



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution

MAHAJUBILEE TRAINING COLLEGE,
MULLOOKKARA

- Name of the Head of the institution **Dr. CHACKO CHIRAMEL**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**

- Alternate phone No. **04884273999**
- Mobile No: **9446146535**
- Registered e-mail ID (Principal) **collegemahajubilee@gmail.com**
- Alternate Email ID **cchiramel@gmail.com**
- Address **MULLOOKKARA P O**
- City/Town **THRISSUR**
- State/UT **KERALA**
- Pin Code **680583**

2.Institutional status

- Teacher Education/ Special Education/Physical Education: **Teacher Education**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **Self-financing**
- Name of the Affiliating University **UNIVERSITY OF CALICUT**
- Name of the IQAC Co-ordinator/Director **SREEVIDYA RADHAKRISHNAN**
- Phone No. **6282606909**
- Alternate phone No.(IQAC) **9495273999**
- Mobile (IQAC) **9496784197**
- IQAC e-mail address **sreevidyarahakrishnan49@gmail.com**
- Alternate e-mail address (IQAC) **sheeba685@gmail.com**

3.Website address

<https://www.mahajubileecollege.org/>

- Web-link of the AQAR: (Previous Academic Year) <https://www.mahajubileecollege.org/NAAC/AQAR%20downloaded/AQAR-2020-21.pdf>

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link: <https://www.mahajubileecollege.org/NAAC/Documents/Academic%20Calendar.docx>

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.81	2009	28/09/2009	29/09/2014
Cycle 2	B	2.37	2022	13/11/2022	14/11/2027

6.Date of Establishment of IQAC

27/07/2007

7.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNTT etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9. No. of IQAC meetings held during the year **1**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- (Please upload, minutes of meetings and action taken report) [View File](#)

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

1) Continuous monitoring of the activities of the college 2) Organising lectures for the promotion of research related activities 3) Enhancement of office facilities 4) Student leadership training activities 5) Preparation of Eco-friendly things to make campus plastic free 6) Facilities for Inclusive Education 7) Alumni interactions for future planning

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year (web link may be provided).

Plan of Action	Achievements/Outcomes
Review of the teaching learning processes of the previous year	Teaching learning process strengthened more by inculcation of ICT and other innovative methods
Planning of the academic programmes in the institution for the year	Organised workshops and training sessions giving more impetus to technological aspects.
Assess and coordinate the different Clubs and committees for the betterment of institution	Reorganised various clubs in the college based on specific objectives and celebrate the various national and international days and weeks related to each club's theme.
Planning of workshops and training sessions for the students and staff	Submitted proposal for the constitution of Seminar at National level to the relevant authorities.
Organisation and preparation of eco-friendly practices in the college campus	Planted of trees and plants of ecological significance in the college campus

13. Whether the AQAR was placed before statutory body? No

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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3.Website address	https://www.mahajubileecollege.org/				
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<ul style="list-style-type: none"> Name of the statutory body 	
Name of the statutory body	Date of meeting(s)
Nil	Nil
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2023	28/03/2023
15.Multidisciplinary / interdisciplinary	

16.Academic bank of credits (ABC):	
17.Skill development:	
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):	
20.Distance education/online education:	
Extended Profile	
2.Student	
2.1 Number of students on roll during the year	100
File Description	Documents
Data Template	View File
2.2 Number of seats sanctioned during the year	100
File Description	Documents
Data Template	View File
2.3 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	32
File Description	Documents
Data Template	View File
2.4	50

Number of outgoing / final year students during the year:		
File Description	Documents	
Data Template	View File	
2.5 Number of graduating students during the year		50
File Description	Documents	
Data Template	View File	
2.6 Number of students enrolled during the year		50
File Description	Documents	
Data Template	View File	
4. Institution		
4.1 Total expenditure, excluding salary, during the year (INR in Lakhs):		9395975.96
4.2 Total number of computers on campus for academic purposes		16
5. Teacher		
5.1 Number of full-time teachers during the year:		11
File Description	Documents	
Data Template	View File	
Data Template	No File Uploaded	
5.2 Number of sanctioned posts for the year:		8
Part B		
CURRICULAR ASPECTS		

1.1 - Curriculum Planning

1.1.1 - Institution has a regular in house practice of planning and/or reviewing, revising curriculum and adapting it to local context /situation. Describe the institutional process of planning and/or reviewing, revising curriculum and adapting it to the local context in not more than 100 - 200 words

One of the fundamental pillars of quality education is the curriculum and syllabus. To improve student learning outcomes and capabilities, it's critical to have a relevant, thorough, and well organized syllabus. The institution ensures effective curriculum delivery through a well-planned and documented process at the commencement of the Academic year. As part of it, we formed a curriculum review committee consisting of 8 resourceful members. We also prepared an academic calendar comprising the whole year's work plan, including assignments, tasks, practical, seminars, webinars, unit tests, internal exams, and model exams. For curriculum planning, reviewing, and updating, the committee suggest innovative alterations and modifications. The Academic calendar is prepared by the Committee organized for the said purpose. At the beginning of the Academic year the teachers prepare the teaching plan of their respective subjects. The teaching plan is verified by the Principal. There is sufficient flexibility in the teaching plan, so as to adopt the changes if any. The evaluation of the students is carried out periodically as per the norms of the University. As a result, the institution has a regular in house practise of developing, reviewing, updating, and adapting curriculum.

File Description	Documents
Details of a. the procedure adopted including periodicity, kinds of activities b. Communication of decisions to all concerned c. Kinds of issues discussed	View File
Plan developed for the academic year	View File
Plans for mid- course correction wherever needed for the academic year	No File Uploaded
Any other relevant information	No File Uploaded

<p>1.1.2 - At the institution level, the curriculum planning and adoption are a collaborative effort; Indicate the persons involved in the curriculum planning process during the year Faculty of the institution Head/Principal of the institution Schools including practice teaching schools Employers Experts Students Alumni</p>	<p>A. All of the above</p>												
<table border="1"> <thead> <tr> <th data-bbox="86 528 539 591">File Description</th> <th data-bbox="539 528 1436 591">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 591 539 654">Data as per Data Template</td> <td data-bbox="539 591 1436 654" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 654 539 797">List of persons who participated in the process of in-house curriculum planning</td> <td data-bbox="539 654 1436 797" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 797 539 936">Meeting notice and minutes of the meeting for in-house curriculum planning</td> <td data-bbox="539 797 1436 936" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 936 539 1115">A copy of the programme of action for in- house curriculum planned and adopted during the academic year</td> <td data-bbox="539 936 1436 1115" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 1115 539 1178">Any other relevant information</td> <td data-bbox="539 1115 1436 1178" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>		File Description	Documents	Data as per Data Template	View File	List of persons who participated in the process of in-house curriculum planning	View File	Meeting notice and minutes of the meeting for in-house curriculum planning	View File	A copy of the programme of action for in- house curriculum planned and adopted during the academic year	View File	Any other relevant information	No File Uploaded
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Any other relevant information	No File Uploaded												
<p>1.1.3 - While planning institutional curriculum, focus is kept on the Programme Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs) for all programmes offered by the institution, which are stated and communicated to teachers and students through Website of the Institution Prospectus Student induction programme Orientation programme for teachers</p>	<p>A. All of the Above</p>												

File Description	Documents
Data as per Data Template	View File
URL to the page on website where the PLOs and CLOs are listed	Nil
Prospectus for the academic year	View File
Report and photographs with caption and date of student induction programmes	View File
Report and photographs with caption and date of teacher orientation programmes	View File
Any other relevant information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Curriculum provides adequate choice of courses to students as optional / electives including pedagogy courses for which teachers are available

1.2.1.1 - Number of optional / elective courses including pedagogy courses offered programme-wise during the year

6

File Description	Documents
Data as per Data Template	View File
Circular/document of the University showing duly approved list of optional /electives / pedagogy courses in the curriculum	View File
Academic calendar showing time allotted for optional / electives / pedagogy courses	View File
Any other relevant information	Nil

1.2.2 - Number of value-added courses offered during the year

1

1.2.2.1 - Number of value-added courses offered during the year

1

File Description	Documents
Data as per Data Template	View File
Brochure and Course content along with CLOs of value-added courses	View File
Any other relevant information	No File Uploaded

1.2.3 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year

50

1.2.3.1 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year

50

File Description	Documents
List of the students enrolled in the value-added course as defined in 1.2.2	View File
Course completion certificates	View File
Any other relevant information	No File Uploaded

1.2.4 - Students are encouraged and facilitated to undergo self-study courses online/offline in several ways through Provision in the Time Table Facilities in the Library Computer lab facilities Academic Advice/Guidance

Three of the above

File Description	Documents
Data as per Data Template	View File
Relevant documents highlighting the institutional facilities provided to the students to avail self study courses as per Data Template	View File
Document showing teachers' mentoring and assistance to students to avail of self-study courses	No File Uploaded
Any other relevant information	No File Uploaded

1.2.5 - Number of students who have completed self-study courses (online /offline, beyond the curriculum) during the year

1

1.2.5.1 - Number of students who have completed self-study courses (online /offline, beyond the curriculum) during the year

1

File Description	Documents
Data as per Data Template	View File
Certificates / evidences for completing the self-study course(s)	View File
List of students enrolled and completed in self study course(s)	View File
Any other relevant information	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Curriculum of the institutions provides opportunities for the students to acquire and demonstrate knowledge, skills, values and attitudes related to various learning areas Describe the curricular thrusts to achieve the following in not more than 100 - 200 words each A fundamental or coherent understanding of the field of teacher education Procedural knowledge that creates teachers for different levels of school education skills that are specific to one's chosen specialization Capability to extrapolate from what one has learnt and apply acquired competencies Skills/Competencies such as: Emotional Intelligence, Critical Thinking, Negotiation and Communication Skills, Collaboration with others, etc.

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File Description	Documents
List of activities conducted in support of each of the above	View File
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded
Photographs indicating the participation of students, if any	No File Uploaded

1.3.2 - Institution familiarizes students with the diversities in school system in Indian as well as international and comparative perspective. Describe in not more than 100-200 words how students are familiarized with the diversity in school system in India with respect to: Development of school system Functioning of various Boards of School Education Functional differences among them Assessment systems Norms and standards State-wise variations International and comparative perspective

In our college, there are various sorts of diversity. The students come from various districts, religions, and cultures. Teachers and administrators never discriminate between students. Alternative education is a feature of our institution. Alternative education is largely focused on the interests and needs of the individual student. This course is intended to offer students with

information and awareness of current alternative education systems on a national and international level, as well as the various types of alternative education. As part of this we conducted a visit to special schools nearby us such as Carmel Mount School, Grace Home, Pope-Paul Mercy Home, Peace Home and Kerala Kalamandalam at Cheruthuruthy.

File Description	Documents
Action plan indicating the way students are familiarized with the diversities in Indian school systems	View File
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

1.3.3 - Students derive professionally relevant understandings and consolidate these into their professional acumen from the wide range of curricular experiences provided during Teacher Education Programme Describe the efforts made by the institution to enable students to develop understanding of the interconnectedness of the various learning engagements and to make them ready for the professional field in not more than 100-200 words

Internship programme in teacher education is very important to shape the trainees into an effective teacher of tomorrow. It provides not only practice teaching but opportunities to participate in activities of the school like a regular teacher. In Mahajubilee Training College we have an effective monitoring mechanism during internship programme. In which first of all the student teacher educators are given opportunity to observe the five classes of the teachers. Observing other teachers is a key part of development; it improves teachers' own self-awareness of their skills and also makes managing more effective at identifying areas for further growth. During the initiatory programs the mentor teacher observes the classes of the teacher trainee and gave advice for necessary corrections. During the internship programs the mentor teacher also observes the five classes of the teacher trainee. Mentoring enables teachers to reflect on their practice and to question what they do as they go about their teaching. Along with the internship assessment we keep a supervision dairy to develop students' professional and instructional skills for improving teaching process. The teacher educators are also instructed to keep a record of all the innovative activities that has conducted during their internship programme.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded
1.4 - Feedback System	
1.4.1 - Mechanism is in place for obtaining structured feedback on the curriculum – semester wise from various stakeholders. Structured feedback is obtained from Students Teachers Employers Alumni Practice Teaching Schools/TEI	Four of the above
File Description	Documents
Sample filled-in feedback forms of the stake holders	View File
Any other relevant information	No File Uploaded
1.4.2 - Feedback collected from stakeholders is processed and action is taken; feedback process adopted by the institution comprises the following	Feedback collected, analyzed, action taken and available on website
File Description	Documents
Stakeholder feedback analysis report with seal and signature of the Principal	View File
Action taken report of the institution with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment of students during the year	
50	
2.1.1.1 - Number of students enrolled during the year	
50	

File Description	Documents
Data as per Data Template	View File
Document relating to sanction of intake from university	View File
Approval letter of NCTE for intake of all programs	View File
Approved admission list year-wise/ program-wise	View File
Any other relevant information	No File Uploaded

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC) as per applicable reservation policy during the year

16

2.1.2.1 - Number of students enrolled from the reserved categories during the year

16

File Description	Documents
Data as per Data Template	View File
Copy of letter issued by State Govt. or Central Govt. indicating the reserved categories (Provide English version)	View File
Final admission list published by the HEI	View File
Admission extract submitted to the state / university authority about admissions of SC, ST, OBC students every year	No File Uploaded
Any other relevant information	No File Uploaded

2.1.3 - Number of students enrolled from EWS and Divyangjan categories during the year

0

2.1.3.1 - Number of students enrolled from EWS and Divyangjan categories during the year

0

File Description	Documents
Data as per Data Template	View File
Certificate of EWS and Divyangjan	View File
List of students enrolled from EWS and Divyangjan	No File Uploaded
Any other relevant information	No File Uploaded

2.2 - Honoring Student Diversity

2.2.1 - Assessment process is in place at entry level to identify different learning needs of students and their level of readiness to undergo professional education programme and also the academic support provided to students Describe the assessment process at entry level to identify different learning needs of students and their level of readiness to undergo professional education programme and also the academic support provided to students, in not more than 100-200 words.

Mahajubilee Training college has developed a five-point observation schedule to map the teaching skills, social skills, general awareness, language proficiency and basic ICT knowledge of the student teachers. Assessment is done after two weeks of the start of the particular academic session every year. A three-point observation schedule spanning the teaching skills, subject knowledge and practical knowledge to assess the entry level behaviour of the student teachers in each optional subject is designed. The data collected is analysed by the senior teacher educators and the students are identified according to their levels ranging from low to high performers. The curriculum is designed accordingly. The low performers are given personal mentoring and proper counselling to induct them into the learning programme. Personal mentoring and sharing sessions are arranged which helps educators to identify the entry level difficulties and anxiousness faced by the student teachers and appropriate guidance is given. It was observed that more than 85% of the students showed a marked improvement in their performance. The working of the college is furnished in such a way students enter into the vocation immediately and are able to contribute their best to the betterment and development of the society

File Description	Documents
Documentary evidence in support of the claim	View File
Documents showing the performance of students at the entry level	View File
Any other relevant information	No File Uploaded
2.2.2 - Mechanisms are in place to honour student diversities in terms of learning needs; Student diversities are addressed on the basis of the learner profiles identified by the institution through Mentoring / Academic Counselling Peer Feedback / Tutoring Remedial Learning Engagement Learning Enhancement / Enrichment inputs Collaborative tasks Assistive Devices and Adaptive Structures (for the differently abled) Multilingual interactions and inputs	Six/Five of the above
File Description	Documents
Data as per Data Template	View File
Relevant documents highlighting the activities to address the student diversities	View File
Reports with seal and signature of Principal	No File Uploaded
Photographs with caption and date, if any	No File Uploaded
Any other relevant information	No File Uploaded
2.2.3 - There are institutional provisions for catering to differential student needs; Appropriate learning exposures are provided to students No Special effort put forth in accordance with learner needs Only when students seek support As an institutionalized activity in accordance with learner needs Left to the judgment of the individual teacher/s Whenever need arises due to student diversity	Three of the above

File Description	Documents
Relevant documents highlighting the activities to address the differential student needs	View File
Reports with seal and signature of the Principal	No File Uploaded
Photographs with caption and date	No File Uploaded
Any other relevant information	No File Uploaded

2.2.4 - Student-Mentor ratio for the academic year

10:5

2.2.4.1 - Number of mentors in the Institution

5

File Description	Documents
Data as per Data Template	View File
Relevant documents of mentor-mentee activities with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Multiple mode approach to teaching-learning is adopted by teachers which includes experiential learning, participative learning, problem solving methodologies, brain storming, focused group discussion, online mode, etc. for enhancing student learning Describe the varied modes of learning adopted and their basic rationale for adopting such learning mode/s for different courses of each programme in not more than 100-200 words.

Mahajubilee Training College organises outreach activities in the community in view of influencing and sensitising students to social issues and contribute to community development. In addition to the academic realms, MJTC takes serving the community through extension as a social responsibility and a core value to be inculcated in the new generation.. Affiliation and interaction with local groups or individuals who have an interest in the activities of the institution like Mulloorkara Panchayath. The processes and strategies inherent in such activities like the interactions with elderly at the Pakalveedu programme, pothichoru,

relevantly sensitize students to the social issues and contexts. Mahajubilee college conducted an eye testing camp in association with Trinity Eye Hospital Thrissur and All Kerala Photographers association (AKPA) wadakanchery zone.. In connection with consumer protection day our faculty Ms. Ann George (Asst. Prof. in Education) conducted an awareness class for the members of Pakalvedu (day home for elderly parents) who were alone in their home . An awareness programme to prevent forest fire, Forest department Trissur Division conducted a programme on 04/03/2023 at Asurankundu Dam Thrissur Dt. In co - operation with Eco club of our college

File Description	Documents
Course wise details of modes of teaching learning adopted during the academic year in each programme	View File
Any other relevant information	No File Uploaded

2.3.2 - Number of teachers integrating ICT (excluding use of PPT) for effective teaching with Learning Management Systems (LMS), Swayam Prabha etc., Learning Resources and others excluding PPT during the year

11

File Description	Documents
Data as per Data Template	View File
Link to LMS	Nil
Any other relevant information	No File Uploaded

2.3.3 - Number of students using ICT support (mobile-based learning, online material, podcast, virtual laboratories, learning apps etc.) for their learning, during the academic year

100

File Description	Documents
Data as per Data Template	View File
Programme wise list of students using ICT support	View File
Documentary evidence in support of the claim	No File Uploaded
Landing page of the Gateway to the LMS used	No File Uploaded
Any other relevant information	No File Uploaded

2.3.4 - ICT support is used by students in various learning situations such as Understanding theory courses Practice teaching Internship Out of class room activities Biomechanical and Kinesiological activities Field sports	Four of the above
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File Description	Documents
Data as per Data Template	View File
Lesson plan / activity plan / activity report to substantiate the use of ICT by students in various learning situations	No File Uploaded
Geo-tagged photographs wherever applicable	No File Uploaded
Link of resources used	Nil
Any other relevant information	View File

2.3.5 - Continual mentoring is provided by teachers for developing professional attributes in students Describe in not more than 100-200 words the nature of mentoring efforts in the institution with respect to working in teams dealing with student diversity conduct of self with colleagues and authorities balancing home and work stress keeping oneself abreast with recent developments in education and life

Mahajubilee Training College organises outreach activities in the community in view of influencing and sensitising students to social issues and contribute to community development. In addition to the academic realms, MJTC takes serving the community through extension as a social responsibility and a core value to be inculcated in the new generation.. Affiliation and interaction

with local groups or individuals who have an interest in the activities of the institution like Mulloorkara Panchayath. The processes and strategies inherent in such activities like the interactions with elderly at the Pakalveedu programme, pothichoru, relevantly sensitise students to the social issues and contexts. Mahajubilee college conducted an eye testing camp in association with Trinity Eye Hospital Thrissur and All Kerala Photographers association (AKPA) wadakanchery zone.. In connection with consumer protection day our faculty Ms. Ann George (Asst. Prof. in Education) conducted an awareness class for the members of Pakalveedu (day home for elderly parents) who were alone in their home . An awareness programme to prevent forest fire, Forest department Trissur Division conducted a programme on 04/03/2023 at Asurankundu Dam Thrissur Dt. In co - operation with Eco club of our college.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

2.3.6 - Institution provides exposure to students about recent developments in the field of education through Special lectures by experts Book reading & discussion on it Discussion on recent policies & regulations Teacher presented seminars for benefit of teachers & students Use of media for various aspects of education Discussions showcasing the linkages of various contexts of education- from local to regional to national to global

Four of the above

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the selected response/s	View File
Reports of activities conducted related to recent developments in education with video graphic support, wherever possible	No File Uploaded
Any other relevant information	No File Uploaded

2.3.7 - Teaching learning process nurtures creativity, innovativeness, intellectual and thinking skills, empathy, life skills etc. among students

Mahajubilee training college has always ensured that the student teachers are exposed to all kinds of situations. Morning assembly itself is thought initiating and knowledge building. Student teachers have been encouraged to attend and present papers in various national and international seminars. Student teachers are trained in adopting eco-friendly practices. First Friday mass and confession sessions are arranged in college chapel. College renders services in the local area providing free tuition, health camps, cleanliness drives, and entertainment programmes for aged people in the "pakalveedu", etc.

Enhancement of Professional Capacities (EPC) helps in the development of good language skills, metacognition, develop interest in reading and also to understand the relationship between head, heart and hand.

Student teachers are made real 'Techno-Pedagogue'. The college has master skill trainee groups. Puppetry workshops, chart and model workshops are arranged. Invited lectures are conducted. Special schools are visited. Sessions and talks arranged during the community living camp spans diverse topics ranging from astrophysics to life skill management, origami etc. The 'synergy' series has opened up new areas of education field and has provided a platform for students to exchange their ideas.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

2.4 - Competency and Skill Development

2.4.1 - Institution provides opportunities for developing competencies and skills in different functional areas through specially designed activities / experiences that include
Organizing Learning (lesson plan)
Developing Teaching Competencies
Assessment of Learning Technology Use and Integration
Organizing Field Visits
Conducting Outreach/ Out of Classroom Activities
Community Engagement

Seven/Eight of the above

Facilitating Inclusive Education Preparing Individualized Educational Plan(IEP)	
File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the selected response/s	View File
Reports of activities with video graphic support wherever possibl	No File Uploaded
Any other relevant information	No File Uploaded
2.4.2 - Students go through a set of activities as preparatory to school- based practice teaching and internship. Pre practice teaching / internship orientation / training encompasses certain significant skills and competencies such as Formulating learning objectives Content mapping Lesson planning/ Individualized Education Plans (IEP) Identifying varied student abilities Dealing with student diversity in classrooms Visualising differential learning activities according to student needs Addressing inclusiveness Assessing student learning Mobilizing relevant and varied learning resources Evolving ICT based learning situations Exposure to Braille /Indian languages /Community engagement	Eight /Nine of the above
File Description	Documents
Data as per Data Template	View File
Reports and photographs / videos of the activities	View File
Attendance sheets of the workshops / activities with seal and signature of the Principal	No File Uploaded
Documentary evidence in support of each selected activity	No File Uploaded
Any other relevant information	No File Uploaded

<p>2.4.3 - Competency of effective communication is developed in students through several activities such as Workshop sessions for effective communication Simulated sessions for practicing communication in different situations Participating in institutional activities as ‘anchor’, ‘discussant’ or ‘rapporteur’ Classroom teaching learning situations along with teacher and peer feedback</p>	<p>Three of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="86 613 539 676">File Description</th> <th data-bbox="539 613 1436 676">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 676 539 739">Data as per Data Template</td> <td data-bbox="539 676 1436 739">View File</td> </tr> <tr> <td data-bbox="86 739 539 918">Details of the activities carried out during the academic year in respect of each response indicated</td> <td data-bbox="539 739 1436 918">View File</td> </tr> <tr> <td data-bbox="86 918 539 981">Any other relevant information</td> <td data-bbox="539 918 1436 981">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Data as per Data Template	View File	Details of the activities carried out during the academic year in respect of each response indicated	View File	Any other relevant information	No File Uploaded			
File Description	Documents										
Data as per Data Template	View File										
Details of the activities carried out during the academic year in respect of each response indicated	View File										
Any other relevant information	No File Uploaded										
<p>2.4.4 - Students are enabled to evolve the following tools of assessment for learning suited to the kinds of learning engagement provided to learners, and to analyse as well as interpret responses Teacher made written tests essentially based on subject content Observation modes for individual and group activities Performance tests Oral assessment Rating Scales</p>	<p>Four of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="86 1420 539 1482">File Description</th> <th data-bbox="539 1420 1436 1482">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1482 539 1545">Data as per Data Template</td> <td data-bbox="539 1482 1436 1545">View File</td> </tr> <tr> <td data-bbox="86 1545 539 1688">Samples prepared by students for each indicated assessment tool</td> <td data-bbox="539 1545 1436 1688">View File</td> </tr> <tr> <td data-bbox="86 1688 539 1832">Documents showing the different activities for evolving indicated assessment tools</td> <td data-bbox="539 1688 1436 1832">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1832 539 1895">Any other relevant information</td> <td data-bbox="539 1832 1436 1895">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Data as per Data Template	View File	Samples prepared by students for each indicated assessment tool	View File	Documents showing the different activities for evolving indicated assessment tools	No File Uploaded	Any other relevant information	No File Uploaded	
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Data as per Data Template	View File										
Samples prepared by students for each indicated assessment tool	View File										
Documents showing the different activities for evolving indicated assessment tools	No File Uploaded										
Any other relevant information	No File Uploaded										
<p>2.4.5 - Adequate skills are developed in students for effective use of ICT for teaching learning process in respect of Preparation of</p>	<p>Four of the above</p>										

<p>lesson plans Developing assessment tools for both online and offline learning Effective use of social media/learning apps/adaptive devices for learning Identifying and selecting/developing online learning resources Evolving learning sequences (learning activities) for online as well as face to face situations</p>	
File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of each response selected	View File
Sample evidence showing the tasks carried out for each of the selected response	No File Uploaded
Any other relevant information	No File Uploaded
<p>2.4.6 - Students develop competence to organize academic, cultural, sports and community related events through Planning and scheduling academic, cultural and sports events in school Planning and execution of community related events Building teams and helping them to participate Involvement in preparatory arrangements Executing/conducting the event</p>	<p>Three of the above</p>
File Description	Documents
Data as per Data Template	View File
Documentary evidence showing the activities carried out for each of the selected response	View File
Report of the events organized	No File Uploaded
Photographs with caption and date, wherever possible	No File Uploaded
Any other relevant information	No File Uploaded
<p>2.4.7 - A variety of assignments given and assessed for theory courses through Library work Field exploration Hands-on activity</p>	<p>Four of the above</p>

Preparation of term paper Identifying and using the different sources for study

File Description	Documents
Data as per Data Template	View File
Samples of assessed assignments for theory courses of different programmes	View File
Any other relevant information	No File Uploaded

2.4.8 - Internship programme is systematically planned with necessary preparedness Describe institution's preparatory efforts at organizing internship programme in not more than 100-200 words with respect to the following: Selection/identification of schools for internship: participative/on request Orientation to school principal/teachers Orientation to students going for internship Defining role of teachers of the institution Streamlining mode/s of assessment of student performance Exposure to variety of school set ups

Mahajubilee Training College has served the best pathway for operationalizing the theories learnt beforehand. The college has a cordial relationship with the schools in the vicinity since the time of its inception. The student teachers are provided with the list of schools for internship beforehand. Elaborate arrangements are made like the compilation of student data, contact details, etc and also the necessary records like attendance register, internship record distribution, performa filling up detailing etc. The assessment and evaluation of the same are conducted under the criteria like teaching performance under shared practice and individual effort, class observation report of senior teachers, maintenance of diary etc. The teacher educators have to visit the schools 5 times over this period to assess the student teachers' improvement in teaching. At the end of each spell a sharing session of the internship programme has been conducted where the students are able to share an account of different experiences encountered during the internship period and how they solved those problems. The college has provided the students with all the required assistance like the provision of required records, observation schedules etc throughout the internship for the successful completion of the programme

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

2.4.9 - Number of students attached to each school for internship during the academic year	
2.4.9.1 - Number of final year students during the academic year	
50	
File Description	Documents
Data as per Data Template	View File
Plan of teacher engagement in school internship	View File
Any other relevant information	View File
2.4.10 - Nature of internee engagement during internship consists of Classroom teaching Mentoring Time-table preparation Student counseling PTA meetings Assessment of student learning – home assignments & tests Organizing academic and cultural events Maintaining documents Administrative responsibilities- experience/exposure Preparation of progress reports	Five/Six of the above
File Description	Documents
Data as per Data Template	View File
Sample copies for each of selected activities claimed	No File Uploaded
School-wise internship reports showing student engagement in activities claimed	No File Uploaded
Wherever the documents are in regional language, provide English translated version	No File Uploaded
Any other relevant information	No File Uploaded
2.4.11 - Institution adopts effective monitoring mechanisms during internship programme. Describe in not more than 100-200 words, the monitoring mechanisms adopted to ensure optimal impact of internship in schools with specific reference to the role of teacher educators, school principal, school teachers and peers.	
The college has been very vigilant in monitoring the day-to-day activities of each intern during the school internship programme. The frequent visits conducted by the teacher educators to the	

respective schools has helped them to monitor and assess the development of skills in the intern which also measures the progress of other concerned works. The teacher educators have to meticulously fill the observation schedule while doing the school visit and has to also clarify the doubts and anxieties of the student teachers. The students are assessed on a variety of aspects such as achievement tests, action research, beyond the school activities. The teacher educators also render their services beyond the working time to extend help and support in case needed. The Principal of the institution and the other staff also frequently communicate with the heads of the school and the activities of the intern are continuously monitored. Peers observe the classes taken by the student teachers and constructive comments on the same is given. The works of interns are constantly monitored by the teacher educators like the development of learning aids, charts etc, thus ensures that they are of standard format and scientific

File Description	Documents
Documentary evidence in support of the response	View File
Any other relevant information	No File Uploaded

2.4.12 - Performance of students during internship is assessed by the institution in terms of observations of different persons such as Self Peers (fellow interns) Teachers / School* Teachers Principal / School* Principal B. Ed Students / School* Students (* 'Schools' to be read as "TEIs" for PG programmes)

Three of the above

File Description	Documents
Assessment criteria adopted by each of the selected persons (For Bachelor and PG Programmes as applicable)	View File
Two filled in sample observation formats for each of the claimed assessors	View File
Any other relevant information	No File Uploaded

2.4.13 - Comprehensive appraisal of interns' performance is in place. The criteria used for

Three of the above

assessment include Effectiveness in class room teaching Competency acquired in evaluation process in schools Involvement in various activities of schools Regularity, initiative and commitment Extent of job readiness

File Description	Documents
Format for criteria and weightages for interns' performance appraisal used	View File
Five filled in formats for each of the aspects claimed	No File Uploaded
Any other relevant information	No File Uploaded

2.5 - Teacher Profile and Quality

2.5.1 - Number of fulltime teachers against sanctioned posts during the year

11

File Description	Documents
Data as per Data Template	View File
Sanction letters indicating number of posts (including management sanctioned posts) with seal and signature of the principal	View File
English translation of sanction letter, if it is in regional language	No File Uploaded
Any other relevant information	No File Uploaded

2.5.2 - Number of fulltime teachers with Ph. D. degree during the year

2

File Description	Documents
Data as per Data Template	View File
Certificates of Doctoral Degree (Ph.D) of the faculty	View File
Any other relevant information	No File Uploaded

2.5.3 - Number of teaching experience of full time teachers for the during the year	
190	
2.5.3.1 - Total number of years of teaching experience of full-time teachers for the academic year	
196	
File Description	Documents
Copy of the appointment letters of the fulltime teachers	View File
Any other relevant information	No File Uploaded
<p>2.5.4 - Teachers put-forth efforts to keep themselves updated professionally Describe the nature of efforts by teachers to keep themselves updated professionally in not more than 100-200 words 1. In house discussions on current developments and issues in education 2. Share information with colleagues and with other institutions on policies and regulations</p> <p>Mahajubilee Training college has resourceful and professionally competent group of teacher educators that serves as the pillars of institution. Faculty initiates efforts to ensure that they are academically and professionally updated. Frequent discussions on the innovative teaching practices, implementation of national polices etc are conducted to keep abreast with the changing scenario of education. The expertise and knowledge of senior faculty members of the college has been utilized to train the junior teachers in matters pertaining to conduct of tasks, submission of various practical etc. In case of any change in curriculum, the notifications are thoroughly analysed and studied in depth to understand the gist and the problems. ICT workshops are conducted frequently. Faculty enrichment programmes are conducted in the college. Teacher educators has also undertaken research and development works and they publish research papers and articles in national and international journals. During the formal and informal meetings discussions on innovative practices, changes to be adopted during teaching practice and also the improvements to be made in the task and assignments are discussed. "Synergy" talks are also enabled for the teachers which has helped them to improve their language and also to get familiarised with the modern-day technologies.</p>	

File Description	Documents
Documentary evidence to support the claim	View File
Any other relevant information	No File Uploaded

2.6 - Evaluation Process

2.6.1 - Continuous Internal Evaluation (CIE) of student learning is in place in the institution
Describe details of the Continuous Internal Evaluation in the institution highlighting its major components in not more than 100-200 words

The student teachers are evaluated at all stages of their development spanning both scholastic and co-scholastic activities. They are evaluated at regular intervals by conducting unit tests and other means such as submission of tasks and assignments etc. Each submission and tasks are evaluated on a set of predetermined criteria like innovativeness, presentation, neatness of the work, timely submission etc. The student teachers are informed beforehand about the various criteria under which they are evaluated. The internal examinations are conducted in the standard format which has trained the students to get an exposure to the actual examination. The marks awarded are published in the notice board and a descriptive analysis of the marks spanning both the core courses and optional ones has been conducted. The respective toppers are awarded with suitable recognition. The student teachers who require special attention are identified during the initial phase itself and are provided with additional support.

File Description	Documents
Relevant documents related to Internal Evaluation System at the institution level with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

2.6.2 - Mechanism of internal evaluation is transparent and robust and time bound; Institution adopts the following in internal evaluation Display of internal assessment marks before the term end examination Timely feedback on individual/group performance Provision of improvement opportunities Access to tutorial/remedial support Provision of answering bilingually

Four of the above

File Description	Documents
Copy of university regulation on internal evaluation for teacher education	View File
Annual Institutional plan of action for internal evaluation	No File Uploaded
Details of provisions for improvement and bi-lingual answering	No File Uploaded
Documentary evidence for remedial support provided	No File Uploaded
Any other relevant information	No File Uploaded

2.6.3 - Mechanism for grievance redressal related to examination is operationally effective

Mahajubilee Training College has been ardent in keeping the transparency of the examinations conducted. The college ensures that the students are well informed of their internal marks by publishing them prior to the final submission to the university. Grievance redressal cell has been actively operating in the college which looks into the matters pertaining to a wide range of problems. The college management has allowed the students to raise issue in case of any discrepancy in marks for which an expert panel has been constituted consisting of Principal and senior teachers to look into the matter. On the administrative side, the college has ensured that the documentation works pertaining to the examinations are up to date and separate ledgers and records are maintained for the same. A senior teacher has been given the duty in charge to oversee the conduct of the examinations and documentation works. The allocated classrooms for examination are fitted with CCTV cameras so that transparency of the conduct of examinations is guaranteed. The administrative staff and academic wing work hand in hand for the successful conduct of the examinations. The college is always there as a helping hand for those in need both mentally and financially.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	View File
Any other relevant information	View File

2.6.4 - The institution adheres to academic calendar for the conduct of Internal Evaluation Describe the mechanism of adhering to academic calendar for the conduct of Internal Evaluation in the institution in not more than 100-200 words.

Mahajubilee Training College prepares a detailed academic calendar every year before the commencement of the classes which covers all the scholastic and co scholastic aspects clearly. Internal evaluation exams are incorporated at regular intervals in the academic calendar beforehand. This has helped the student teachers to prepare well for the exams and the teacher educators will also get a clarity on the extend of covering the syllabus. Internal assessments are conducted regularly on a monthly basis and each subject paper has been allotted a particular day in the week for conducting the exam. The college has ensured that the exam papers are evaluated truthfully without fail with transparency and are distributed to the students without any time lapse. This has helped the student teachers to identify the areas where improvement is needed. The remedial teaching hours are utilized as an opportunity for providing additional help to the student teachers and all necessary steps are taken by the management to ensure that the academic calendar is properly followed without postponement or rescheduling or cancellation of internal examinations. The academic calendar has invariably helped in structuring the schedule of various examinations and also to deliver the portions systematically

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	View File
Any other relevant information	View File

2.7 - Student Performance and Learning Outcomes

2.7.1 - The teaching learning process of the institution is aligned with the stated PLOs and CLOs. Describe the way in which institution ensures alignment of stated PLOs and CLOs with the teaching learning process in not more than 100 - 200 words.

Mahajubilee Training College has been functioning systematically successfully transacting the objectives to be attained as prescribed by the Calicut University. The student teacher are nurtured right from entry level to the successful completion of the course. The pedagogic styles and innovations are accurately planned. The co scholastic activities like the programme co ordinations, cultural programmes, sports, other day observations and field trips has immensely helped the students to develop as a

well-adjusted personality. A well-defined assessment system based on the learning outcomes and a constructive curriculum is followed. The student teachers are exposed through various programmes like workshops interactive sessions etc which has helped them to explore new perspectives of education and also to understand the significance of education in the social context. The brain storming and debates conducted in classrooms has aided them in understanding the context and issues in the education sector. The psychology classes have equipped the students with the necessary skills to understand the self and the learner could plan a teaching learning strategy accordingly. The cultural and traditional events celebrated in the college has helped the students to develop a sense of unity and harmony amongst diversities

File Description	Documents
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

2.7.2 - Pass percentage of Students during the year

File Description	Documents
Data as per Data Template	View File
Result sheet for each year received from the Affiliating University	View File
Certified report from the Head of the Institution indicating pass percentage of students program-wise	View File
Any other relevant information	No File Uploaded

2.7.3 - The progressive performance of students and attainment of professional and personal attributes in line with the PLOs and CLOs is monitored and used for further improvements

The college has always ensured continuous monitoring of student teachers and a good feedback system has also been practiced. The inputs for the same has been used elaborately to introduce improvements in the system. Observation schedules are incorporated at various stages to assess the changes to be made. The 5 point scale observation schedule has been prepared and distributed among the students. The henceforth obtained data has to be analysed to identify the vacuums in the system that needs to be improved. The

data obtained on the entry level behaviour of the students are analysed and compared with the current observation schedules so that the progress attained by the student teachers can be identified and noted. In the college the existing system has been meticulously planned and executed. Hence the student teachers have shown a significantly positive change in their academic and professional attributes. Such keen monitoring of the student teachers has helped them to improve their performances up manifolds

File Description	Documents
Documentary evidence showing the performance of students on various internal assessment tasks and the LOs achieved	View File
Any other relevant information	View File

2.7.4 - Performance of outgoing students in internal assessment

2.7.4.1 - Number of students achieving on an average 70% or more in internal assessment activities during the year

100

File Description	Documents
Number of students achieving on an average 70% or more in internal assessment activities during t	View File
Record of student-wise / programme-wise / semester-wise internal assessment of students during the year	View File
Any other relevant information	No File Uploaded

2.7.5 - Performance of students on various assessment tasks reflects how far their initially identified learning needs are catered to. Describe with examples the extent to which the assessment task and the performance of students reflect their initially identified learning needs in not more than 100 -200 words.

Student teachers of the college has always shown an incremental development. It has been observed that more than 90% of the students showed a significant improvement in the pedagogic and attitudinal styles once they have undergone the various workshops and mentoring sessions. The entry level tests have helped to

identify the vacuum in each and the proper management techniques adopted by the college has further helped to rectify the problems in those students that has developed them into a full-fledged professional. Student teachers has optimally utilized the library facilities available in the college for references, note making and also for acquiring extra knowledge. They also make use of the computer system to obtain detailed information on the various topics of assignment and are able to organise the data in a well-structured form. The student teachers are efficient and punctual in submitting the works and successfully meets the deadlines. Throughout the course as they have been exposed to numerous tests, tasks, assignments and personality improvement courses, they have acquired extra knowledge and training which has transformed them as far better individuals educationally and also as an individual

File Description	Documents
Documentary evidence in respect to claim	View File
Any other relevant information	View File

2.8 - Student Satisfaction Survey

2.8.1 - Online student satisfaction survey regarding teaching learning process

<https://www.mahajubileecollege.org/NAAC/Documents/S.S.S-2019-20.pdf>

RESEARCH AND OUTREACH ACTIVITIES

3.1 - Resource Mobilization for Research

3.1.1 - Number of research projects funded by government and/ or non-government agencies during the year

0

File Description	Documents
Data as per Data Template	View File
Sanction letter from the funding agency	No File Uploaded
Any other relevant information	No File Uploaded

3.1.2 - Number of grants received for research projects from government and / or non-government agencies during the year (INR in Lakhs)

0

File Description	Documents
Sanction letter from the funding agency	No File Uploaded
Income Expenditure statements highlighting the research grants received certified by the auditor	No File Uploaded
Any other relevant information	No File Uploaded
3.1.3 - In-house support is provided by the institution to teachers for research purposes during the year in the form of Seed money for doctoral studies / research projects Granting study leave for research field work Undertaking appraisals of institutional functioning and documentation Facilitating research by providing organizational supports Organizing research circle / internal seminar / interactive session on research	Two of the above
File Description	Documents
Data as per Data Template	View File
Institutional Policy document detailing scheme of incentives	View File
Sanction letters of award of incentives	View File
Income Expenditure statements highlighting the relevant expenditure with seal and signature of the Principal	No File Uploaded
Documentary evidence for each of the claims	No File Uploaded
Any other relevant information	No File Uploaded
3.1.4 - Institution has created an eco-system for innovation and other initiatives for creation and transfer of knowledge that include Participative efforts (brain storming, think tank etc.) to identify possible and needed innovations Encouragement to novel ideas Official approval and support for innovative try-outs Material and procedural	Three of the above

supports	
File Description	Documents
Documentary evidences in support of the claims	View File
Details of reports highlighting the claims made by the institution	No File Uploaded
Reports of innovations tried out and ideas incubated	No File Uploaded
Copyrights or patents filed	No File Uploaded
Any other relevant information	No File Uploaded
3.2 - Research Publications	
3.2.1 - Number of research papers / articles per teacher published in Journals notified on UGC website during the year	
2	
File Description	Documents
Data as per Data Template	View File
First page of the article/journals with seal and signature of the Principal	No File Uploaded
E-copies of outer jacket/contents page of the journals in which articles are published	No File Uploaded
Any other relevant information	No File Uploaded
3.2.2 - Number of books and / or chapters in edited books published and papers in National / International conference-proceedings per teacher during the year	
2	

File Description	Documents
Data as per Data Template	View File
• First page of the published book/chapter with seal and signature of the Principal	No File Uploaded
E-copies of outer jacket/contents page of the books, chapters and papers published along with ISBN number in national / international conference-proceedings per teacher	No File Uploaded
Any other relevant information	View File

3.3 - Outreach Activities

3.3.1 - Number of outreach activities organized by the institution during the year

3.3.1.1 - Total number of outreach activities organized by the institution during the year

6

File Description	Documents
Data as per Data Template	View File
Report of each outreach activity organized along with video/ photographs with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

3.3.2 - Number of students participating in outreach activities organized by the institution during the year

3.3.2.1 - Number of students participating in outreach activities organized by the institution during the year

6

File Description	Documents
Event-wise newspaper clippings / videos / photographs with captions and dates	View File
Report of each outreach activity with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

3.3.3 - Number of student participation in national priority programmes such as Swachh Bharat, AIDs awareness, Gender sensitivity, Yoga, Digital India, National Water Mission during the year

100

3.3.3.1 - Number of students participated in activities as part of national priority programmes during the year

100

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the claim along with photographs with caption and date	No File Uploaded
Any other relevant information	No File Uploaded

3.3.4 - Outreach activities in the community in terms of influencing and sensitizing students to social issues and contribute to community development Describe the way in which outreach activities conducted sensitized students to social issues and community development in not more than 100-200 words.

Mahajubilee Training College organises outreach activities in the community in view of influencing and sensitising students to social issues and contribute to community development. In addition to the academic realms, MJTC takes serving the community through extension as a social responsibility and a core value to be inculcated in the new generation.. Affiliation and interaction with local groups or individuals who have an interest in the activities of the institution like Mulloorkara Panchayath. The processes and strategies inherent in such activities like the interactions with elderly at the Pakalvedu programme, pothichoru, relevantly sensitize students to the social issues and contexts.

Mahajubilee college conducted an eye testing camp in association with Trinity Eye Hospital Thrissur and All Kerala Photographers association (AKPA) wadakanchery zone.. In connection with consumer protection day our faculty Ms. Ann George (Asst. Prof. in Education) conducted an awareness class for the members of Pakalveedu (day home for elderly parents) who were alone in their home . An awareness programme to prevent forest fire, Forest department Trissur Division conducted a programme on 04/03/2023 at Asurankundu Dam Thrissur Dt. In co - operation with Eco club of our college.

File Description	Documents
Relevant documentary evidence for the claim	View File
Report of each outreach activity signed by the Principal	No File Uploaded
Any other relevant information	No File Uploaded

3.3.5 - Number of awards and honours received for outreach activities from government / recognized agency during the year

0

File Description	Documents
Data as per Data Template	View File
Appropriate certificates from the awarding agency	No File Uploaded
Any other relevant information	No File Uploaded

3.4 - Collaboration and Linkages

3.4.1 - Number of linkages for Faculty exchange, Student exchange, research etc. during the year

2

3.4.1.1 - Number of linkages for faculty exchange, student exchange, research etc. during the year

2

File Description	Documents
Data as per Data Template	View File
List of teachers/students benefited by linkage – exchange and research	View File
Report of each linkage along with videos/photographs	No File Uploaded
Any other relevant information	No File Uploaded

3.4.2 - Functional MoUs with institutions of National and / or International importance, other universities, industries, corporate houses etc. during the academic year

1

File Description	Documents
Data as per Data Template	View File
Copies of the MoU's with institution / industry/ corporate houses	View File
Any other relevant information	No File Uploaded

3.4.3 - Institution has linkages with schools and other educational agencies for both academic and outreach activities and jointly organizes Local community based activities Practice teaching /internship in schools Organizes events of mutual interest- literary, cultural and open discussions on pertinent themes to school education Discern ways to strengthen school based practice through joint discussions and planning Join hands with schools in identifying areas for innovative practice Rehabilitation Clinics Linkages with general colleges

Three/Four of the above

File Description	Documents
Data as per Data Template	View File
Report of each activities with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The institution has adequate facilities for Teaching- Learning. viz., classrooms, laboratories, sports field, fitness center, equipment, computing facilities, sports complex, etc. for the various programme offered Describe the adequacy of facilities for Teaching –Learning as per the minimum specified requirement by statutory bodies in not more than 100 - 200 words

College has a well developed infrastructural facility with well furnished classrooms and a serene environment. The rooms are well lit and spacious with all amenities for storage and use. The software and ICT facilities are up to date and the psychological and science labs are well furnished and updated. The campus is wi fi enabled and user friendly in nature. The college has a Smart classroom cum computer-lab with 6 multicourse desktop computers with broadband facilities and one laser printer cum copier. The sports ground has vast area, Volley ball court, badminton court and other sports accessories are there as assets of the institution. Carrom board, chess, table tennis, Magnet Dart Board, Ludo are also provided by the college for indoor sports activities. Solar panels of 10KV capacity has been installed for meeting the energy requirements of the college during day time. Constant voltage power supply is ensured from the 110 KV transformer installed near the campus by the KSEB mainly for the purpose of the college.

File Description	Documents
List of physical facilities available for teaching learning	View File
Geo-tagged photographs	View File
Any other relevant information	No File Uploaded

4.1.2 - Number of classrooms and seminar hall(s) with ICT- enabled facilities such as smart classroom, LMS, video and sound systems etc. during the year.

4.1.2.1 - Number of classrooms and seminar hall(s) with ICT facilities

5

File Description	Documents
Data as per Data Template	View File
Geo-tagged photographs	View File
Link to relevant page on the Institutional website	Nil
Any other relevant information	No File Uploaded

4.1.3 - Expenditure for infrastructure augmentation excluding salary during the year (INR in lakhs)

1264762.38

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting the expenditure on infrastructure augmentation with seal and signature of CA and the Principal	View File
Any other relevant information	No File Uploaded

4.2 - Library as a Learning Resource

4.2.1 - Institution has adopted automation of library using Integrated Library Management System (ILMS) or any other software Describe the features of Library Automation in not more than 100 – 200 words.

Mahajubilee has a well furnished and growing library with a seating capacity of 50 students. Total area of the library is 99.08 square meters. It is operational for 8 hours per day. Well-furnished and semi-automated with about 6157 books and Magazine/journals. 2 computers are available for public access and the room is wi fi enabled. KOHA updation is in process, otherwise card catalogue system is prevailing. On an average there are 625 users per month. The entire library is under CCTV surveillance to prevent any losses. The library has been providing printing/photocopy facility to students. The library has different sections for Reference Books, Reading books, CDs , current affairs, Dissertations, Journal and Magazine Sections, News Paper Reading section...etc. The library provides open access facilities. Students and staff can go directly to the cupboards and select books. Total Books is 6157 and 5 journals. 800 reference books are available. Library subscribes 4 newspapers and has a collection of

108 educational CD's

File Description	Documents
Bill for augmentation of library signed by the Principal	View File
Web-link to library facilities, if available	Nil
Any other relevant information	No File Uploaded

4.2.2 - Institution has remote access to library resources which students and teachers use frequently Give details of Gateway for remote access to library resources used by teachers and students in not more than 100 - 200 words

Basic facilities in the college library has been satisfied and is growing in phased manner, now with more than 6000 books and 200 reference books. 5 journals have been subscribed. Library has a seating capacity of 50 students. Card system is followed for the issue of books. Two desktop computers with LAN connection is provided for detailed reference. Library digitalization is progressing with KOHA installation under process. The official procedures for obtaining INFLIBNET and other remote access facilities has been initiated. The college puts forth all necessary efforts to upgrade the library facilities yearly

File Description	Documents
Landing page of the remote access webpage	No File Uploaded
Details of users and details of visits/downloads	No File Uploaded
Any other relevant information	No File Uploaded

4.2.3 - Institution has subscription for e-resources and has membership / registration for the following e-journals e-Shodh Sindhu Shodhganga e-books Databases

File Description	Documents
Data as per Data template	View File
Receipts of subscription /membership to e-resources	No File Uploaded
E-copy of the letter of subscription /member ship in the name of institution	No File Uploaded
Any other relevant information	No File Uploaded

4.2.4 - Annual expenditure for purchase of books, journals, and e-resources during the year (INR in Lakhs)

29862.83

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting the expenditure on purchase of books, journals, e-resources with seal and signature of both the Principal and Chartered Accountant	View File
Any other relevant information	No File Uploaded

4.2.5 - Per day usage of library by teachers and students during the academic year

4.2.5.1 - Number of teachers and students using library for Month one (not less than 20 working days) during the academic year

92

File Description	Documents
Document showing the number of teachers and students using library / e-library per working day/ logins in remote access for 10 days each for five months during the academic year with seal and signature of both the librarian and principal	View File
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	Nil
Any other relevant information	No File Uploaded

4.2.6 - Efforts are made to make available National Policies and other documents on education in the library suitable to the three streams of teacher education –general teacher education, special education and physical education by the following ways
Relevant educational documents are obtained on a regular basis Documents are made available from other libraries on loan Documents are obtained as and when teachers recommend Documents are obtained as gifts to College

One of the above

File Description	Documents
Data as per Data Template	View File
Any other relevant information	No File Uploaded

4.3 - ICT Infrastructure

4.3.1 - Institution updates its ICT facilities including Wi-Fi Describe ICT facilities including Wi-Fi with date and nature of updation in not more than 100 - 200 words

The institution has an up-to-date computer facility with a view to help the students keep pace with the advancements in the IT field. The institution has a fully equipped computer lab with 12 Intel Pentium IV PCs with broadband internet facilities (Wi-Fi Technology inside the Campus) and with one Laser Printer cum Copier. There are 15 computers in the college. One at office

(Central Server), one at principal's chamber, one at library and remaining 12 systems at computer lab for students and staff including all latest educational software including video editing suit (for making educational video and other videos programmes). The computer student ratio in the computer laboratory is 3;1

File Description	Documents
Document related to date of implementation and updation, receipt for updating the Wi-Fi	View File
Any other relevant information	No File Uploaded

4.3.2 - Student – Computer ratio during the academic year

3;1

File Description	Documents
Data as per data template	View File
Purchase receipts and relevant pages of the Stock Register with seal and signature of the principal	No File Uploaded
Any other relevant information	No File Uploaded

4.3.3 - Available bandwidth of internet connection in the Institution (Leased line) Opt any one:

B. 500 MBPS - 1GBPS

File Description	Documents
Receipt for connection indicating bandwidth	View File
Bill for any one month during the academic year indicating internet connection plan, speed and bandwidth	No File Uploaded
Any other relevant Information	No File Uploaded

4.3.4 - Facilities for e-content development are available in the institution such as Facilities for e-content development are available in the institution such as Studio / Live studio Content distribution system Lecture Capturing System (LCS)

Two of the above

Teleprompter Editing and graphic unit	
File Description	Documents
Data as per Data Template	View File
Link to videos of the e-content development facilities	Nil
List the equipment purchased for claimed facilities along with the relevant bills	No File Uploaded
Link to the e-content developed by the faculty of the institution	Nil
Any other relevant information	No File Uploaded
4.4 - Maintenance of Campus and Infrastructure	
4.4.1 - Expenditure incurred exclusively on maintenance of physical and academic support facilities during the year (INR in Lakhs)	
933084.74	
File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting relevant items with seal and signature of the Principal and Chartered Accountant	View File
Any other relevant information	No File Uploaded
4.4.2 - Systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. are in place Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities in not more than 100 - 200 words	
<p>The College ensures regular maintenance and upkeep of all infrastructural facilities. Maintenance is arranged with proper technicians as it needed. IT machines and software are continuously upgraded to ensure according to the market relevance. Principal along with teachers, IQAC and other committees draw Standards of Procedure and guidelines for overall development of College and accordingly frame policies based on guidelines of UGC. Different committees for maintenance are 1. Purchase Committee Furniture and equipment are purchased on regular basis as per the</p>	

requirements with Purchase Committee consisting of the Principal as Chairman, Bursar, 3 faculty members 2. Library Advisory Committee The library has advisory committee with a Librarian as convener and faculty members nominated as member of the committee by principal. This committee meet to discuss the function, requirements, utilization of resources, distribution of funds and other matter pertaining to the library 3.

File Description	Documents
Appropriate link(s) on the institutional website	https://www.mahajubileecollege.org/NAAC/Documents/Procedure-and-policies-for-maintaining-and-utilizing-physical-and-academic-support-facclities.pdf
Any other relevant information	No File Uploaded

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - A range of capability building and skill enhancement initiatives are undertaken by the institution such as Career and Personal Counseling Skill enhancement in academic, technical and organizational aspects Communicating with persons of different disabilities: Braille, Sign language and Speech training Capability to develop a seminar paper and a research paper; understand/appreciate the difference between the two E-content development Online assessment of learning

Four of the above

File Description	Documents
Data as per Data Template	View File
Report on each capability building and skill enhancement initiative adopted with seal and signature of the Principal	View File
Sample feedback sheets from the students participating in each of the initiative	No File Uploaded
Photographs with date and caption for each initiative	No File Uploaded
Any other relevant information	No File Uploaded

5.1.2 - Available student support facilities in institution are Vehicle Parking Common rooms separately for boys and girls Recreational facility First aid and medical aid Transport Book bank Safe drinking water Hostel Canteen Toilets for girls Indicate the one/s applicable

Nine or more of the above

File Description	Documents
Geo-tagged photographs	View File
Any other relevant information	No File Uploaded

5.1.3 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Data as per Data Template for the applicable options	View File
Institutional guidelines for students' grievance redressal	View File
Composition of the student grievance redressal committee including sexual harassment and ragging	No File Uploaded
Samples of grievance submitted offline	No File Uploaded
Any other relevant information	No File Uploaded

5.1.4 - Institution provides additional support to needy students in several ways such as Monetary help from external sources such as banks Outside accommodation on reasonable rent on shared or individual basis Dean student welfare is appointed and takes care of student welfare Placement Officer is appointed and takes care of the Placement Cell Concession in tuition fees/hostel fees Group insurance (Health/Accident)

Two of the above

File Description	Documents
Data as per Data template	View File
Income Expenditure statement highlighting the relevant expenditure towards student concession along with approval / sanction letter	No File Uploaded
Report of the Placement Cell	No File Uploaded
Any other relevant information	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of students of the institution placed as teachers/teacher educators during the year

Number of students placed as teachers/teacher educators	Total number of graduating students
0	50

File Description	Documents
Data as per Data Template	View File
Reports of Placement Cell for during the year	No File Uploaded
Appointment letters of 10 percent graduates for each year	No File Uploaded
Any other relevant information	No File Uploaded

5.2.2 - Number of student progression to higher education during the academic year

5.2.2.1 - Number of outgoing students progressing from Bachelor to PG (A1).

0

File Description	Documents
Data as per Data Template	View File
Details of graduating students and their progression to higher education with seal and signature of the principal	No File Uploaded
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

5.2.3 - Number of students qualifying state/national level examinations during the year (eg: NET/SLET/ TET/ CTET)

20

File Description	Documents
Data as per Data Template	View File
Copy of certificates for qualifying in the state/national examination	View File
Any other relevant information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Student council is active and plays a proactive role in the institutional functioning Describe the ways in which student council plays a proactive role in the institutional functioning and contribute for students welfare in not more than 100 - 200 words

The student's council has an active role in this training college representing to the college administration. Students' council acts as direct responsibilities of the students, bringing ideas based on what students want. Seven students are elected through democratic process by the students of training college. The functions of council members are expected to maintain students' welfare and matters related to them and concentrate to the programmes of studies. All members are expected to act positive influences within the college. On the basis of consensus of council, students have also been included in class committees, event committees like programme committee, decoration committee, refreshment committee, entertainment committee, reception committee, Alumni association, Sports, library, cultural programmes, placement, magazine, canteen, recreation activities etc. Students' council meets periodically with the matters pertaining to programmes conducted in the college, in the support of college principal. The class representative system is essential to student representation as leaders and assistant leaders for each optional class. Totally, twelve leaders are selected to each optional class. The class representative meetings play a major role to assess teaching, learning and support services provided to the students by the institution.

File Description	Documents
Copy of constitution of student council signed by the Principal	View File
List of students represented on different bodies of the Institution signed by the Principal	No File Uploaded
Documentary evidence for alumni role in institution functioning and for student welfare	No File Uploaded
Any other relevant information	No File Uploaded

5.3.2 - Number of sports and cultural events organized at the institution during the year

2

File Description	Documents
Data as per Data Template	View File
Reports of the events along with the photographs with captions and dates	View File
Copy of circular / brochure indicating such kind of events	No File Uploaded
Any other relevant information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - Alumni Association/Chapter (registered / non-registered but functional) contributes significantly for the development of the institution Describe the role of alumni association in the development of institution in not more than 100 - 200 words highlighting two significant contributions in any functional aspects

M O S A, (Mahajubilee Old Students Association), our Alumni association is a chief support for college activities. The representatives of old students' association play a key role in every activity of our college. They contribute books to 'book bank' in our college. MOSA was ready to do coaching service for competitive examination. This important competitive examination coaching programme develops the competency to attend competitive examination among our student teachers. K TET, C TET, SET etc. are the important tests which are faced by the student teachers. Alumni association actively organizes induction programmes for newly admitted student teachers as well as existing staff teachers in our college. Professional excellence of the old student's association members is channelized for the benefits of the student teachers and the staff of the college. MOSA has contributed significantly for the development of our training institution

File Description	Documents
Details of office bearers and members of alumni association	View File
Certificate of registration of Alumni Association, if registered	No File Uploaded
Any other relevant information	No File Uploaded

5.4.2 - Alumni has an active role in the

One/Two of the above

**regular institutional functioning such as
Motivating the freshly enrolled students
Involvement in the in-house curriculum
development Organization of various
activities other than class room activities
Support to curriculum delivery Student
mentoring Financial contribution Placement
advice and support**

File Description	Documents
Documentary evidence for the selected claim	View File
Income Expenditure statement highlighting the alumni contribution	No File Uploaded
Report of alumni participation in institutional functioning for the academic year	No File Uploaded
Any other relevant information.	No File Uploaded

5.4.3 - Number of meetings of Alumni Association held during the year

1

File Description	Documents
Data as per Data Template	View File
Agenda and minutes of the meeting of Alumni Association with seal and signature of the Principal and the Secretary of the Association	No File Uploaded
Any other relevant information	No File Uploaded

5.4.4 - Alumni Association acts as an effective support system to the institution in motivating students as well as recognizing, nurturing and furthering any special talent/s in them. Describe the mechanism through which Alumni Association acts as an effective support system to the institution in motivating, nurturing special talent in not more than 100 - 200 words

The Alumni association MOSA nurtures and the talents of teacher trainers in this training college. Contributing old books which were used by them to newly admitted student teachers in our college, especially economically backward students. These books are passed on to the next batch after they learn the same. Adoption of green environmental practices like use of solar power,

improving greenery in and around the campus, minimize plastic use, rain water harvest, proper solid waste management, thirst quench for birds and others. In order to further their talent Mosa members does coaching services for competitive examination. More than fifty percentage teacher students passed their competitive examinations like K TET, SET etc. through the support of old student professionals. For third semester students, before practical examination, the old association members organize mock interviews simulating University Practical Examination Board. It furthers confidence among the students to face real interviews. The professionals further special talents among the newly admitted students conducting induction programmes. Sometimes they help to find the resource persons running the induction programmes.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership and participatory mechanism in tune with the vision and mission Describe the vision and mission statement of the institution on the nature of governance, perspective plans and participation of the teachers, students and non-teaching staffs in its decision making bodies of the institution in not more than 100 - 200 words.

Mahajubilee Teachers Training College is a Christian institution run by Corporate Educational Agency, under the Archdiocese Thrissur. The vision of our college is to create skill full teachers, academic excellence, harmonious development of each individual, through the excellent teachers, guest classes, different quality assurance programmes ,day celebrations ,competitive exam preparations etc. The mission of the institution is the integral development of personality based on Christian ideals. The college looks forward to educating the citizens who love God and serve humanity. Under the leadership of dedicated and supportive management, the college functions through a decentralized and participative system of governance. The leadership of the institution gives a proper sense of direction to the activities of the institution and endeavours to help the youth to grow up as competent, responsible, and mature individuals,

imbued with qualities of the head and the heart. Our institution attain their goal to "learn, live and teach "through education, to serve society to keep teacher ethics every time. The governance mechanism ensures that the activities of the college are allied with vision and mission of the college. Managing board members, staff representatives, student representatives also attend the meeting and take decisions for future.

File Description	Documents
Vision and Mission statements of the institution	View File
List of teachers, students and non-teaching staff on decision making bodies of the institution with seal and signature of the Principal	No File Uploaded
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

6.1.2 - Institution practices decentralization and participative management Describe the process of decentralization and participative management practiced in the institution in not more than 100 - 200 words

The management ensures decentralized administration in every activity. The managing board is the apex body with regard to the matters policy making. We conducted meeting of management committee, decision making bodies, before the next academic year. Evaluated the college functions, infrastructure, technology ,teaching-learning process, student's performance in academically and non- academic events previous year, To arranges a meeting that gives inputs for the strategic plan as per the vision and mission of the institution. Then beginning of the academic year we decided duties of the teachers and non- teaching staff next academic year. The plans proposed by the managing board and IQAC are presented before the staff council and it takes appropriate measures for its implementation. It also take major decisions regarding the day today administrative affairs of the college. The democratic style of functioning creates harmony and a sense of collective responsibility in the institution.

File Description	Documents
Relevant documents to indicate decentralization and participative management	View File
Any other relevant information	No File Uploaded

6.1.3 - The institution maintains transparency in its financial, academic, administrative and other functions Describe the efforts of the institution towards maintenance of transparency in its financial, academic, administrative and other functions in not more than 100 - 200 words.

The internal audit was carried out during the last year. The institute carries out internal and external audits regularly. The internal audit of the institute carries out by Rev Fr George Cheruvathur and Mr Anto Nettissery, the auditors of the Thrissur archdiocese. The external audit is carried out by Mr Joseph A.S & co, both these audit firms are having remarkably excellent services in the audit work and both the audit firms are very well renowned in the market. The College, situated in 7 acres of land, this college has all kinds of physical infrastructure facilities.

All activities related to college are decided discussing with the faculty members. Effective planning on the expenditure and income is done prior to the implementation. Efficient assessment of the programmes are conducted after the event to identify the flaws and rectify in future. Forthcoming events are advertised well before the event to ensure the participation of all stake holders. Both academic and administrative activities are transparent.

File Description	Documents
Reports indicating the efforts made by the institution towards maintenance of transparency	View File
Any other relevant information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic plan is effectively deployed Describe one activity successfully implemented based on the strategic plan with details of deployment strategy, during the year in not more than 100 - 200 words

MJTC in view of keeping abreast with the environmental activities initiated worldwide, has put forward efforts to switch on to clean and renewable form of energy. College has switched on to solar energy for meeting the energy requirements of the college during day time. 10KV solar panels has been installed in collaboration

with the KSEB. The excess electricity generated is sold to the KSEB and there has been considerable decrease in the electricity bill thereby reducing the financial burden. College always seek innovative ways to adopt eco-friendly practices thereby reducing the carbon foot print and contributes to the welfare of environment within the limits.

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	https://www.mahajubileecollege.org/NAAC/Documents/INSTITUTIONAL-STRATEGIC-PLAN.pdf
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. Describe the functioning of the institutional bodies in not more than 100 - 200 words.

The college has well-functioning organizational structure managed and administrated by the corporate educational agency, Thrissur. The highest authority of organogram of the institution is the Bishop who is designed as the patron. The president of the managing body is manager who is assisted by the corporate Educational Secretary. It recommends strategic plans that can be adopted in matters like infrastructural development enhancement in the quality in teaching learning process, promotion of research and healthy practices. Principal who is the executive head of the institution is entrusted with the responsibility of managing the day-to-day affairs of the college. staff council and student council also conduct meeting for important decisions taken on a daily basis in college.

Vacancies are reported to the management executive bodies, the corporate educational agency. The direct recruitment to the posts of assistant professor is on the basis of written test and interview, through all Kerala advertisement, followed by selection of a constituted committee as per the provision of University of Calicut rules and regulations and NCTE norms also. After the appointment first year is probationary period, After the one-year manager gives the permanent appointment order to the new comer. ESI and other welfare measures is given to the staff regularly in the college.

File Description	Documents
Link to organogram on the institutional website	https://www.mahajubileecollege.org
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

6.2.3 - Implementation of e-governance are in the following areas of operation Planning and Development Administration Finance and Accounts Student Admission and Support Examination System Biometric / digital attendance for staff Biometric / digital attendance for students

Five/Six of the above

File Description	Documents
Data as per Data Template	View File
Screen shots of user interfaces of each module	View File
Annual e-governance report	No File Uploaded
Geo-tagged photographs	No File Uploaded
Any other relevant information	No File Uploaded

6.2.4 - Effectiveness of various bodies / cells / committees is evident through minutes of meetings and implementation of their resolutions / decisions Describe one decision based on the minutes of the meetings of various Bodies / Cells / Committees which is successfully implemented in not more than 100 - 200 words.

Mahajubilee Training College Mulloorkara strives for perfection through various cell, committees, curricular and co-curricular activities. These committees work for the development of the college. The college conducted skill development programmes such as debate, quiz, day celebrations, different society-oriented programmes etc. Different bodies such as staff & student Councils, PTA, Decision making bodies, Managerial bodies etc. work every year. Prior to the commencement of academic year policy revision of the cells are conducted and allots curricular and co-curricular activities, society related programmes, for future. College calendar settings, strategic plan preparation, semester plan preparation and preparation for daily time table and teaching manual. Etc are part of the plan. The cells are the heartbeat of our college, because these cells work for maintaining our college

discipline. Some cells in our college such as women cell, Anti-harassment and grievance redressal cell, Anti-mobile squad, anti-ragging cell, etc work effectively in solving the various problems. The effective feedback system in the college helps to identify and solve the problems effectively.

File Description	Documents
Minutes of the meeting with seal and signature of the Principal	View File
Action taken report with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - Effective implementation of welfare measures for teaching and non-teaching staff is in place Describe the existing welfare measurements for teaching and non-teaching staff and their implementation in not more than 100 - 200 words

Our college considers the welfare of the staff and students with utmost importance with the view of harmonising the job done by them and setting an effective work environment. Relief funds have been allocated to the teaching and non-teaching staff in case of emergency and ESI benefits are allotted. Understanding the need and urgency of the situation monetary helps are rendered to the needy staff during hospitalisation, construction of house etc. Festival bonus viz Christmas and Onam period serves as a thrust to the conducive work environment. Staff tours to environmentally and historically important places are conducted by the Management.

File Description	Documents
List of welfare measures provided by the institution with seal and signature of the Principal	View File
List of beneficiaries of welfare measures provided by the institution with seal and signature of the Principal	View File
Any other relevant information	View File

6.3.2 - Number of teachers provided with financial support to attend seminars / conferences / workshops and towards membership fees of professional bodies during the year

0

File Description	Documents
Data as per Data Template	No File Uploaded
Institutional Policy document on providing financial support to teachers	No File Uploaded
E-copy of letter/s indicating financial assistance to teachers	No File Uploaded
Certificate of participation for the claim	No File Uploaded
Certificate of membership	No File Uploaded
Income Expenditure statement highlighting the financial support to teachers	No File Uploaded
Any other relevant information	No File Uploaded

6.3.3 - Number of professional development /administrative training programmes organized by the institution for teaching and non-teaching staff during the year.

1

File Description	Documents
Data as per Data Template	View File
Brochures / Reports along with Photographs with date and caption	View File
List of participants of each programme	No File Uploaded
Any other relevant information	No File Uploaded

6.3.4 - Number of teachers undergoing online / face to face Faculty Development Programmes (FDPs) viz., Orientation Programme and Refresher Course of the ASC / HRDC, Short Term Course and any other similar programmes

1

File Description	Documents
Data as per Data Template	View File
Copy of Course completion certificates	View File
Any other relevant information	View File

6.3.5 - The institution has a performance appraisal system for teaching and non-teaching staff Describe the process of performance appraisal system for teaching and non-teaching staff in not more than 100 - 200 words.

There is an Internal Performance Appraisal system for all its staff members headed by the Principal of the Institution. The Principal monitors and evaluates the performance of all its staff and communicates the areas of improvement or the overall performance annually or as per requirement. The students at the end of their course give an online feedback about all the teachers subject wise. . In our institution modern ways are introduced for professional excellency. Along with curricular activities co-curricular activities were included the system. To develop the proficiency of teachers seminars and extensional lectures were conducted. After the participation in seminars teachers presented papers and improve their excellency. They published their research works in notable publications. In accordance with professional appraisal all published works organized and made a book. In this all teacher's published works are coordinated. There are Grievance Redressal and Suggestion box placed at strategic locations in the campus where the students can express their query or concern about teachers which is also considered by the Principal. Online feedback is also obtained from all students time to time. All these are scrutinized and assessed by the Principal.

File Description	Documents
Proforma used for performance appraisal for teaching and non-teaching staff with seal and signature of the Principal	View File
Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal or /and external financial audit regularly Describe the process of internal and external financial audits along with the mechanism for settling audit objections, if any, during the year in not more than 100 - 200 words

Institution conducts internal and external audits regularly. The audit was carried out during the last year. The internal audit of the institute is carried out by Rev Fr George Cheruvathur and Mr Anto Nettissery, the auditors of the Thrissur archdiocese. The external audit is carried out by Mr Joseph A.S & co, both these audit firms are having remarkably excellent services in the audit work and both the audit firms are very well renowned in the market. The college conducts different programmes and different welfare activities ,financial fund is used for social welfare ,society related factors ,education quality improvement programmes ,Guest classes ,staff enrichment programmes, etc. The funds are used in a very beneficial manner. Then chief accountant presents the income- expenditure of the college every month before the internal board regularly. The funds are effectively used for the infrastructural development of the college like installation of wifi ,digital campus ,LCD Projector, solar panel etc.

File Description	Documents
Report of Auditors of during the year signed by the Principal.	View File
List of audit objections and their compliance with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

6.4.2 - Funds / Donations received from non-government bodies, individuals, philanthropists averaged over the year (not covered in Criterion III)(INR in Lakhs)

0

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting the relevant items with seal and signature of both the Chartered Accountant / Principal	No File Uploaded
Copy of letter from the NGO / Individual / Philanthropists stating the Fund / Donation given	No File Uploaded
Any other relevant information	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources are in place. Describe the procedure of mobilization of funds and its optimal utilization in not more than 100 - 200 words.

IQAC of the college strives its best to bring about incremental changes in the infrastructure and allied developmental and quality prospects of the college. During the last five years a major portion of the fund available is very well utilized for the betterment of the college through activities of the IQAC. Over the years the IQAC has taken concerted efforts to increase the resources of the college and hence a major amount was allocated over the years for the procurement of library books, staff and students welfare activities, infrastructural development etc. Income expenditure audit analysis over the past 5 years clearly projects the increment in the allocation of fund for various developmental activities. IQAC has in the past years concentrated more on the allocation of fund towards the betterment of ICT facilities in the college and also for the training and refresher courses for the students and the staff of the college. Fund has also been allocated to the conduct of various programmes and day observations conducted in the college. It is worth mentioning that the infrastructural developmental activities put forth by the IQAC like the up gradation of science and psychology lab, smart class rooms, LED projectors etc. Expenditure has also been allotted to the documentation and advertisement of the various programmes that served as important quality enhancing measures. It is vivid that there has been adequate financial support for adopting measures that facilitated a learner centric environment conducive for quality education and faculty maturation.

File Description	Documents
Documentary evidence regarding mobilization and utilization of funds with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) or any other mechanism has contributed significantly for institutionalizing the quality assurance strategies Describe the process adopted by the institution for quality assurance through IQAC or any other mechanism in not more than 100 - 200 words

The IQAC plays a pivotal role in the enhancement and sustainability of quality in the educational services provided by the institution. The major initiatives include: Devising quality strategies, monitoring the extension and outreach programmes of the college, evaluating curricular and co-curricular activities, Promoting high professional standard by integrating research in teaching. Introducing best practices Organising workshops and seminars Introducing quality initiatives like accreditation and ranking , consultancy, collaboration, attendance, feedback analysis, internal promotion guidance, research quality enhancement etc. In this academic year we conducted many innovative programme for the quality development. Cultural interchange, society oriented programmes like ' pakalveedu'-'SWATHANAM 'Programme. And Free Eye Testing Camp for the benefit of the local community. To improve our quality in education -to technology in our classes, LCD projector, Technological camp, computerised classroom facilities. Etc. Refresher programmes are conducted for the teachers to ensure professional development and quality practices in teachers. IQAC organises induction programmes, synergy programmes, paper presentation, curriculum seminars etc. Each and every programme of the college is conducted by the IQAC with outmost care and guidance to ensure continuous and comprehensive development of the faculty and students.

File Description	Documents
List of activities responsible for ensuring quality culture in the Institution with seal and signature of the principal	View File
Any other relevant information	View File

6.5.2 - The institution reviews its teaching-learning process periodically through IQAC or any other mechanism Describe the process adopted by the institution for reviewing Teaching-Learning Process periodically in not more than 100 - 200 words.

Teaching learning process also comes under the purview of IQAC and is continuously monitored making sure that the system is functioning smoothly and also abreast with the developments in the educational scenario worldwide. Continuous feedback is collected from the students to understand the quality of the deliverance of subject and the probable changes to be adopted if any is discussed among a panel of expert teachers and necessary measures are adopted. Thrust is given to modernise the classes to the best possible extent by encouraging the faculty and students to use ICT as the major tool for theoretical and practical works. IQAC makes sure that the different strategies and teaching methods are adopted by the faculty to deliver the subject through direct and indirect feedback mechanisms. Periodically the tasks and records of the student teachers are scrutinised by the expert panel of teachers to ensure that they are in congruence with the possible course and programme learning outcomes. The changes in the approach towards curriculum and the growing demands of the society is considered and marked changes are introduced yearly through constructive discussions in the Curriculum planning committee.

File Description	Documents
Appropriate documents to show the visible improvement/s in Teaching-Learning Process with seal and signature of the Principal	View File
Any other relevant information	View File

6.5.3 - Number of quality initiatives taken by IQAC or any other mechanism for promoting quality culture during the year

50

File Description	Documents
Data as per Data Template	View File
Report of the work done by IQAC or other quality mechanisms	View File
List of quality initiatives undertaken by IQAC / other quality mechanism signed by the Principal	View File
Any other relevant information	No File Uploaded

6.5.4 - Institution engages in several quality initiatives such as Regular meeting of Internal Quality Assurance Cell (IQAC) or other mechanisms; Feedback collected, analysed and used for improvements Timely submission of AQARs (only after 1st cycle) Academic Administrative Audit (AAA) and initiation of follow up action Collaborative quality initiatives with other institution(s) Participation in NIRF

Two of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Link to the minutes of the meeting of IQAC	https://www.mahajubileecollege.org/NAAC/Documents/IQAC-MEETING-MINUTS-2020.pdf
Link to Annual Quality Assurance Reports (AQAR) of IQAC	https://www.mahajubileecollege.org/NAAC/AQAR%20downloaded/AQAR-2020-21.pdf
Consolidated report of Academic Administrative Audit (AAA)	No File Uploaded
e-Copies of the accreditations and certifications	No File Uploaded
• Supporting document of participation in NIRF	No File Uploaded
Feedback analysis report	No File Uploaded
Any other relevant information	No File Uploaded

6.5.5 - Institutions keeps track of the incremental improvements achieved in academic and administrative domains of its functioning through quality assurance initiatives For first cycle: Describe two examples to show incremental improvements achieved within the institution during the year in not more than 100 - 200 words each For second and subsequent cycles: Describe two examples to show incremental improvements achieved within the institution due to quality initiatives since the previous accreditation in not more than 100 - 200 words each

Based on the recommendations of the NAAC peer team visit 2009 and the second visit in 2022 November of this academic year, the college has initiated many conscious post-accreditation activities: -

TEACHING AND LEARNING

- Reinforced programmes viz., NET, SET, KTET coaching.
- Introduced add-on courses as part of the curriculum enrichment.

INFRASTRUCTURE AUGMENTATION AND LIBRARY

Construction of an Auditorium ICT based class, computerized office system, Air conditioned smart room, guest room and Manager's room. Seminar hall with a seating capacity of 150 ,and library facilities and structural changes in the college has been successfully initiated.

- Modification of library to digitalized process initiated and , software 'KOHA'is under process.
- As suggested by the NAAC peer team more reference books and academically important books are added.

STUDENT SUPPORT

- Placement for students are ensured in the various schools in the vicinity
- Merit day celebrations to congratulate and motivate the best students with awards and recognition
- Special facilities for the differently abled on the campus (Wheel Chair, Ramps in all buildings)

GOVERNANCE AND LEADERSHIP & HEALTHY PRACTICES

- The IQAC organized guest classes workshops, medical camps, day celebrations etc during 2022-23
- New Feedback System revamped
- Performance Appraisal System for teaching and non-teaching

staff.

File Description	Documents
Relevant documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Institution has a stated energy policy streamlining ways of energy conservation, use of alternate sources of energy for meeting its power requirements Describe the institution's energy policy streamlining ways of energy conservation, use of alternate sources of energy for meeting its power requirements in not more than 100 - 200 words.

Energy conservation and its wise usage has always been a motto of MJTC. This year also the usage of LED bulbs and tubes are monitored and ensured. Condition and working of electrical appliances are checked on a regular basis to make sure the maximum consumption of power without leakage. Solar panels of 10KV capacity is fully operational and the institutional energy needs are fulfilled by the same during the day time saving conventional electricity to a greater extend. 'Save Energy ' stickers are pasted on relevant places to sensitize the users on the need of saving electricity. Authorities ensure that the lights and electrical appliances are switched off when not in use and this practice has been instilled in the students as part of their behavior. Electrical appliances operational in the institution are mostly energy efficient and are of good star ratings. Air-conditioned rooms are properly sealed to avoid high load and stabilizers are fitted. Televisions and desktops are LED screened. All these practices are continued on a timely manner as a policy for preserving and conserving the energy in an effective way

File Description	Documents
Institution's energy policy document	View File
Any other relevant information	No File Uploaded

7.1.2 - Institution has a stated policy and procedure for implementation of waste management Give a brief note on the institution policy for waste management along with its implementation procedure in not more than 100 - 200 words.

MJTC, being an educational institution generates wastes consisting of biodegradable and non biodegradable contents. All kinds of

wastes are segregated at the source for the effective and judicial disposal of the same. Wastes of biodegradable type is channelized to the vermin composting pits which within a matter of months gets converted into clean bio manure that are used as fertilizer for the herbal garden. College campus is declared 'Single Use Plastic Free". Like the previous years, two bin system is followed in classrooms with one for plastic wastes and second for paper wastes and a there bin system is followed in common adding biodegradable waste bins to the series. Incinerator is functional and disposes wastes of all kind of origin. With a view of integrating judicial waste management practices into the lifestyle of the students and staff, awareness programmes on waste management are conducted in collaboration with the Local Self Government agencies. College works hand in hand with the Mulloorkara Grama Panchayath, that inspects and ensures the waste management strategy of the College and has installed a Micro collection Facility (MCF) nearby the college campus that aids in effective disposal of non biodegradable wastes. MJTC has always adopted a good, safe and ecofriendly measures for the proper segregation and disposal of the generated wastes in the campus

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	View File

7.1.3 - Institution waste management practices include Segregation of waste E-waste management Vermi-compost Bio gas plants Sewage Treatment Plant

Two of the above

File Description	Documents
Documentary evidence in support of each selected response	View File
Geo-tagged photographs	View File
Income Expenditure statement highlighting the specific components	View File
Any other relevant information	No File Uploaded

7.1.4 - Institution has water management and conservation initiatives in the form of 1. Rain

One of the above

water harvesting 2. Waste water recycling 3. Reservoirs/tanks/ bore wells 4. Economical usage/ reduced wastage

File Description	Documents
Income Expenditure statement highlighting the specific components	View File
Documentary evidence in support of the claim	View File
Geo-tagged photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Institution is committed to maintenance of cleanliness, sanitation, green cover and providing a pollution free healthy environment Describe the efforts of the institution towards maintenance of cleanliness, sanitation, green cover and providing a pollution free healthy environment in not more than 100 - 200 words

Mahajubilee Training College maintains the cleanliness and sanitation programmes as usual as the previous years. Locally generated wastes are effectively disposed and recycled as in in congruence with the policy of my waste my responsibility is fulfilled. Incinerator has been deployed for the management of all kinds of wastes. College campus is well maintained without water logging or other conditions that might serve serving as breeding grounds for flies ensuring well synchronized sanitation practices. Clean and pure drinking water is made available in every nook and corner of the campus. Fresh water well in the vicinity is regularly maintained with proper chlorination and the pH, TDS levels etc monitored in standard intervals.

File Description	Documents
Documents and/or photographs in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

7.1.6 - Institution is committed to encourage green practices that include Encouraging use of bicycles / E-vehicles Create pedestrian friendly roads in the campus Develop plastic-free campus Move towards paperless office Green landscaping with trees and plants

File Description	Documents
Videos / Geotagged photographs related to Green Practices adopted by the institution	View File
Circulars and relevant policy papers for the claims made	No File Uploaded
Snap shots and documents related to exclusive software packages used for paperless office	No File Uploaded
Income- Expenditure statement highlighting the specific components	No File Uploaded

7.1.7 - Number of expenditure on green initiatives and waste management excluding salary component during the year (INR in Lakhs)

757688

File Description	Documents
Data as per Data Template	View File
Income Expenditure statement on green initiatives, energy and waste management	View File
Any other relevant information	No File Uploaded

7.1.8 - Institution puts forth efforts leveraging local environment, locational knowledge and resources, community practices and challenges. Describe institution's efforts showcasing the way it leverages local environment, locational knowledge and resources, community practices and challenges in not more than 100 - 200 words

MJTC has always kept a healthy and cordial relationship with community and has always been active in the community improvement programmes since the time of its formation in 2002.' Santhwanam" - free meal ,Pothichoru programme was continued this year providing food to the inmates of Pakalveedu- an abode arranged by Mulloorkara Grama Panchayath for the old people to gather during daytime to tide away loneliness at home. Student teachers from the college pays visit to the Pakalveedu, interact with the inmates and presents cultural programmes to entertain them. The inmates visited the college and interacted with the faculty and students and shared their experiences on life and career that served as a moral and motivation session for the student teachers. Students

also collected about 40 books and donated to the library of Pakalveedu. An eye testing camp in collaboration with the Trinity Eye Hospital and All Kerala Photographers Union was organized in the college campus that also included the people from the locality.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	View File

7.1.9 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University	View File
Web-Link to the Code of Conduct displayed on the institution's website	No File Uploaded
Reports / minutes of the periodic programmes to appraise adherence to the Code of Conduct	No File Uploaded
Details of the Monitoring Committee, Professional ethics programmes, if any	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices (as per NAAC format given on its website)
Describe any two best practices successfully implemented by the institution as per NAAC format

1) Closed Circuit TV Surveillance in the college campus

It helps in keeping a watch on valuables and appropriate use of resources within the College, To keep watch on any intruders or offenders. and To keep the entrances and exits of a college secure. Each and every incident in the college will be recorded. From the office itself we can able to see all the cameras it helps to know the all location in the campus from the office. Students and staffs maintaining the disciplines and manners in a proper way.

2) Solar facilities in the campus

It is the need of the hour to shift the institution to renewable, inexhaustible and non-polluting source of energy which contributes towards environment protection and its sustainable development. The main cause behind the global warming and ecosystem disruption is the endless greed of human beings for which they are destructing natural resources at a much quicker pace than they can be replenished.

File Description	Documents
Photos related to two best practices of the Institution	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Performance of the institution in one area of distinctiveness related to its vision, priority and thrust Describe the institutional performance in one area of distinctiveness related to its vision, priority and thrust in not more than 100 -200 words

Mahajubilee Training College continuously strives for internalizing the vision and

mission of the college in each and every activity . MJTC not only concentrates on the academic

achievement of the student teachers but also on the transformation of the student to an emotional intellectual person who is well adjusted with the surroundings thereby contributing to the betterment of our country. MJTC with a view of sensitizing students with the society has started a Mid day meal distribution

system named Pothichoru, in collaboration with the Mulloorkara Grama Panchayath. In the scheme the students voluntarily gives lunch prepared at home to the inmates of Pakalveedu - an abode for the elderly during day time arranged by the panchayath. Students pays visit to the place on regular intervals to entertain the elderly with their variety programmes and also to interact with them which serves as an insight to the students to solve many life problems. A Consumer protection awareness class was arranged by Ms. Ann George C, Faculty member to create awareness on the laws and rights of citizens. Pakalveedu inmates payed visit to MJTC and interacted with the students which served as a platform for exchange of ideas and thoughts

File Description	Documents
Photo and /or video of institutional performance related to the one area of its distinctiveness	View File
Any other relevant information	No File Uploaded