 IQAC initiated activities 4. Preparation of Academic calendar and Handbook 	<ol style="list-style-type: none"> 1. Discussion were held on the different dimensions to be included in the plan of action 2. Resolved to incorporate the following dimensions in the plan of action <ul style="list-style-type: none"> ❖ To provide rich and varied experiences to the student teachers to nurture the teacher dimensions ❖ Extension programmes ❖ Involvement of faculty members in curricular development and professional development activities ❖ Celebration of important days ❖ Values added programmes 3. Formed sub committees to prepare plan of action Academic calendar and admission procedure 	Each and every member of the IQAC forum contributed for developing the draft of plan of action. Sub committees prepared the draft of the above Rank list for admission prepared and initiated the admission procedure and planned to begin classes in the month of July 2018. Admission procedure completed successfully

2	27-06-2018	<ol style="list-style-type: none"> 1. Discussion on action taken report 2. Finalization of plan of action 3. Chalking out the activities to be executed within the next three months 	<ol style="list-style-type: none"> 1. Discussions were held on the action taken report. It is observed that activities were conducted in accordance with the plan 2. Prepared plan of action is analysed and finalized with necessary modification (attached here) 3. Finalised the academic calendar and Hand book after discussion 4. Resolved to conduct the following programmes during the first quarter of the year <ul style="list-style-type: none"> ❖ Activities to boost the self confidence and hidden potentialities of student teachers ❖ Orientation programmes ❖ organization for a week ❖ 1st phase activities of various clubs ❖ Maintaining an activity log by 	<p>Activities were conducted to boost the self confidence and hidden potentials of student teachers. Some of the activities were</p> <ul style="list-style-type: none"> ➤ Induction programmes for the new batch of students, both M E & B Ed ➤ Orientation week to sensitise with the new programme ➤ Meraki – 2K18 is organized – fo showcasing their talents ➤ Vayanapakshacharanam – by Literary Club ➤ Class on library online procedure ➤ A bridge course on personality development class ➤ Digital literacy seminar ➤ Sudoku competition ➤ Election literacy class ➤ Seminar on Educational
---	------------	---	---	---

<p>2-09-2018</p> <ol style="list-style-type: none"> 1. Appraisal of action taken report 2. Post flood initiatives – Evaluation 3. Planning of activities to the next quadrant 4. Assessment of the ongoing programme 		<ol style="list-style-type: none"> 1. Action taken was discussed and observed that programmes were executed almost in accordance with the plan 2. A brief appraisal of the flood calamities of the college was done. Analyzed the damages occurred in the infrastructure, library books computers etc. of the institution. Chalked out some post flood relief activities of the college as follows <ul style="list-style-type: none"> ➤ Distribution of relief kits to the students ➤ Decided to visit teaching practice schools to enquire the flood calamities ➤ Resolved to recover as many books as possible by drying and chemical treatment 3. Resolved to conduct activities under the following domains for the next 3 months 	<p>As our college is seriously affected by recent flood, a through cleaning of the institution was done with the help of students and staff. The loss and damages due to flood was reported to Management, Government and UNESCO 51 relief kits were distributed among the students of our college. A workshop on ‘Chekkutty doll’ making was organized to help Chendamangalam Kaithary workers. Uniforms were supplied to nearby L P School students Drama and theatre workshop was conducted to integrate art form to teaching</p>
--	--	--	--

<p>14-11-2018</p> <ol style="list-style-type: none"> 1. Discussion on A T R 2. Approval of AQAR 2017-2018 3. Academic and Administration audit 4. Modification in the time table and schedule of work 5. RUSA fund allocation 6. Chalking out future activities of next 3 months 		<ol style="list-style-type: none"> 1. Discussion on ATR was held and noticed the drawbacks 2. Resolved to arrange a seminar on curriculum reforms at schools and a career guidance class to the outgoing students 3. Resolved to make changes in the work schedule 4. The meeting approved AQAR 2017-2018 and its Academic and Administration audit report 5. RUSA committee is formed to carry out RUSA fund 	<p>A seminar on curriculum reforms in schools was organized to sensitize the said aspect among the student teachers. Placement cell organized a career talk with one of our Alumni Arun P (I A S Officer) of the college. Modifications in the time table has made in this semester.</p>
--	--	--	--

<p>SNM TRAINNG COLLEGE, MOOTHAKUNNAM</p> <p>Internal Quality Assurance Cell (IQAC)</p> <p>ACTION TAKEN REPORT 2018-19</p>	
<p>PLAN OF ACTION</p>	<p>ACHIEVEMENTS/OUTCOMES</p>
<p>To organize activities for orienting the students to the programmes, boosting self confidence and acquainting with the teacher dimensions To provide varied</p>	<p>Organised</p> <ul style="list-style-type: none"> • Talent day Meraki 2K18 for the new batch students

experiences related to teacher education for successfully manage the 21st century learners To promote the skills of teacher trainees in various modes of writing and publishing.

- Conducted quiz competitions, Sudoko Competition
 - Publication of various class magazines, seminar proceedings, anthologies Asterism, Mashi, Riddles And Puzzles, Thantedikal
 - Establishing of display boards and classroom bulletin boards.
 - Celebrated festivals and days of significance.
 - Conducted study Tour and Community Living Camp
 - Spots Meet
 - Arts Festival
 - Cultural Visit
 - Participation in various competitions
 - Red Cross Quiz Competition,
 - SAM Fest, M G University Arts Festival –‘Elathalam’,
 - SAM fest Badminton Doubles, Rangolsav hosted by Peet Memorial Training College, Mavelikkara.
 - Participation in various seminars organized by the college and other agencies
 - Digital Literacy program,
 - Electoral Literacy Program
 - Personality development Program,
 - simple Magic Tricks in Classroom,
- Seminar on
- Mental Health,
 - Psychological First Aid class, Seminar on Gender Issues of society,
 - Cyber Crimes,
 - Music workshop,

	<ul style="list-style-type: none"> • SPSS workshop, • Drama and Theatre workshop, Career talk, • Photography workshop, • workshop on Preparation of Teaching Aids, • Short film/ Documentary workshop. <p>Participation in these activities provided a platform to nurture the skills of teacher trainees in various modes including writing and publishing and provided varied experiences related to teacher education for successfully manage the 21st century learners.</p>
<p>To facilitate involvement of faculty members in curricular development programmes and other educational endeavours at different levels and sectors of education To enhance research practices among faculty members</p>	<ul style="list-style-type: none"> ❖ The faculty members have contributed towards the revision of B Ed syllabus 2018, ❖ have rendered their service as Deputy Chairman of Theory and Practical Examination, chief Examiners, Question Paper Setters, Scrutiny Board Chairperson and Members for various universities • ❖ Served as NCTE visit Member, Resource persons for various programs ❖ Participated in International and national seminars and presented papers ❖ Published articles in academic journals ❖ Completed and submitted UGC sponsored MRP ❖ Participation in these activities enhances the research practice and professional development of faculty members
<p>To initiate and execute various</p>	<p>Organized programmes to enhance to</p>

extension programmes beneficial for the society at large and to establish adequate dispositions among the student teachers to serve the society

social outlook of students like,

- Reviving with colours-Renovation of Angan wadi,
- contributed teaching learning resources to flood affected Angan wadi,
- Back to eco friendly world-cloth bag distribution to Samoohya Arogya kendram,Moothakunnam,
- Class to kudumbasree on cloth pouch making,
- An awareness class on Kesadhanam snehadhanam for making wig to cancer patients,
- Hair donation day on international cancer day
- Career exhibition to secondary school students
- Visited old age home at Sreenarayana Sevika Samajam

Thus the students were benefitted from these activities to initiate and execute various extension programmes beneficial for the society at large

To continue the practices of celebrating days of National and International importance

Celebrated festivals and days of significance like

- Vayanapakshacharanam • Independence Day
- Martyr's Day

	<ul style="list-style-type: none"> • Republic Day • World cancer Day • National science Day • Consumer Rights Day • Sukumar Azhikode Death Aniversary which resulted in sensitizing he students about spirit of nationalism and internationalism at large
<p>To ensure the services of Alumni, Industrialists, PTA, to enrich the teacher education programmes rendered by the Institution. To enhance value added programmes like Add-on courses, soft skill Development etc.</p>	<ul style="list-style-type: none"> ❖ •Orientation towards opportunities in Administrative Services By Mr. Arun Mohan (B Ed student 2014 batch) • Class by Priya Mohamed Ali (Personality Trainer and Motivation Speaker) • Alumni Meet was conducted on 12/1/2019. • Shri T S Sajeevan (BRC BPO Mathillakam) led a seminar on Curriculum Reforms • Project Hope Training was given to the students by Vadakkekara Police station. • PTA substantially contributed for improving the water management system . • K TET coaching was given to students in collaboration with Acharya Institute. • Changathy Counsellor Training in active listening, which is nonjudgemental that often helps to alleviate distress and preventing self harm and suicide was given to the students in collaboration with the NGO ALDI. • Seminar by Dr Jayashree Sukumaran (Retd.Principal, Maharaja’s College, Ekm) on Educational Philosophy of SreeNarayana Guru was organized by SAVE.

These services of Alumni, Industrialists and PTA enabled to enhance manifold experiences that enriched the teacher education programmes rendered by the Institution.

ACTIVITIES REPORT

Workshop on SPSS led by Sri.Suchitran	30/01/2019
Digital literacy awareness session by Sri.Arun,Branch ManagerSIB Varapuzha	23/07/2018
Seminar on Educational philosophy of Guru by Jayashree Sukumaran	01/08/2018
National science day seminar-Science for people people for science	28/02/2019
Research seminar: Finalisation of M.Ed dissertation topics	27/06/2018
Workshop on short film and Documentary preparation	23/03/2019
Drama and Theater workshop	27/09/2018
Seminar on Curriculum Reforms	13/12/2018
Photography Workshop	29/01/2019
MusicWorkshop	15/02/2019
Seminar on Mental Health	05/02/2019
Seminar on Vayanapakshacharanam	06/07/2018
Visit to Sreenarayana Sevika Ashram	20/2/2019
Back to eco friendly world	12/2/2019
Knowing the unknown	12/2/2019
Reviving with Colours Renovation of Anganwadi	13-2-2019
Making of cloth pouch: class to Kudumbasree Members	13-2-2019
CHEKKUTTY DOLL MAKING WORK SHOP	10/10/2018
KESADANAM-SNEHADANAM	29-1-2019

Poster Making Competition	SNM LP, UP, HS	28/02/2019
FIELD INTERNSHIP	SNM High school SNM TC SNMTTI SNM Elementary school SNM High school	08/10/2018
School Internship	H M Y S H S, KOTTUVALLIKKAD S N H S, N PARAVUR S N M H S,	26/07/2018

	MOOTHAKUNNAM Govt. G G H S, N PARAVUR G G H S S, KODUNGALLUR G B H S S, KODUNGALLUR Govt. G B H S, N PARAVUR S N H S, N PARAVUR S M H S S, CHERAI Govt. G H S S, N PARAVUR S N M H S S, MOOTHAK	
School Induction	G G H S, N PARAVUR O L F H S, MATHILAKAM S N M H S, MOOTHAKUNNAM H M Y H S, KOTTUVALLIKAD G H S S, THANNYAM G B H S, N PARAVUR St.SEBASTIANS GOTHURUTH G H S S, PUTHIYAKAVU G B H S, KODUNGALLUR G G H S, KODUNGALLUR S N M H S S, MOOTHAKUNNAM S N H S	23/01/2019
Career Exhibition	SNM High school, Moothakunnam	06/02/2019

**PARTICIPATION IN SEMINARS WORKSHOP CONFERENCE OF
FACULTY IN SEMINARS/CONFERENCES AND SYMPOSIA DURING THE
YEAR : 18-19**

NAME OF TEACHER	ACTIVITY
DR.RINU V ANTONY	Attended educational training on pedagogy for the third millennium improving educational relationships organized by New Life for Children from 11th April to 13 April 2019
DR.RINU V ANTONY	Attended workshop on orientation to four year integrated B.Ed organized by AKTCTA on 02/03/2019 at Titus II Teachers college, Thiruvalla.
DR.RINU V ANTONY	Attended workshop for curriculum & syllabus revision of the post graduate degree programme in Education (PG CSS2019) at SPS, MGU.Kottayam
DR.RINU V ANTONY	Attended Two day National seminar cum workshop on teaching learning platforms for digital natives on 27th & 26th September 2018 organized by UGC-HRDC, Kerala University & SIRA IN collaboration with St Thomas colleges of Teacher education, Pala
DR.RINU V	Attended workshop on Reviewed B.Ed curriculum on 15th sept


ANTONY	2018 organized by AKTCTA at Mount Carmel College for Teacher Education for Women
DR.BISINI.P.S	Attended workshop on Reviewed B.Ed curriculum on 15th sept 2018 organized by AKTCTA at Mount Carmel College for Teacher Education for Women
DR.BISINI.P.S	Workshop on orientation to 4 year year integrated B.Ed programme organised by the AKTCTA on 2nd March 2019 at Titus II Teachers College Thiruvalla
DR.SEEJA.K.R	.Attended National seminar cum work shop on teaching learning platform for digital natives on 22 September 2018 at Thomas College of teacher Education pala on flipped classroom an active learning strategy for digital India
DR.SEEJA.K.R	.Attended UGC sponsored one week short term course on effective teaching skills at Pondicherry University
DR.SEEJA.K.R	Attended two day National seminar on technology enabled learning at Gandhigram rural institute on 8 and 9 February 2019 and presented a paper on open educational resources
DR.SEEJA.K.R	.Attended International workshop on developing research instruments on 19 December 2018 Jointly organised by School of pedagogical Sciences and school of behavioural Sciences Mahatma Gandhi University
DR.ASHA.O.S	.Attended attended a workshop on orientation towards integrated B.Ed programme at Titus II teachers Training College, Tiruvalla on 2nd March 2019
DR.ASHA.O.S	.Attended workshop on revised B.Ed curriculum at Mount Carmel College of teacher education Kottayam on 15- 9- 2018
DR.ASHA.O.S	.Attended UGC sponsored one day workshop for principals of colleges in Kerala at Academic Staff College Thiruvananthapuram on 6-3- 2019
DR.SUNEETHI.A.S	International Workshop on Developing Research Instruments Jointly Organised by School of Pedagogical Sciences and School of Behavioural Sciences, M. G.University, Kottayam on 19 December 2018
DR.LAYA.A.B	.Participated in the workshop on reviewed B.Ed curriculum of MG University Kottayam organised by AKTCTA on 15th September 2018 at Mount Carmel college of Teacher Education for Women, Kottayam

DR.LAYA.A.B	Participated in the National seminar cum workshop on Teaching Learning Platforms for Digital Natives held on 27th and 28th September 2018 at St. Thomas college of Teacher Education, Pala
DR.LAYA.A.B	.Participated in the international workshop on developing research instruments jointly organised by School of Pedagogical sciences, MG University, Kottayam and School of behavioural sciences MG University on 19th December 2018 at School of Pedagogical sciences, MG University, Kottayam.
SARITHA.V.K	Attended International workshop on research methodology and research forum Annual meeting 2018 on 15 December 2018 at school of behaviour of Sciences Mahatma Gandhi University
SARITHA.V.K	Participated in the international workshop on developing research instruments jointly organised by School of Pedagogical sciences, MG University, Kottayam and School of
SARITHA.V.K	Two day workshop on research methodology on July 24 25 2018 organised by IQ AC University of Kerala
SARITHA.V.K	Attended National seminar on research in undergraduate courses Trends and practices organised by Department of Education University of Kerala on 15 16 and 17 November 2018
Sudha K P	Attended National seminar cum workshop on Teaching and Learning Platforms for Digital Natives Techno-Pedagogical Modalities in Teaching-Learning 27th&28 september 2018
Sudha K P	Participated in the UGC Sponsored short term course in Gender Sensitization conducted by UGC HRDC, University of Kerala from 21-12-2018 to 29-12-2019
Sudha K P	Attended workshop on Orientation to a four year integrated B Ed program organised by AKTCTA on 2nd March 2019 at Titus II Teachers college, Thiruvalla
Dr.Susmitha P S	Attended workshop on orientation to four year integrated B.Ed organized by AKTCTA on 02/03/2019 at Titus II Teachers college, Thiruvalla.
Dr.Susmitha P S	Participated in the workshop entitled "Designing Curriculum for enhancing the Teaching and professional competency of college teachers" at

Dr.Susmitha P S	Attended workshop on orientation to four year integrated B.Ed organized by AKTCTA on 02/03/2019 at Titus II Teachers college,Thiruvalla.
Dr.Susmitha P S	Participated in the workshop entitled "Designing Curriculum for enhancing the Teaching and professional competency of college teachers" at St.Joseph'sCollege of Teacher Education for Women on 13/06/2018
Dr.Susmitha P S	Participated and acted as a resource person in the workshop on Reviewed B.Ed Curriculum of MG University, organized by AKTCTA at Mount Carmel College of Teacher Education for women, Kottayam on 15/09/2018
Dr.Susmitha P S	Presented a paper and has chaired a session in the National Seminar cum Workshop on 'Teaching Learning Platforms for Digital Natives' held on 27, 28 th sep 2018 at St. Thomas college of Teacher Education, Pala. Presented a Paper titled 'Virtual laboratories: A unique visualization approach to boost the quality of Science Education; Published the paper in the Seminar Proceedings.
Dr.Susmitha P S	Participated in the workshop on 'Orientation to a 4year integrated B.Ed Programme organized by the association AKTCTA on 2nd March 2019 at Titus II Teachers's Training College, Thiruvalla
Dr.Susmitha P S	Participated and presented a Paper Titled " Differentiating Instruction: An excellent way to academically accommodate children with special needs" in ICSSRponsored National Seminar ' Academic Accomodation of thechildren with special needs- Trends , challenges and policies" at NSS Training College, Ottappalam on 28 th &29 th May 2019

Dr. Susmitha P S .
IQAC Coordinator.




Dr.ASHA.O S.
Chairman, IQAC.