ANNUAL QUALITY ASSURANCE REPORT OF THE IQAC

2017-2018

MOUNT TABOR TRAINING COLLEGE

PATHANAPURAM, KOLLAM, KERALA-689 695

www.mounttaborcollege.edu.in

tabor1960@rediffmail.com, principaltabor@gmail.com

PREFACE

Mount Tabor Training College, Pathanapuram, Kerala (a minority educational institution) was established in 1960, which is the happy fruition of the vision and tremendous industry of a towering personality; His Grace Mar Thoma Dionysius Metrapolitan of Orthodox Church. His grace initiated his religious and educational endeavours from a beautiful hillock called MOUNT TABOR in the heart of Pathanapuram town. The College is affiliated to University of Kerala and has an impeccable track record in being one of the trail blazers in the field of education, a pioneering institution always trying out innovative strategies designing for teaching and learning. The success of efforts to do things differently is visible in academic output, examination results and career placement of students.

Vision of the College

Mount Tabor is the hillock of transfiguration of Jesus Christ. The vision of Mount Tabor Training College is to transform and transfigure the students to be empowered teachers who engage teaching as a service and a sacrifice to save the learner from the darkness of evil and lead towards the light of wisdom.

Mission statement

➢ To equip the prospective teachers to become engaged citizens who are physically healthy, emotionally intelligent, personally effective, socially responsible, aesthetically sensitive, who have character commitment and courage with global consciousness and local connectedness.

➢ To motivate student teachers to become transformative teachers who demonstrate faith in their thought, wisdom in words, courage in deeds and service as a symbol of their life.

➢ To mould the self to fully functioning personalities who integrate cognitive and affective talents in the classrooms to make learning a pleasant experience for the learners.

➢ To extend the teacher education services to the community for the well-being of the society

➢ To explore the educational scenario to supplement, support and intervene in the educational sphere to make it more effective.

➢ To promote quality of Teacher Education in the light of a Christian understanding of the world and society.

The quest for excellence is highlighted in the vision & mission of the institution.

Part – A

AQAR for the year (for example 2013-14)

1. Details of the Institution

    | 2017-18 |

1.1 Name of the Institution

    | Mount Tabor Training College |

1.2 Address Line 1

    | Pathanapuram |

    Address Line 2

    | Mount Tabor Convent Road |

    City/Town

    | Kollam |

    State

    | Kerala |

    Pin Code

    | 689695 |

    Institution e-mail address

    | principaltabor@gmail.com
    tabor1960@rediffmail.com |

    Contact Nos.

    | 0475 2352323
    9495922323 |

    Name of the Head of the Institution:

    | Dr. Sunny Skariah |

    Tel. No. with STD Code:

    | 0475 2352323 |

    Mobile:

    | 09495537146 |

Name of the IQAC Co-ordinator:

Mrs. Asha K. Thomas

Mobile:

09562385897

IQAC e-mail address:

principaltabor@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN18879)

KLCOTE12393

1.4   NAAC Executive Committee No. & Date:

EC(SC)/17/A&A/15.2 dated 16-9-2016

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom

of your institution's Accreditation Certificate)

1.5   Website address:

www.mounttaborcollege.edu.in

Web-link of the AQAR:

http://www.mounttaborcollege.edu.in/aqar.html

Forex.http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6   Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	7.5	2005	5
2	2nd Cycle	A	3.16	2016	5
3	3rd Cycle				
4	4th Cycle				

1.7   Date of Establishment of IQAC :
       DD/MM/YYYY

01/08/2005

1.8   AQAR for the year (for example 2010-11)

2017-18

1.9   Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11submitted to NAAC on 12-10-2011)

   i. AQAR   2017-18   (30/10/2020)

   ii AQAR   2016-17   (28/10/2020)

   iii. AQAR   2015-16   (24/10/2020)

   iv. AQAR   2014-15   (04/02/2016)

   v. AQAR   2013-14   (09/07/2014)

1.10 Institutional Status

University   State [✓]   Central [ ]   Deemed [ ]   Private [ ]

Affiliated College   Yes [✓]   No [ ]

Constituent College   Yes [ ]   No [✓]

Autonomous college of UGC   Yes [ ]   No [✓]

Regulatory Agency approved Institution   Yes [✓]   No [ ]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [✓]   Men [ ]   Women [ ]

                       Urban [ ]   Rural [✓]   Tribal [ ]

Financial Status   Grant-in-aid [✓]   UGC 2(f) [✓]   UGC 12B [✓]
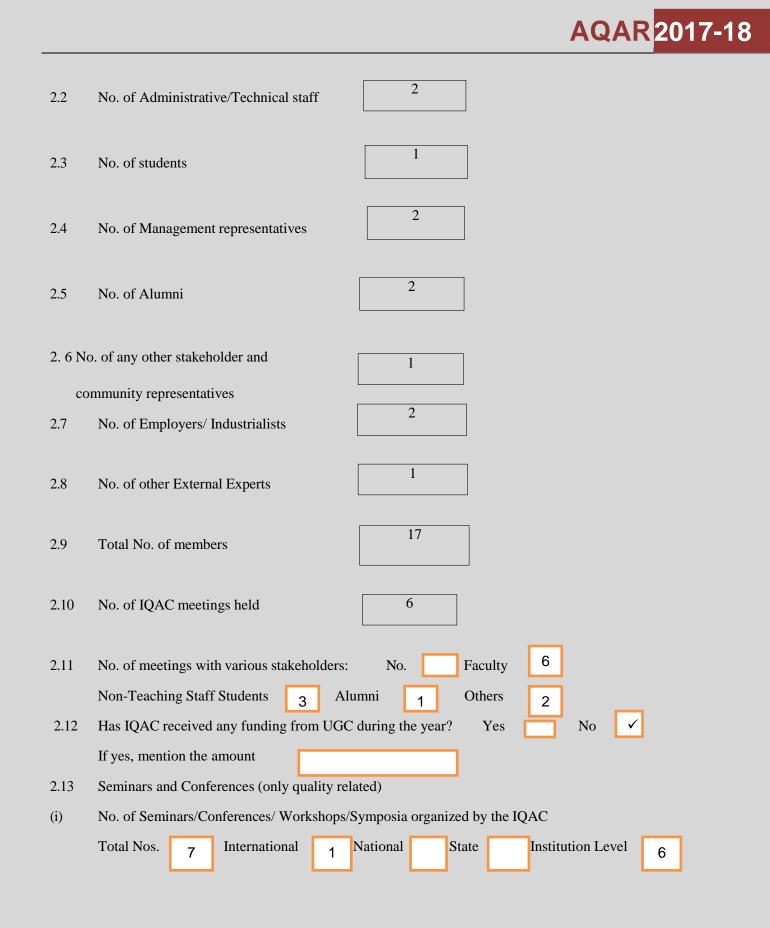
                    Grant-in-aid + Self Financing [ ]   Totally Self-financing [ ]

1.10 Type of Faculty/Programme

Arts ☐   Science ☐   Commerce ☐   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ✓   Engineering ☐   Health Science ☐   Management ☐

Others (Specify) ☐

1.11 Name of the Affiliating University (for the Colleges)

> University of Kerala, Thiruvananthapuram

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt. / University   No

University with Potential for Excellence	No	UGC-CPE	No
DST Star Scheme	No	UGC-CE	No
UGC-Special Assistance Programme	No	DST-FIST	No
UGC-Innovative PG programmes	No	Any other (Specify)	
UGC-COP Programmes	No		

2. IQAC Composition and Activities

2.1   No. of Teachers   **6**

2.2   No. of Administrative/Technical staff   2

2.3   No. of students   1

2.4   No. of Management representatives   2

2.5   No. of Alumni   2

2. 6 No. of any other stakeholder and   1

community representatives

2.7   No. of Employers/ Industrialists   2

2.8   No. of other External Experts   1

2.9   Total No. of members   17

2.10   No. of IQAC meetings held   6

2.11   No. of meetings with various stakeholders: No. [ ]   Faculty   6

Non-Teaching Staff Students   3   Alumni   1   Others   2

2.12   Has IQAC received any funding from UGC during the year?   Yes [ ]   No   ✓

If yes, mention the amount

2.13   Seminars and Conferences (only quality related)

(i)   No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.   7   International   1   National [ ]   State [ ]   Institution Level   6

(ii) Themes	Reflective teaching, Micro Teaching, Documentary preparation, Models of teaching, Health & Yoga Education, Preparation of eco-friendly things, Tool preparation for research projects.

2.14   Significant Activities and contributions made by IQAC

- Continuous monitoring of the activities of the college
- Initiatives for organizing international seminar.
- Organising lectures for the promotion of research related activities
- Enhancement of office facilities
- Student leadership training activities
- Preparation of Ecofriendly things to make campus plastic free
- Initiatives for research tool preparation
- Facilities for Inclusive Education
- Added facilities for technology based learning in classrooms and library
- Alumni interactions for future planning

2.15   Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
ICT facility enhancement for all classrooms Scientific literacy development programme Women capacity development programme In service training for school teachers	• A facelift was given to the institution • Mathematics lab, science lab, technology lab and social science lab updated • Maintenance of garden flower pots and herbal plants • Increased the practice of paperless transaction

Orientation to teacher educators for the smooth conduct of 2 year B.Ed. programme	• Research oriented initiatives for students
Orientation in documentary preparation	• Equipped ICT facilities in classrooms • Initiatives for making ecofriendly things • Preparation of research projects
Orientation for preparing MCQ test battery	• Preparation of multiple choice test battery by faculty and students • Encourage preparation of various evaluation tools.

* Attach the Academic Calendar of the year as Annexure. (Annexure VII)

2.16 Whether the AQAR was placed in statutory body   Yes [✓]   No [ ]

Management [✓]   Syndicate [ ]   Any other body [ ]

2.17 Provide the details of the action taken

> ➢ Organised international seminar
> ➢ Equipments purchased for science lab
> ➢ Updation of mathematics lab, science labs, technology lab, psychology lab and social science lab
> ➢ Micro teaching lab updated.
> ➢ Equipments for physical education lab updated
> ➢ Maintenance of smart classrooms.
> ➢ Organised programs to enhance environmental consciousness.
> ➢ Maintained diesel generator to ensure uninterrupted power supply.
> ➢ Indoor oxygen plant pots to enhance energy sustenance.
> ➢ Encouraged faculty for completing Ph D thesis.
> ➢ Prepared various tools for effective evaluation and research projects.
> ➢ Prepared good research projects

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	6 Optional Subjects	0	0	0
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	6	-	-	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6 Optional Subjects
Trimester	-
Annual	-

1.3 Feedback from stakeholders*   Alumni √   Parents √   Employers √   Students √
   (On all aspects)

   Mode of feedback   :   Online ☐   Manual √   Co-operating schools (for PEI) ☐

Please provide an analysis of the feedback in the Annexure I, II, III & IV

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
16	11	5		

2.2 No. of permanent faculty with Ph.D.

6

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and T

3	-	-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	4	2
Presented papers	5	-	-
Resource Persons	3	4	7

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Capacity building programme, Yoga training, Fine Arts and Performing arts, Online examination, Learning Management

2.7 Total No. of actual teaching days during this academic year

200

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Online Multiple Choice Questions

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

2		

2.10 Average percentage of attendance of students

90

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed.(Two year)	46	45	1			100
B.Ed	96					

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

IQAC discusses examination results, feedbacks etc. and directs and suggests necessary reforms.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	1
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	0	0	0
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> Seminars and workshops on various topics were organised. Lectures of eminent personalities from other institution were conducted. Research based projects were encouraged. The students and faculties were motivated to participate in international and national workshops and conferences and also to present research papers. Taken initiatives to promote and maintain quality in academic research. Encourages and provide ample oppurtunities to complete the Ph.D work of faculty members. Totally IQAC directs and monitors the activities of the research committee which coordinates and promotes the research activities of the institution to achieve excellence in research.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	-	4	4
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals	6	10	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	24	-

3.5 Details on Impact factor of publications:

Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2years	UGC	1 lakh	50000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. | 1 | Chapters in Edited Books | - |

ii) Without ISBN No. | - |

3.8 No. of University Departments receiving funds from

UGC-SAP | - | CAS | - | DST-FIST | - |

DPE | - | DBT Scheme/funds | - |

3.9 For colleges   Autonomy | - | CPE | - | DBT Star Scheme | - |

INSPIRE | - | CE | - | Any Other (specify) | - |

3.10 Revenue generated through consultancy | - |

3.11 No. of conferences

Level	International	National	State	University	College
Number		2			1
Sponsoring agencies		UGC			

organized by the Institution

3.12 No. of faculty served as experts, chairpersons or resource persons   16

3.13 No. of collaborations   International [ ]   National 3   Any other [ ]

3.14 No. of linkages created during this year [ ]

3.15 Total budget for research for current year in lakhs :

From Funding agency [-]   From Management of University/College [-]

Total [-]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides   4

and students registered under them   21

3.19 No. of PhD awarded by faculty from the Institution [ ]

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF [-]   SRF [-]   Project Fellows [-]   Any other [-]

3.21 No. of students Participated in NSS events:

University level | - | State level | - |

National level | - | International level | - |

3.22 No. of students participated in NCC events:

University level | - | State level | - |

National level | - | International level | - |

3.23 No. of Awards won in NSS:

University level | - | State level | - |

National level | - | International level | - |

3.24 No. of Awards won in NCC:

University level | - | State level | - |

National level | - | International level | - |

3.25 No. of Extension activities organized

University forum | - | College forum | - |

NCC | - | NSS | - | Any other | 1 |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- The college instituted " Droplets of Compassion"- for helping economically backward students
- Another programme "Santhwanam"- to help the needy and poor

- The College also oriented many governmental and non-governmental organizations on various social issues.
- The faculty implemented many social upliftment programs.
- The faculty visited many schools to give awareness programs for students.
- The faculty gave lectures to teachers of other institutions
- Student teachers under the guidance of teachers gave value education classes in various schools
- Student teachers conducted public awareness programs on health-related issues, environmental issues etc.
- Student teachers surveyed various social aspects of education and development.
- The counselling cell gives counselling service to the needy.
- Student Teachers and faculty visited orphanage nearby and provided financial support as part of social responsibility.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4226.96 Sq.m	-	-	4226.96 Sq.m
Class rooms	16	-	-	16
Laboratories	10	-	-	10
Seminar Halls	1	-	-	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	1	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

> The college office is automated. The details of the staff and students, salary bill preparation, student grants etc. are computerized. The college library provides access to Inflibnet e-books and N-list e-journals.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12064	26,59,054	58	18779	12122	26,77833
Reference Books	756	554193	-	-	756	554193
e-books			Inflibnet e-books			
Journals	14	4210	-	-	14	4210
e-Journals		N-List	Journals			
Digital Database	1	5750	-	-	1	5750
CD & Video	164	-	0	-	164	-
Others (Thesis)	273	-	0	-	273	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	49	26	49	36	-	7	6	-
Added	0	0	0	0	0	0	0	-
Total	49	26	49	36	-	7	6	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

The college is equipped with broad band internet connection and free access is provided to the student in the computer lab and the library. The staff and the students are given training in the use of ICT.

4.6 Amount spent on maintenance in lakhs :

i) ICT
5,100

ii) Campus Infrastructure and facilities
98,324

iii) Equipments
1,83,658

iv) Others
5,26,301

Total :
8,13,383

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC ensures the updating of website on student services like addition of new books, journals and periodicals in the library, events, student's achievements and conferences
- Along with curricular activities various programs and activities are organized under subject associations and college union.
- Regular Meetings with class representatives is done and feedback is taken for the awareness on student support services.
- Reports from various cells are collected and the feedback is utilized for students support program.

5.2 Efforts made by the institution for tracking the progression

- Academic calendar, examination time tables, results, programmes and intake details are prepared and published on websites and notice boards. Ensures all the important information is announced in the class rooms and placed in the notice board.
- Feedback is taken from students, faculty and parents and necessary actions and recommendations are made. Management is reported periodically to ensure its support and financial assistance.
- Students' achievements are recognised and rewarded appropriately and organises programmes like Merit Day Celebration.
- The college has an alumni association, and an efficient alumni network is being used for tracking the student progression of the institution. The reports are recorded and analysed in terms of progression to higher studies and career aspects related with their course pursued from the campus.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
96			

- No. of students outside the state

  Nil

- No. of international students

  Nil

Men

No	%
07	7

Women

No	%
89	93

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
57	11	01	25	02	96	62	12	0	21	01	96

Demand ratio 96:538   Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Well-equipped library and computer lab facility and prompt intervention and assistance of faculty members provide support for preparing and qualifying competitive tests and examinations

No. of student beneficiaries   34

5.5 No. of students qualified in these examinations

NET   -   SET/SLET   36   GATE   -   CAT   -

IAS/IPS etc   -   State PSC   04   UPSC   03   Others   54

5.6 Details of student counselling and career guidance

- A counseling cell and career guidance cell is functioning in the college for providing personal guidance to the students.
- For the initial guidance, a five-day orientation programme is given every year.
- Many students were given vocational and educational guidance in selecting alternate courses in view of implementing two-year B Ed. course and avoiding the conflicts and dilemma.
- Whenever a student feels any difficulty in learning a particular subject, teachers' support, peer support, library support, internet support etc. are provided to them.
- Experts in the field of education are invited for giving career guidance to our students.
- Soft skills training, Communication skill training and Life skills training are initiated by the staff.

No. of students benefitted   09

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
		02	18

5.8 Details of gender sensitization programmes

Counseling sessions and activities by the women cell unit of the institution ensure holistic development of students. Different programs are conducted under the women's cell help for the gender sensitization among students.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level [-]   National level [-]   International level [-]

No. of students participated in cultural events

State/ University level [01]   National level [-]   International level [-]

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level [-]   National level [-]   International level [-]

Cultural: State/ University level [-]   National level [-]   International level [-]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	67	395495
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level | - | National level | - | International level | - |

Exhibition: State/ University level | - | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 02 |

5.13 Major grievances of students (if any) redressed: _____

> ➤   Facility for cool drinking water ensured.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

Mount Tabor is the hillock of transfiguration of Jesus Christ. The vision of Mount Tabor Training College is to transform and transfigure the students to be empowered teachers who engage teaching as a service and a sacrifice to save the learner from the darkness of evil and lead towards the light of wisdom.

Mission

- To equip the prospective teachers to become engaged citizens who are physically healthy, emotionally intelligent, personally effective, socially responsible, aesthetically sensitive, who have character, commitment and courage with global consciousness and local connectedness.
- To motivate student teachers to become transformative teachers who demonstrate faith in their thought, wisdom in words, courage in deeds and service as a symbol of their life.
- To mould the self to fully functioning personalities who integrate cognitive and affective talents in the classrooms to make learning a pleasant experience for the learners.
- To extend the teacher education services to the community for the well-being of the society.
- To explore the educational scenario to supplement, support and intervene in the educational sphere to make it more effective.
- To promote quality of Teacher Education in the light of a Christian understanding of the world and society.

6.2 Does the Institution has a Management Information System

The Management Information System (MIS) is established in the college. All data regarding the staff and students are stored in the principal's room, office and library for using effectively when needed. The files of every individual student getting admitted in the college will help to understand the details of the students and help in the office administration. The development and review of data and information on the academic and administrative aspects are done manually. The faculty members follow the academic calendar of the college as well as the university. Salary bills are prepared on computers. The staff members are enrolled in the government website 'Spark' from which service details can be obtained. The student scholarships and grants are collected through e-grants.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1   Curriculum Development

> The college serves as venue for the orientation programs of subject teachers. The faculty of the college served as resource persons for the smooth conduct of two year course. They actively participated and propose suggestions regarding teaching and practical works in the orientation programs conducted by various organizations and institutions.

6.3.2   Teaching and Learning

- Institution conduct innovative programs such as team teaching, cognitive coaching in training students, peer group interactions, intellectual discussions on creative issues etc.
- Provide ICT oriented and ICT based classes for the effective transaction of contents.
- Develop e-contents on important topics of pedagogical, philosophical and psychological areas.
- Implemented school induction program for students in order to familiarize school environment.
- Implemented two phases in Practice teaching for effective training in teaching.
- Started web pages and blogs for posting students reflections, ideas, notes and answers on various issues.
- Updated blogs with innovative works, strategies and reports.
- Conducted remedial teaching to assist students in their holistic development.
- Promote Self-evaluation through reflective practices.
- Encourage reading and reflecting on general and subject related text books.
- Organised Video based teaching.
- Organized Capacity building programs.
- Included yoga training, fine arts and performing arts in teaching learning process.
- Take initiatives to prepare decorative items for work experience lab.
- Encourage students to conduct workshops, debates and symposiums.

6.3.3   Examination and Evaluation

> - Student performance and attainment is tested and evaluated through internal tests, mid-semester examinations, model examination and evaluation of practicums, records and teaching practice classes.
> - Continuous evaluation through teaching practice class observation, participation in college activities etc.
> - Inclusion of online examination for various papers.
> - Evaluation by the school mentors during practice teaching.
> - Developed evaluation pro-forma to evaluate practice teaching classes, Peer teaching, observation of criticism classes and self-evaluation.
> - Preparation of multiple choice question battery.
> - Writing of reflective journals.
> - Internal marks/grades are published on the notice board thus providing students the opportunity to raise their grievances if any.
> - Internal tests through objective type and descriptive type test items.

6.3.4   Research and Development

> - Encouraged all the faculty members to pursue research- Six members have Ph.D; two members submitted their PhD thesis; all others were registered for Ph.D. in various universities.
> - Four faculty members are research guides.
> - Encouraged teachers to undertake minor and major research projects.
> - Participating and presenting papers in the various international, national and state level conferences and workshops organized by various colleges and councils.
> - Publishing research articles in various journals and books.
> - Provide training in the preparation of projects.
> - Encouraged students for doing research oriented projects.
> - Provided trainings in the use of modern technology in teaching and to create blogs.
> - Encouraged students to prepare objective type questions for MCQ test battery.
> - Provide assistance in the preparation of research tools.

6.3.5   Library, ICT and physical infrastructure / instrumentation

- Our college has a well-furnished Library with internet accessibility.
- All the general halls and subject classes are equipped with LCD projectors. The seminar hall, computer lab, technology lab, psychology lab, science labs and physical education lab are also well equipped. The college is equipped with broad band internet connection and free access is provided to the students in the computer lab, classrooms and the library. The students are given training in computer and in using projectors and interactive board.
- The new entrants to the course are oriented in the beginning of the course about the general rules, arrangement, different sections, classification system, OPAC etc. The library also provides reprographic facilities like photocopy, printing, scanning, CD writing etc.
- Relaxed reading is arranged in the reading room. Cubicles are arranged in the IT zone for accessing e-resources.
- A computer with software JAWS to help blind students is reserved in the library.

6.3.6   Human Resource Management

- Maximum potentialities of the teaching staff are utilized in the institution and also encouraged to take classes in other institutions as extension programs.
- Ensured proper services of the administrative staff.
- Administrative staff is continuously oriented in the latest government policies and norms.
- Capacity building, Oratory training program, Community Living Program, Yoga training and personality development programs are organized for shaping the talents of the students, moulding their character and imbibing in them a sense of responsibility.

6.3.7   Faculty and Staff recruitment

Nil

6.3.8   Industry Interaction / Collaboration

- The institution avails assistance from UGC for various projects and developmental activities.
- Organizes various seminars and programs in collaboration with UGC, IQAC, Council for Teacher Education (CTE, Kerala centre), Josco School of nursing, Marian College, Kuttikanam and various other organizations.
- College auditorium and seminar hall serves as a venue for various community programs.
- The students prepared and distributed instructional aids to practice teaching schools and carried out conscientization & awareness programs on various social issues in schools & society.

6.3.9   Admission of Students

The admission to the 2 year course during June 2017 was conducted directly by the college. The students had to submit the application of admission in the college which was scrutinised by the admission committee and the rank list was published. The rank list was prepared by the institution following the rules prescribed by the university and the government.

6.4 Welfare schemes for

Teaching	• Provisions for doing PhD under FDP programme. • Family benefit scheme. • Group insurance(GPIS)
Non-teaching	• Family benefit scheme. • Group insurance(GPIS)
Students	• Group insurance for students. • Stipend to SC/ST, SCBC and poor forward caste students. • Scholarships like Muslim girl scholarship, Paloli Muhammad Kutti scholarship, Blind student scholarship and C H Muhammad Koya scholarship. • "Santhwanam"- A student welfare fund which was used to help the poor and needy & " Droplets of Compassion"- for helping economically backward students

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

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

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

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ☐   No ☐

For PG Programmes   Yes ☐   No ☐

.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> Even though the academic calendar is prepared by the university, the institution has freedom to prepare its own timetable and flexibility is allowed for curricular and co-curricular activities. The college has freedom to conduct own extension activities and programs for students welfare. The college conducts internal exams and other assessment procedure as its own. The test items for internal and model examination are prepared by the faculty of the college. The university does not restrict the college from curricular adaptations and enhancement within the preview of the university regulations.

6.11 Activities and support from the Alumni Association

An alumni association has been formally constituted in the college since 1993. All students will be members of the association when they complete the B. Ed course. The association gives suggestions for improving the facilities of the college, takes model classes and assists in the welfare of the college.

The following are the office bearers-

President   : Dr. Sunny Skariah(Principal)

Secretary   : Mr. Shaji Luke

Bilo Committee   : Mr. Abin

Joint Secretary   : Mr. Binu Samuel, Mrs. Arathy Krishna

Treasurer   : Mrs. Smitha Eapen

Executive committee members   : Mr. Shanavas Khan,

                                       Mr. P. K. Thomas,

                                       Mr. Shibu Khan,

                                       Mr. Sharafudeen C. K

                                       Mr. Johnkutty

                                       Mr. Byju Kumar

                                       Mr. Sangeeth Jose

6.12 Activities and support from the Parent – Teacher Association

The PTA is functioning very effectively and providing all supports to academic and physical developments of the college. It renders all possible suggestions for day to day activities and support to the management and staff for the smooth functioning of the institution. In the PTA general body meeting held on 27th July 2017, all the office bearers selected from last two year batch were re-elected and other members were added from the new two year batch.

The following are the office bearers during this year-

President	: Prof. John Zachariah
Vice President	: Mrs. Usha Mathew
Secretary	: Mr. Jacob George
Joint Secretary	: Mr. Joji Jacob
Treasurer	: Dr. Sunny Skariah
Executive Members	: Mrs. Lissy Baby
	Mr. C.G. James
	Mr. Thampan O.P
	Mr. Jose Varghese
	Mr. Mohan G.
	Mrs. Josemol George
	Mr. Georgekutty D.

6.13 Development programmes for support staff

- Staff awareness programme on 'Office Automation' and e-grants scholarship

6.14 Initiatives taken by the institution to make the campus eco-friendly

> ➢ Encouraged students to use eco-friendly things for their daily needs to make campus plastic free.
> ➢ Provide training to prepare decorative items using low cost community resources.
> ➢ Taken measures for effective drainage system and waste disposal.
> ➢ Encouraged students to plant herbal plants for Herbal garden.
> ➢ Encouraged students to plant garden plants for the beautification of campus.
> ➢ Taken initiative to maintain the indoor oxygen pots.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Good governance and leadership
- Organised an international seminar by the institution in collaboration with Council for Teacher Education
- Venue for ASAP- projects of Government of Kerala.
- Installed internet facilities in optional classes
- Training in yoga and health education classes for students
- Organizes art and aesthetic education for students
- Talk on life style diseases organised by the faculty
- Initiatives to start a new journal for the institution
- Implemented book talk, best user award, suggestion box, feedback collection and user survey
- Administrative staff motivated to attend development programmes and trainings.
- Girl students of nearby school were allowed to visit as part of reading day observation
- College library offers facilities for all research students.
- Motivated students to use eco-friendly materials
- Training for the preparation of documentaries for students
- Installed new cold water purifier.
- Arranged talks about the need for helping others.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Updated infrastructure facilities for the smooth conduct of the program.
- Research oriented initiatives for students
- Initiatives to prepare research tools
- Updated Mathematics lab, science lab, technology lab, Psychology lab and social science lab.
- Maintained ramp for the differently abled.
- Installed ICT facilities in classrooms
- Promotion of research related projects
- Maintenance of garden flower pots and herbal plants
- Documentation of institutional activities
- Installation of staff punching machine

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

1. Creation and updating of Personal Blog.
2. Reading and reflecting on texts. **(Annexure V & VI)**

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

- Continuing use of CFL lights for lighting
- Arranged classes and held poster campaign competition to commemorate the World Environment Day
- Planting of garden plants for campus beautification
- Preparation of documentaries on environmental issues.
- Usage of eco-friendly things among staff and students
- Awareness classes among school students to reduce the usage of plastics
- Observance of water day and ozone day
- Maintenance of herbal garden.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength

•   Commitment of the management towards quality education

•   Located in the heart of the remote village

•   Good infrastructure and physical facilities

•   Spacious and well stocked library

•   Well maintained and safe residential facilities for girl students

•   Highly qualificd staff

•   Motivation to all the staff members for career and academic excellence

•   Improvement in the number of A and A' grades in the University examinations

•   Majority of the passed out student teachers were placed in CBSE and state

         government institutions

•   Some of our passed out students qualified in NET, SET and TET

•   Participation of the faculty in many seminars, conferences and workshops.

•   Faculty acted as resource persons

•   Workshops conducted by Library Forum for staff.

•   Administrative staff participated in many training programmes.

•   Many of our teaching and administrative staff were inspired to pursue higher Studies.

•   Participation of the administrative staff in in-service programs organized by the
         government.

•   Well equipped laboratories.

•   Support from alumni association.

Weaknesses:

•   Limited consultation activities within and outside state

Opportunities:

•   Quality education with assistance from the government

- Increased opportunities to develop and establish new programmes to meet the new and growing demands of the society

Threats:

- New courses need to be introduced to cope up with the changing scenario in the field of higher education.

- Lack of transportation facilities to reach the institution.

8. Plans of institution for next year

- ➢ To implement internal annual audit
- ➢ Infrastructure augmentation
- ➢ To send applications to UGC for financial assistance for seminars and projects
- ➢ To reinstate the M.Ed. course
- ➢ To get approval from the University and the state government to approve research centre.
- ➢ Training for supporting staff in office procedure
- ➢ Establish a pipe composting system
- ➢ Adoption of a school for the SC/ST students
- ➢ Green initiative and sustainability and self reliance towards energy requirements
- ➢ Cleanliness drive
- ➢ To install camera surveillance in college campus
- ➢ Installation of punching system for students
- ➢ Conscientization programs as community service
- ➢ Awareness programs on various environmental issues and traffic rules for school students.
- ➢ Training to reduce plastics in life situations.

Name   Mrs. Asha K Thomas   Name   Dr. Sunny Skariah

Signature of the Coordinator, IQAC   **Signature of the Chairperson, IQAC**

Feedback from students

The student's feedback on curriculum and teaching learning process is designed to get formative feedback from students that can be used towards the improvement on the quality of course design and delivery, as well as students learning experiences. The institutional feedback received during the academic year 2017-18 shows the following aspects.

More than 92% students expressed that the institution is excellent in following areas –

• Curricular Planning

• Academically effective curricular practices

• Transaction of professional and pedagogical skills.

• Teacher educator's professional and personal qualifications.

• Physical infrastructure and maintenance.

• Library and ICT resources.

• College union, clubs and co-curricular activities.

• Leadership.

• Resource management.

• Value education.

• Career Guidance Orientation

More than 85% students expressed that the institution is very good in following areas –

• Admission policies.

• Teaching strategies.

• Extension activities.

- Objective evaluation.

- Motivation for higher learning and research.

- Innovative approaches in teaching.

- Activities for achieving the vision of the institution.

- Administration and governance.

- Career guidance and Orientation

- Learning through problem based activities

- Comprehensive and objective evaluation Procedures

- Encouragement for higher learning

More than 90% of students rated the college as good in following aspects –

- Relationship with parents /Alumni /Neighbourhood.

- Interactive and Participatory Teaching Strategies

- Financial /emotional /personal supports by institution.

- Curricular planning in consultation with students.

- Conducting Programs for holistic development of students.

Suggestion- Need for a college canteen

Annexure II

Feedback from Parents

More than 85% Parents expressed that the institution is very good in following areas –

• Fair and accurate admission process

• Maintaining good discipline

• Developing positive change in behavior

• Accessibility of college information

• Regularly updated and informative college website

• Well-designed curriculum

• Timely declaration of exam results

• Improved knowledge base through interaction with faculty of the college

• Great respect to the college

• Employability is given focus in the curriculum design

• Incorporating recent changes in the curriculum

• Getting admission in this college is a matter of pride

• Conducive learning environment

• Co-operative and supportive administrative staff

• Good hostel facilities

Annexure III

Feedback from Alumni

An alumni association has been formally constituted in the college since 1993. All students will be members of the association when they complete the B.Ed. course. The association gives suggestions for improving the facilities of the college and assist in the welfare of the college. The outcome of analysis of their feedback is given below:

• College motivated them with good values and attitudes

• Being an alumni they expect close link with the institution

• They suggested supporting the institution by sharing their expertise and skills

• They consider Alumni meet as the platform for sharing their memories and experiences

• Suggested conducting alumni meet once in a year.

• Opined that the college transacted the knowledge needed for teaching profession

• Appreciated the significant role played by the institution in providing desirable and essential training for them

• Conveyed that the curricular practices of the college strengthened their skills and talents

• Environment provided in the college made learning a pleasant experience for them

We believe that alumni feedback is an important source of information for the betterment and development of the institution. Institution takes necessary steps for its improvement based on the feedbacks.

Feedback from Employers

The college has a well-defined mechanism in place for obtaining feedback from the employers to improve the performance and quality of the institutional provisions. The institution collects feedback from employers in formal and informal ways regarding the performance and commitment of our students as well as their expectations. The information so obtained is integrated in framing syllabi and curriculum for value added programmes and career training programmes. Our students are placed in various service sectors like schools, colleges, banks and other government offices. They are well appreciated in their offices. The employer's feedback can be summarized as follows-

- They had good Communication skills

- Their professional and subject competency is well appreciated

- They exhibit leadership qualities in all areas of their work

- They had good Management skills

- They maintain close and healthy relationship with others

- They are very co-operative with their colleagues.

- They are very effective in their services.

- They are very dedicated and sincere in helping others.

- They had close affiliation and attachment to the college they studied.

- They utilized their potentialities to the maximum extent.

- They had very good opinion about their Alma matte and encourage others to join at Mount Tabor Training College for B Ed. course.

- They are active and dynamic in various activities of their institutions and offices.

Annexure V

Best Practice 1

TITLE: Creation and updating of Personal Blog

Context:

In the present technological era almost everything that we do in our daily lives depends on the availability and application of technology. Advancement in technology has created a new economic environment which depends on information and which in turn focuses on the sustenance of the individual in this competitive world. To equip the student teachers with this the curriculum provides opportunity to have practical experiences in the educational technology. One of the best programme to enhance the knowledge and hands on experience on computer and internet is the creation of personal blogs. Blogs are personal journal that help to share and talk about on a social media channel. It help them to share their works with others and to have a personal reflection on others works too. The students were given an orientation programme on the creation and maintenance of blog account. All the student teachers were instructed to create a blog account and post the report of all the curricular and co-curricular activities conducted in the college. There were also free to post the work of their creative interest. The coordinating faculty inspected their accounts and provided timely feedbacks.

Objectives:

• To acquaint knowledge about blog and steps on the creation of a blog

• To create a personal blog account

• To update the blog account by posting curricular, co-curricular and personal materials.

Obstacles:

• Proper knowledge to utilise the computer and internet facility

• Non availability of personal computers and mobile phones.

• Power interruptions

Evidences of Success

• All the students had personal blog account.

• Initiative taken by the students in the updating of blog with relevant and timely posting of materials.

• Effort spent by students to present their work.

• Presentation of the work in a creative and novel way.

• Sharing of experience and observation of each student's blog.

• Develop the skill of reading, writing and comprehending.

• Enhanced their awareness on different technological advancements.

• Enhanced their skill of communication.

Resources Required

• Availability of electronic gadgets and internet facilities.

• Availability of resourceful teacher educators and their valuable suggestions.

• Well equipped library for reference.

Best Practice 2

TITLE: *Reading and reflecting on texts*

Context:

Reading is the complex cognitive processing of ideas and the success of this is the ability to comprehend the read matter. It is a means for language acquisition, communication, and sharing of information and ideas. Reflective writing is an analytical practice in which the writer describes a real or imaginary scene, event, interaction, passing thought, or memory and adds a personal reflection on its meaning. The programme as designed in the curriculum aims to enable student-teachers to enhance their capacities as readers and writers by becoming participants in the process of learning and to respond to a variety of texts in different ways and also learn to think together. It also helps them to better understand the nuances of reading and focus on to help students develop learning strategies that can make them engaging readers. The coordinator gave an introduction to the need and importance of the programme and were asked to engage with the readings interactively- individually and in small groups. The student teachers are expected to read a variety of texts, including empirical, conceptual and historical work, policy documents, studies about schools, teaching, learning etc. and to prepare reflective notes.

Objectives:

•   To understand the relevance of reading and reflection in the learning process.

•   To read different text individually or in groups and to prepare reflective notes.

•   To enhance the skill of reading and comprehension.

Obstacles:

• Availability of time as the students teachers are engaged with the preparation of other school based practical works such as microteaching practice, criticism classes, practice teaching classes etc.

• Lack of appropriate skill to comprehend the read text.

• Lack of grammatical and linguistic competence.

• Lack of motivation and thus not able to give appropriate concentration on it.

Evidences of Success

• All the students read at least three to four books of their interest and presented the reflective notes.

• Students presented the writing materials in a creative and novel way.

• Student teachers shared their observation and personal experience with their classmates by arranging an open discussion.

• Suggestion provided by the students to include the newer text materials in the library.

Resources Required

• Availability of resourceful teacher educators.

• Well equipped library and availability of e-resources.

• Proper steps to read and reflect on the material read.

Annexure VII

2017-2018

MOUNT TABOR TRAINING COLLEGE PATHANAPURAM CALENDAR

CALENDER FOR 2017-18

Semester I [1st June 2017 to 31st Oct. 2017]

June 2017	**22**
July 2017	**21**
August 2017	**22**
September 2017	**14**
October 2017	**21**

Total   **100**   **working days**

Semester II [1st Nov. 2017 to 31st March 2018]

November 2017	**22**
December 2017	**17**
January 2018	**22**
February 2018	**21**
March 2018	**21**

Total   **103**   **working days**

2017 JUNE

Date	Days of Weeks		Particulars	No. of Working Days
1	THU		College Reopens	1
2	FRI		MGOCSM Meeting	2
3	SAT			
4	SUN	H		
5	MON		World Environment Day, 3rd sem. OTP begins	3
6	TUE			4
7	WED			5
8	THU			6
9	FRI			7
10	SAT	H	Second Saturday	
11	SUN	H		
12	MON			8
13	TUE			9
14	WED		World Blood Donors Day	10
15	THU			11
16	FRI			12
17	SAT			
18	SUN	H		
19	MON		Reading Week Observation	13
20	TUE			14
21	WED		International Day of Yoga	15
22	THU		**Teaching Practice Orientation**	16
23	FRI		Reading Week ends	17
24	SAT			
25	SUN	H	Idul-Fitar	
26	MON			18
27	TUE			19
28	WED			20
29	THU			21
30	FRI			22
			36	**TOTAL WORKING DAYS : 22**

2017 JULY

Date	Days of Weeks		Particulars		No. of Working Days
1	SAT				
2	SUN	H			
3	MON		St. Thomas Day, **Teaching Practice 1st Phase begins**		1
4	TUE				2
5	WED				3
6	THU				4
7	FRI				5
8	SAT	H	Second Saturday		
9	SUN	H			
10	MON				6
11	TUE				7
12	WED		Malala Day		8
13	THU				9
14	FRI				10
15	SAT				
16	SUN	H			
17	MON				11
18	TUE				12
19	WED				13
20	THU				14
21	FRI				15
22	SAT				
23	SUN	H			
24	MON				16
25	TUE				17
26	WED				18
27	THU		Sem. I Class begins		19
28	FRI		Orientation		20
29	SAT				
30	SUN	H			
31	MON		Orientation		21

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TOTAL WORKING DAYS : 21

2017 AUGUST

Date	Days of Weeks		Particulars		No. of Working Days
1	TUE		Orientation		1
2	WED				2
3	THU				3
4	FRI		Cultural Fest		4
5	SAT				
6	SUN	H			
7	MON				5
8	TUE				6
9	WED		Quit India Day		7
10	THU				8
11	FRI				9
12	SAT	H	Second Saturday		
13	SUN	H			
14	MON		Seminar - National Integration		10
15	TUE	H	Indepedence Day		
16	WED				11
17	THU				12
18	FRI				13
19	SAT				14
20	SUN	H			
21	MON				15
22	TUE				16
23	WED		Micro Teaching - Workshop		17
24	THU		Micro Teaching - Workshop		18
25	FRI		Micro Teaching - Workshop		19
26	SAT				
27	SUN	H			
28	MON	H	Ayankali Jayanthi		
29	TUE		National Sports Day		20
30	WED				21
31	THU				22

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TOTAL WORKING DAYS : 22

2017 SEPTEMBER

Date	Days of Weeks		Particulars		No. of Working Days
1	FRI		College closes for Onam Holidays		1
2	SAT				
3	SUN	H	Onam		
4	MON		Thiruvonam		
5	TUE		Moonam Onam, Teachers Day		
6	WED				
7	THU				
8	FRI				
9	SAT	H	Second Saturday		
10	SUN	H			
11	MON		College re-opens after Onam Holidays		2
12	TUE	H	Sreekrishna Jayanthi		
13	WED				3
14	THU		Teaching Practice Phase I ends		4
15	FRI		Health awareness programme		5
16	SAT				6
17	SUN	H			
18	MON				7
19	TUE				8
20	WED				9
21	THU		Sree Narayana Guru Samathi		
22	FRI				10
23	SAT				
24	SUN	H			
25	MON				11
26	TUE		Community Living Programme		12
27	WED		Community Living Programme		13
28	THU		Community Living Programme		14
29	FRI		Mahanavami		
30	SAT		Vijayadeshmi /Muharam		

39   **TOTAL WORKING DAYS : 14**

2017 OCTOBER

Date	Days of Weeks		Particulars			No. of Working Days
1	SUN	H				
2	MON	H	Gandhi Jayanthi			
3	TUE					1
4	WED					2
5	THU					3
6	FRI					4
7	SAT					
8	SUN	H				
9	MON					5
10	TUE					6
11	WED					7
12	THU					8
13	FRI					9
14	SAT	H	Second Saturday			
15	SUN	H				
16	MON					10
17	TUE					11
18	WED		Deepavali			
19	THU					12
20	FRI					13
21	SAT					
22	SUN	H				
23	MON		**Teaching Practice 2nd Phase begins**			14
24	TUE					15
25	WED					16
26	THU		Model Exam.			17
27	FRI		Model Exam.			18
28	SAT		Model Exam.			19
29	SUN	H				
30	MON					20
31	TUE					21
			40		**TOTAL WORKING DAYS : 21**	

2017 NOVEMBER

Date	Days of Weeks		Particulars		No. of Working Days
1	TUE		Kerala Day - Celebration		1
1	WED				1
2	THU	H	PARUMALA PERUNAL		
3	FRI				2
4	SAT				3
5	SUN	H			
6	MON				4
7	TUE				5
8	WED				6
9	THU				7
10	FRI				8
11	SAT	H	Second Saturday		
12	SUN	H			
13	MON				9
14	TUE				10
15	WED				11
16	THU				12
17	FRI				13
18	SAT				
19	SUN	H			
20	MON				14
21	TUE				15
22	WED				16
23	THU				17
24	FRI		Career Guidance - Seminar		18
25	SAT				
26	SUN	H			
27	MON				19
28	TUE				20
29	WED				21
30	THU				22
				TOTAL WORKING DAYS : 22	

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2017 DECEMBER

Date	Days of Weeks		Particulars	No. of Working Days
1	FRI		AIDS Day observation	
2	SAT			
3	SUN	H	FOUNDER'S DAY	
4	MON		**Teaching Practice 2nd Phase ends**	
5	TUE			
6	WED			
7	THU			
8	FRI			
9	SAT	H	Second Saturday	
10	SUN	H		
11	MON		Seminar on Human Rights	
12	TUE			
13	WED			
14	THU			
15	FRI			
16	SAT			
17	SUN	H		
18	MON			
19	TUE			
20	WED			
21	THU			
22	FRI		Xmas celebrations—closes for Xmas H	
23	SAT			
24	SUN	H		
25	MON		CHRISTMAS	
26	TUE			
27	WED			
28	THU			
29	FRI			
30	SAT			
31	SUN	H		

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TOTAL WORKING DAYS :17

2018 JANUARY

Date	Days of Weeks		Particulars		No. of Working Days
1	MON		Re-opens after X'mas- NEW YEAR Cele.		1
2	TUE		MGOCSM - Retreat		2
3	WED				3
4	THU		Work shop- Models of Teaching		4
5	FRI				5
6	SAT				
7	SUN	H			
8	MON				6
9	TUE		Mar Dionysius Memorial Elocution		7
10	WED				8
11	THU				9
12	FRI				10
13	SAT	H	Second Saturday		
14	SUN	H			
15	MON				11
16	TUE				12
17	WED				13
18	THU				14
19	FRI				15
20	SAT		St. Stephen's Day		
21	SUN	H			
22	MON				16
23	TUE				17
24	WED				18
25	THU		Annual Sports Meet.		19
26	FRI		Republic Day		
27	SAT				
28	SUN	H			
29	MON				20
30	TUE				21
31	WED				22

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TOTAL WORKING DAYS : 22

2018 FEBRUARY

Date	Days of Weeks		Particulars	No. of Working Days
1	THU			1
2	FRI			2
3	SAT			
4	SUN	H		
5	MON			3
6	TUE			4
7	WED			5
8	THU			6
9	FRI		Food Festival	7
10	SAT	H	Second Saturday	
11	SUN	H		
12	MON			8
13	TUE			9
14	WED			10
15	THU			11
16	FRI			12
17	SAT			
18	SUN	H		
19	MON			13
20	TUE			14
21	WED			15
22	THU			16
23	FRI		Arts Day	17
24	SAT			
25	SUN	H		
26	MON			18
27	TUE			19
28	WED		Science Day	20
			44	TOTAL WORKING DAYS : 21

2018 MARCH

Date	Days of Weeks		Particulars		No. of Working Days
1	THU		OTP Validictory		
2	FRI		MGOCSM Validictory		
3	SAT				
4	SUN	H			
5	MON				
6	TUE				
7	WED				
8	THU		International Women's Day		
9	FRI				
10	SAT	H	Second Saturday		
11	SUN	H			
12	MON		Model Exam.		
13	TUE		Model Exam.		
14	WED		Model Exam.		
15	THU		Model Exam.		
16	FRI		Model Exam.		
17	SAT				
18	SUN	H			
19	MON				
20	TUE				
21	WED				
22	THU				
23	FRI				
24	SAT				
25	SUN	H			
26	MON		College Day		
27	TUE				
28	WED				
29	THU		MAUNDY THURSDAY		
30	FRI		GOOD FRIDAY		
31	SAT				

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TOTAL WORKING DAYS : 21

2018 APRIL

Date	Days of Weeks		Particulars	No. of Working Days
1	SUN	H	EASTER	
2	MON			
3	TUE			
4	WED			
5	THU			
6	FRI			
7	SAT			
8	SUN	H		
9	MON			
10	TUE			
11	WED			
12	THU			
13	FRI			
14	SAT		Second Saturday	
15	SUN	H		
16	MON			
17	TUE			
18	WED			
19	THU			
20	FRI			
21	SAT			
22	SUN	H		
23	MON			
24	TUE			
25	WED			
26	THU			
27	FRI			
28	SAT			
29	SUN	H		
30	MON			

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TOTAL WORKING DAYS : 0

2018 MAY

Date	Days of Weeks		Particulars	No. of Working Days
1	TUE			
2	WED			
3	THU			
4	FRI			
5	SAT			
6	SUN	H		
7	MON			
8	TUE			
9	WED			
10	THU			
11	FRI			
12	SAT		Second Saturday	
13	SUN	H		
14	MON			
15	TUE			
16	WED			
17	THU			
18	FRI			
19	SAT			
20	SUN	H		
21	MON			
22	TUE			
23	WED			
24	THU			
25	FRI			
26	SAT			
27	SUN	H		
28	MON			
29	TUE			
30	WED			
31	THU			
			47	**TOTAL WORKING DAYS : 0**