

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution	ST. TERESA'S COLLEGE
1.2 Address Line 1	PARK AVENUE
Address Line 2	ERNAKULAM
City/Town	KOCHI
State	KERALA
Pin Code	682011
Institution e-mail address	principal@teresas.ac.in
Contact Nos.	0484 – 2351870, 2381312
Name of the Head of the Institution:	Dr. Sajimol Augustine M.
Tel. No. with STD Code:	0484 – 2351870, 2381312

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	5 star	-	1999	-
2	2 nd Cycle	A	-	2006	-
3	3 rd Cycle	A	3.40	2012	2017
4	4 th Cycle				

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

30/06/2004

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

2014-2015

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

- i. AQAR___2011-12_____ 27/09/2012__ (DD/MM/YYYY)
- ii. AQAR___2012-13_____ 26/08/2013__ (DD/MM/YYYY)
- iii. AQAR___2013-14_____ 30/09/2014__ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

Mahatma Gandhi University,
Kottayam, Kerala

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

2nd Phase

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

11

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

1

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

- (ii) Themes
- Faculty development
 - Equipping teachers to meet the challenges of autonomy
 - Syllabus restructuring
 - Scientific curriculum design

2.14 Significant Activities and contributions made by IQAC

- St. Teresa's College was granted Autonomy in June 2014 even as it entered the 90th year of its inception (Navathy). Therefore the major focus of the IQAC during the year 2014-15 was in the area of equipping the faculty to meet the challenges of Autonomy.
- As a first step, the IQAC coordinator visited and conferred with a few autonomous institutions of long-standing repute.
- The IQAC spearheaded the setting up of the Boards of Studies of the various subjects.
- A major contribution was in the area of syllabus restructuring. The IQAC gave the necessary orientation and conducted workshops with the best resources available, to familiarize the teachers with the process of structuring the syllabus and introduce them to the concept of scientific course designing.
- The IQAC focused on creating a progressive curriculum and its efforts were rewarded with 18 courses being meticulously designed with Graduate Attributes enumerated and Competencies defined to enable effective teaching/learning, and providing a blueprint of the final assessment of every course to guarantee that all module are taught, thereby furthering integrity. Eight new programmes have also been proposed under the autonomy scheme.
- A revamping of the existing Feedback mechanism was done to improve and facilitate the collection of feedback from parents, students and alumni. The online mode was used for the parent and alumni feedback, while student appraisal of teachers was done manually. The new student feedback form is a detailed one with 30 questions covering both explicit and implicit curriculum.
- The IQAC also streamlined and strengthened its efforts towards effective documentation and easy retrieval of data.
- After a close scrutiny of the curricular/co-curricular activities and the functioning of the various departments, committees, clubs and cells of the college during 2013-14, the IQAC listed out the areas requiring attention and improvement with regard to effectiveness and quality and brought them to the notice of those concerned so that necessary corrective measures could be taken.
- The IQAC kept track of the schedules/plans and implementation of the various academic and administrative activities and intervened whenever necessary with suggestions to ensure the maintenance of quality parameters.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<p>1. To ensure that the faculty members are equipped to meet the challenges of Autonomy.</p>	<ul style="list-style-type: none"> • One day programme to familiarize the teachers with the process of structuring the syllabus and equip them to meet the challenges of designing syllabi on 30th October 2014 • Two day National Workshop on “Curriculum and Syllabus Restructuring” to introduce the faculty to scientific course designing on 9th and 10th December 2014. • Two day Workshop on “Applications in Micro Economics” in association with IQAC for Economics department faculties under faculty development programme on March 13th and 14th by Dr. Hari Kurup K.K, State co-ordinator, Hospital Costing Studies, Department of Economics, Government College Kasargod .
<p>2. To restructure the Syllabus and create a progressive curriculum.</p>	<p>The efforts of IQAC were rewarded with 18 courses being meticulously designed with Graduate Attributes enumerated and Competencies defined to enable effective teaching/learning, and providing a blueprint of the final assessment of every course to guarantee that all modules are taught, thereby furthering integrity. Eight new programmes have also been proposed under the autonomy scheme.</p>
<p>3. To revamp and update the various feedback forms</p>	<p>The feedback forms of students, parents and alumni were made more relevant and statistical results were arrived at. The parent and alumni feedback was done online thereby saving paper and time and facilitated condensation and easy retrieval of statistical data.</p>

<p>4. To streamline the reports from the various departments, committees, clubs and cells.</p> <p>5. To focus on research areas and projects</p>	<p>The monthly quality assurance reports sent by all the departments, committees, clubs and cells complied were systematically and meticulously compiled by the IQAC in order to facilitate the preparation of the AQAR for the academic year 2014-15.</p> <ul style="list-style-type: none"> ▪ 3 international and 5 national research awards/recognition ▪ 4 ongoing major projects, 7 ongoing minor projects and 3 other projects ▪ 29 international and 36 national research publications
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* Attach the Academic Calendar of the year as Annexure. – Annexure I

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- Representatives from various departments in charge of documenting and sending in reports on a monthly basis were apprised of the method to follow to facilitate precise and concise data entry.
- The feedback mechanism was made more effective. The forms were updated, made more relevant and two of them were done online. The student feedback criteria were redesigned to provide a better appraisal of the teacher.
- The Grievance Redressal Cell was asked to improve the manner of functioning.
- The IQAC worked out ways to contribute/monitor/evaluate the teaching and learning process.
- The IQAC directed the various departments to keep track of the progression of their students.
- Quality improvement strategies were adopted for curriculum development.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	6	-	-	-
PG	16	-	9	-
UG	17	-	6	-
PG Diploma	7	-	7	-
Advanced Diploma	-	-	-	-
Diploma	4	-	4	-
Certificate	19	-	19	-
Others	6	-	6	-
Total	75	-	51	-
Interdisciplinary	2	-	-	-
Innovative	-	-	-	-

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

- Choice Based Credit System (CBCS)
- All UG programmes have 2 elective subjects -1 open course and an elective

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	16(PG) +17 (UG) +7(PG Diploma)
Trimester	
Annual	

1.3 Feedback from stakeholders* (On all aspects)

Alumni Parents Employers Students

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

A revamping of the existing Feedback mechanism was done to improve and facilitate the collection of feedback from parents, students and alumni. The online mode was used for the parent and alumni feedback, while student appraisal of teachers was done manually. The student feedback form was a detailed one with 30 questions covering both explicit and implicit curriculum. Each faculty member was given the respective feedback summary so that they could take necessary steps for correction and improvement.

**Please provide an analysis of the feedback in the Annexure- Annexure II*

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

No. It was decided that the existing M. G. University syllabus would be followed for the first batches of the UG and PG programmes (2014-15) under the autonomous system. However a restructuring of the syllabus of all the programmes was done and sent to the University for approval for implementing the following year.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
87	56	30		1

2.2 No. of permanent faculty with Ph.D.

46

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
12	6	3	0	0	0	9	4	24	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

50	2	2
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	52	79	35
Presented papers	7	33	8
Resource Persons	1	6	10

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

The following are some of the innovative processes adopted by various departments of the institution across the year:

1. Preparation of e-content
2. ICT enabled learning and peer group teaching
3. Visits to historical places and projects on local history
4. Group Discussions on new trends and various topics of study, role play, etc. taking pedagogy beyond textbooks and rote learning
5. Demonstrations, invited lectures, on the spot training sessions by taking students for visits.
6. Learning by doing through internships.
7. Oral tests in addition to assignments and seminars to ensure proper evaluation
8. Exercise and yoga for students
9. Video shows on relevant topics for better understanding.
10. Classrooms converted into branded outlets by students as part of visual merchandising project
11. Mentoring for research for students.
12. Familiarisation of current issues through Student Capability Enhancement Scheme

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

180 days – 90 per semester

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

- An Examination manual of St. Teresa’s College (Autonomous) was prepared.
- Barcodes were generated for student register numbers.
- Examination application forms, hall tickets, answer booklets, invigilator’s diary, remuneration forms, form for request of scribe, form for claiming grace marks, etc., were designed.
- Specific code numbers were given to the answer booklets of each day.
- Course codes and question paper codes were formulated for the various courses.
- Question papers were set internally and externally according to the specific blue print.
- The internal valuation of answer scripts was followed by 20% external valuation for UG courses and 100% external valuation for PG courses.
- The class teachers scrutinized the mark cards generated by the software.

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

98	24	18
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2.10 Average percentage of attendance of students

89.03

2.11 Course/Programme wise distribution of pass percentage :

UG Programme

Title of the Programme	Total no. of students appeared	Division								Pass %
		A+	A	B+	B	C+	C	D+	D	
BA Bharathanatyam	6	-	-	1	3	-	-	-	-	66%
B.Sc.Botany	37	-	3	12	10	6	1	-	-	86.5%
B.Sc.Chemistry	34	-	14	9	4	2	-	-	-	85.3%
B.Com(Regular)	63	1	19	25	12	3	-	-	-	95.24%
B.Sc Computer Applications(Triple Main)	31	-	-	9	9	6	1	-	-	80.6%
B.A.Economics	57	2	6	23	13	12	-	-	-	92.98%
B.A.English Language & Literature	49	-	3	19	12	12	2	-	-	97.95%
B.A.English Literature and Communication Studies	36	-	1	12	11	7	2	-	-	91.6%
B.A French	19	-	1	8	4	5	1	-	-	100%
B.A History	44	-	1	1	8	18	5	-	-	75%
B.Sc.Home Science	41	-	1	12	7	5	1	-	-	63.41%
B.Sc. Mathematics	104	-	8	34	28	17	6	-	-	89.4%
B.Sc Physics	37	1	3	12	11	6	-	-	-	89%
B.A. Sociology	54	-	1	3	22	9	4	-	-	74%
B.Sc.Zoology	36	1	7	11	9	3	1	-	-	91.5%
B.Sc. Apparel and Fashion Design	21	-	4	9	4	1	-	-	-	90.47%

PG Programme

Title of the Programme	Total no. of students appeared	Division								Pass %
		A+	A	B+	B	C+	C	D+	D	
MA Bharathanatyam	3	-	1	-	1	-	-	-	-	66.66%
M.Sc.Botany		Awaiting Results								
M.A.Economics	19	Awaiting Results								
M.A.English	18	Awaiting Results								
M. Sc Child Development	6	-	-	3	2	-	-	-	-	83.33%
M. Sc Resource Management	3	-	2		1	-	-	-	-	100%
M. Sc Food and Nutrition	11	-	1	4	5	-	-	-	-	90.90%
M.Sc Physics		Awaiting Results								
M.A. Sociology	23	Awaiting Results								

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

- Conducts seminars and workshops to equip teachers.
- Monitors through checking the reports from various departments on a monthly basis and giving suggestions and feedback whenever needed.
- Student feedback is analyzed and a feedback summary given to the respective teachers for personal action.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	2
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	2

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	30	7	-	7
Technical Staff	1	-	-	3(Contract basis)

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC directs and monitors the activities of the Teresian Research and Consultancy Cell (TRACC) which coordinates and promotes the research activities of the institution to achieve excellence in research and to evolve as a thought leadership centre.

- A National Conference was convened on 15th December 2014 to bring together all the scholars, guides and students of the institution to reflect upon their research areas and to share their thoughts on new knowledge production.
- This conference provided the faculty members of the institution an opportunity to identify and survey research frame works, applications of research writing, intellectual property rights and patents and funding agencies and programmes.
- The conference also provided a common platform for the research scholars of the institution to present their research work.
- TRACC also organized course work for the Research scholars who have registered for Ph D in the institution

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	4	1	0
Outlay in Rs. Lakhs	-	Rs.4,44,800/-	Rs.5046700/-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	8	18		
Outlay in Rs. Lakhs	Rs.7,95000/-	Rs.22,63,250/-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	20	16	10
Non-Peer Review Journals	0	1	0
e-Journals	2	0	0
Conference proceedings	7	19	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major Projects	2-4 years	UGC,DST	Rs. 4996700/-	Rs.47,43500/-
Minor Projects	18 months – 2 years	UGC	Rs.885250/-	Rs.665000/-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	3 years	DST-INSPIRE	Rs.80000/- annum	Rs.80000/-
Any other(Specify)	1 -3 years	Various	Rs.1747000/-	Rs.1149000/-
Total			Rs.7708950/-	Rs. 6637500/-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges
 Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

Level	International	National	State	University	College
Number	3	9	11	0	15
Sponsoring agencies	Various	Various	Various	-	Various

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College
 Total

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

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

Total	International	National	State	University	Dist	College
14	3	5	3	1	0	2

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

18

39

3.19 No. of Ph.D. awarded by faculty from the Institution

3

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

JRF 7 SRF Nil Project Fellows 8 Any other 3

3.21 No. of students Participated in NSS events:

University level 78 State level 42
National level 8 International level Nil

3.22 No. of students participated in NCC events:

University level 18 State level 5
National level 1 International level Nil

3.23 No. of Awards won in NSS:

University level 3 State level 3
National level Nil International level Nil

3.24 No. of Awards won in NCC:

University level 2 State level Nil
National level 1 International level Nil

3.25 No. of Extension activities organized

University forum College forum
NCC - NSS 38 Any other 40

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

1. **e-Jaalakam - a Model e- Governance Literacy Project**

This project aims to enhance the capacity of the public to access various online services of the Government, by creating awareness about e- Governance services among public in general and girls/women in particular for promoting citizen's participation in governance. The project is implemented with the technical support from Kerala State IT Mission, State e-Governance Mission Team, Kerala and Information Kerala Mission and was implemented partly in association with IT@School Project of Govt of Kerala.

The project has developed training tools such as an e- Jaalakam power point presentation which highlights around 50 e- Governance services, provides URLs of these websites and briefs the services under them, the e-Jaalakam Pamphlet which provides URL to around 100 e- governance services, Vivaranidhi, (English & Malayalam versions) a citizen's handbook on e-Governance which literally handholds the public in their efforts to access various e-Governance services, e- Mithram the student's hand book on e- Governance as well as e-Mithram training module.

e-Jaalakam project has been awarded **GOLD** under category 'Outstanding **e-Governance Initiative by Academic and Research Institutions**' for the National award on e-Governance 2014-15 instituted by the Government of India, and was received during the 18th National Conference on e-Governance held in Gujarat on 30-31st January 2015. E-jaalakam was the only project from Kerala to win a prize during the national conference. Besides, the project had also received the Kerala State e- Governance awards 2011-13 and Chief Minister's special jury award for Innovations in Public Service 2012-13. An NGO "IT for Change", Bangalore has identified e-Jaalakam project as one of the best practices in Gender and e-Governance as part of their research study done for United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) in Asia – Pacific Region.

2. **TROP (Teresian Rural Outreach Programme)**

The Teresian Rural Outreach Programme of St.Teresa's college reaches out to people in rural areas of the district and extends a helping hand to the needy. TROP aims at unleashing human potential by inspiring the less privileged to find their inner strength. The main focus is to involve the students in extension activities providing them hands on experiences in uplifting the community and bringing about social change. All the departments have adopted areas in the outskirts of Ernakulam and have activities based on themes like language development, e-governance, environment friendly practices, parenting skills, adolescent counselling, resource management etc., the latest being English classes for Kudumbashree members to enhance tourism opportunities through better communication with tourists.

3. State Level Workshop for Beat Officers

A State Level Workshop for Beat Officers was conducted from 20th - 22nd February 2015 on *Emotional Content in Democratic Policing*. The three day workshop addressed the emotional content in Democratic Policing in a scientific way, with a focus on enhancing the emotional and social intelligence of the police officers through planned procedures and space labelling that would bring about sustainable transformation in Community policing. The training was offered by academicians who shared their expertise with the beat police officers to give them a better understanding of the public interface which is the essence of community policing. The most important aspect of the training was the sessions to help them draft together a shared vision of values and commitment in imparting their duty with a sense of belonging and contributing effectively to nation building.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7.27 acres	-	-	-
Class rooms	75	23	Management	98
Laboratories	32	-	-	32
Seminar Halls	5	-	-	5
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		Online UPS:-2 Nos Display Board:-2 Colour Photo Copier 1Machine:-1 Spectra photo meter 1 Spin Coating Unit 1 Lasers and accessories Server 2		
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs. 4244035 Rs. 178000	CPE Autonomy Grant	Rs. 4422035
Others	-	-	-	-

4.2 Computerization of administration and library

- Admissions and internal assessment marks are done online.
- Display Board for dissemination of information about programs and upcoming events
- Knowledge pro software for attendance entry and summary
- Message Software to update parents regarding student affairs and progression

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	1326	445379.59	2728	1060610.00	4054	1505990
e-Books	-	-	-	-	-	-
Journals	68	95495.00	-	269985.00	68	365480
e-Journals	With print -15	43900.00	With print - 23	209026.00	38	252926
Digital Database	KohaAMC for e-sign door security	30000.00 5000.00		 5000.00	-	40000
CD & Video	20	-	-	-	20	-
Others (specify)	Delnet & N-list	16500.00	-	16500.00	-	33000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	198 computers 23 Laptops server 1	3 labs with 89 computers	198	2 centres	1	16	34	
Added	2 Servers 39 Desktop computers 3 Laptops		39			2	10	
Total	263	89	237			18	44	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

<p>Internet Access: - 10MBPS and 40MBPS speed Technology up gradation: - Display Board, Knowledge pro software, Message Software</p>
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4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs.306133/-
ii) Campus Infrastructure and facilities	Rs.3413912/-
iii) Equipments	Rs.84450/-
iv) Others	Rs.2816889/-
Total :	Rs.6621384/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC instructed all teachers in charge of student welfare and activities to send in reports on a monthly basis. Checked if remedial classes and mentoring and tutorial sessions are conducted regularly. The Career Guidance Cell and Placement Cell activities were also followed up by IQAC on a monthly basis. So also the Grievance Redressal Cell was directed to meet with student representatives from every class to ensure that student needs and grievances are understood and support/solutions offered promptly. Reports were sent to the IQAC. The service of a permanent resident counsellor was made available for students starting this year.
- On 20 January 2015, a class was arranged for the Teaching staff on “Mentoring.”

5.2 Efforts made by the institution for tracking the progression

- Class Teachers are required to maintain records of students’ progression across their years of UG and PG studies. At least 2 parent teacher meetings are conducted in a year. Apart from the General Body Meeting, open houses are conducted in each department so parents can meet with individual teachers.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2325	302	54	-

(b) No. of students outside the state

27

(c) No. of international students

2

Men	No	%	Women	No	%
				2627	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
707	249	18	1378	Nil	2352	686	266	29	1643	3	2627

Demand ratio

Dropout % - 0.003%

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

- UGC-NET Coaching for PG students of the Botany and Economics departments
- Bank Coaching classes for interested students
- Advanced Learners Programme – a specialised coaching for competitive /entrance exams for higher studies.

No. of students beneficiaries

328

5.5 No. of students qualified in these examinations

NET	10	SET/SLET	Nil	GATE	2	CAT	2
IAS/IPS etc	Nil	State PSC	Nil	UPSC	Nil	Others	14

5.6 Details of student counselling and career guidance

- The Counselling Cell seeks to help students deal effectively with stressful situations in life and provides a staunch support to students in need. Students are given professional assistance to help them cope with their problems/situations.
 - Realizing the need for regular counselling services that could reach out to all the students of the college, a permanent resident counsellor was appointed for the year 2014-15.
 - To orient the students about the need for counselling and to erase the stigma associated with seeking counselling services, classes were taken for the students.
 - Group Counselling and Orientation was given to all the other UG and PG classes.
 - Individual counselling was given to 109 students during the year 2014-2015.
- The Career Guidance Cell disseminates information about the availability of jobs, about centres of excellence in higher education and provides clear guidance about employment opportunities.
- - Competent resource persons in the field were engaged to conduct around 10 classes/seminars and 2 workshops across the year on several relevant topics such as interview skills development, career opportunities, professional certifications, self esteem and skill management, personality development, communication skills, the concept of employability, etc. The programmes also included practical sessions and mock selection tests.

No. of students benefitted

414

5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
12	8	180 (In addition, 182 students who registered in Open Ignite Platform of TC are awaiting results.)	113

5.8 Details of gender sensitization programmes

- The Women's Cell is active in the college and organized a one day seminar for teachers, non-teaching staff and students on "Women, Identity and Representation" on 16th October 2014.
- A seminar on the "Role of Internationalization and Career Opportunity for Young Women in UNESCO" was organized by TRAAC on 1st September 2014.
- The Youth Red Cross Society of the college conducted a class on Women's Health on 22nd September 2014.
- A group of 40 student participated in "Nirbhaya Kerala", a Kerala Police Department initiative for the safety of women on 1st August 2014.
- A Workshop on Cyber Security was conducted by the Department of Economics on 12th December 2014.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	301	Rs. 653000/-
Financial support from government	477	Rs. 4147745/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="6"/>	National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>
Exhibition:	State/ University level	<input type="text" value="5"/>	National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

1. More study leave was given for preparing for the Sessionals
2. Photostat facilities in Science Block were improved.
3. Announcements and class bells were made more audible
4. Special classes on Saturdays were minimised.
5. Purchased books as per P. G. Syllabi
6. Invited experts to handle newly introduced topics at P.G level

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

St. Teresa's College envisions a life-oriented education that empowers students to respond proactively to social concerns and work for the integrity of creation, thereby building a 'civilization of love' and advancing the Kingdom of God as envisaged by the foundress Mother Teresa of St. Rose of Lima.

Mission:

1. To promote a college community/society/nation where spiritual, moral and genuine values are lived and witnessed.
2. To create a climate for human and academic excellence with an openness to learning, research and the development of professional skills
3. To promote peace and harmony through an intercultural and inter-religious dialogue.
4. To contribute to the transformation of society through an openness to life and living the challenges of being socially conscious and socially responsible.
5. To promote programmes/movements that foster inter-connectedness, kinship and eco-justice.

6.2 Does the Institution have a Management Information System

Yes. Meetings are regularly held with representatives of the management. Their suggestions are implemented in financial as well as administrative matters. The management is apprised of the various activities, new developments, achievements of teachers and students as well as student progression through monthly reports from every department, club, cell and committee. Management representatives make institutional and departmental visits.

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

6.3.1 Curriculum Development

In this first year as an autonomous institution, the College decided to follow the existing curriculum of M G University. However, the IQAC was directed to initiate and coordinate the process of restructuring the syllabus for implementation in the following year. Accordingly Boards of Studies were set up for all the subjects and after the necessary training was given to equip the teachers, 18 courses were developed, following the tenets of scientific syllabi designing. The institution has also proposed 8 new programmes under the autonomy scheme.

6.3.2 Teaching and Learning

- The workshops on curriculum design and syllabus restructuring served as eye openers for teachers. Having listed the graduate attributes and enumerated the competencies for each module of the courses taught was the first step towards qualitative improvement in the teaching learning process. This conscientising of the teachers it is hoped, will have far reaching effects on the teaching strategies adopted by the teachers.
- Teachers were encouraged to use more modern and revolutionary methods that foster greater student interaction and enable the teacher to teach and also remain engaging.

6.3.3 Examination and Evaluation

- A number of Examination/Valuation reforms were brought in under the autonomous system that differed from the earlier methods followed by M G University.
- A detailed and meticulously worked out Examination Manual was made to ensure that quality was maintained throughout the process of examination and evaluation.
- A blue print for the question paper for each course was made to ensure that the teachers taught all the modules and the assessment of the students in turn were based on all the modules.
- The Exam schedule for the year was announced and displayed well in advance so that students would be prepared
- Sessional marks were scrutinised and displayed to assess learning outcome and identify areas and strategies for improvement

6.3.4 Research and Development

IQAC gives directions and monitors the activities of TRAAC to improve the quality of Research initiatives in the institution.

It also disseminates information regarding various funds available for research and development.

The IQAC advised the faculty members to engage in activities that promote research and development

6.3.5 Library, ICT and physical infrastructure / instrumentation

IQAC monitors the regular updating of library resources. The new comers, both staff and students are given an orientation on effective use of library resources. Ample support facilities are made available for the library. Suggestions were put forward to improve library services particularly in the science block.

All departments are provided with computers, internet, laptops, printers, USB, LCD projectors, digital and video cameras. There are several ICT enabled classrooms. Well equipped computer labs, a computer assisted language lab, smart boards, departmental labs, audiovisual and research rooms facilitate the teaching learning process. There are adequate software and computational facilities to meet the needs of a growing institution.

6.3.6 Human Resource Management

- Training and development programmes were conducted for the upgradation of skills and abilities.
- In its efforts to train, motivate and reward faculty, the institution encouraged members to attend courses/conferences/workshops/seminars/training programmes, etc, and to be research –oriented. An award was given to the best research publication of the year.

6.3.7 Faculty and Staff recruitment

- The recruitment, selection and hiring of teaching, non-teaching and ministerial staff was done in keeping with the norms of the UGC , M G University and the Government of Kerala.

6.3.8 Industry Interaction / Collaboration

The staff and students were encouraged to have better industry interaction/collaboration, with the following results:

1. Collaborations

- The **Gunn Centre for the Study of Science Fiction** started functioning at St. Teresa's College as approved by the Gunn Centre for the Study of Science Fiction in the **State Kansas University, USA**, in June 2014. The Centre, first of its kind in the country is meant to popularize Science and scientific temper.
- FLAIR (Fostering Linkages in Academic Innovation and Research) - A one day workshop for teachers and students on Science Writing was conducted as a joint programme between the Gunn Centre and the FLAIR programme
- **Richmond University the American International University, UK**, one of the oldest universities in Britain to conduct training programmes, faculty and student exchange programmes, and to promote collaborative research in interdisciplinary areas in May 2014.
- CSES - for conducting workshops/lectures
- K. M. Mani Centre for Budget Studies, Cochin University of Science And Technology.
- Kerala Institute of Local Administration (KILA)
- With organisations such as Genius Perschol, Jungle book, Punarjani Autistic Centre, Aster Medicity, TIME, Hotel CGH Earth etc.

2. MoUs

- NSS Technical Cell, Kerala
- Directorate of Technical Education, Government of Kerala

3. Industrial visits

- To MILMA, Tripunithura, Meat Products of India, Edayar and Oberon Mall Management.

6.4 Welfare schemes for

Teaching	---
Non teaching	Special need cum merit scholarships instituted for children of non-teaching staff. Funds are collected and given to needy non-teaching staff to meet contingencies.
Students	301 needy students benefitted from 6 institutional scholarships by the faculty and the alumni. Noon meal programs have been instituted for deserving students.

6.5 Total corpus fund generated

Rs.17680919

6.6 Whether annual financial audit has been done

Yes No

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- All the aforementioned reforms/initiatives in the conduct of examinations were possible because of the stringent quality directives and strategies adopted by the institution.
- Every effort was made on receiving autonomous status to ensure the credibility of the examinations conducted and the promptness in publishing of results.
- Accordingly a committee was constituted to prepare the Examination Manual. An Examination Committee, Monitoring Committee and Malpractice Prevention Committee were constituted to ensure integrity in the conduct of examinations.

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

The efforts and cooperation of the university led to the college being declared autonomous in June 2014.

6.11 Activities and support from the Alumni Association

- The Association of St. Teresa's College Alumnae (ASTA) is very active and has a lot of activities and projects.
- The Annual Christmas sale was conducted on a grand scale and its proceeds went to provide scholarships for needy students.
- The teacher in charge and 35 members of the Alumni Association celebrated Onam in "Shantibhavan", a rescue home for women and children and served the inmates a sumptuous meal.
- A one-day basket ball tournament was organized on 16th February 2015 and was a grand success with participants from the basketball teams of the college of the past 30 years.
- The "Buggy Project" of ASTA testifies to the commitment of the college to inculcating a social commitment in the students. With the generous contribution of its members, the Association sponsored a buggy car to the South Railway Station for the easy conveyance of the sick and physically challenged. The car was handed over to the Railway authorities on 25th March 2015.

6.12 Activities and support from the Parent – Teacher Association

- The PTA of St. Teresa’s College is active and has regular meetings across the year.
- The PTA convened a special meeting for an awareness talk on Autonomy.
- All the departments held two Parent- teacher meetings during the year.
- An Orientation was given to the parents of the 1st year students as in previous years.
- Endowment Scholarships were distributed to 17 students covering all the departments. The PTA Endowment fund was deposited for this purpose, in addition to an endowment fund created for a special prize instituted by the PTA for the best Youth Red Cross Volunteer. The PTA also instituted a new scholarship for the best union member.
- The PTA provides assistance when approached, for creative new linkages to improve the rural community welfare measures undertaken by the college.

6.13 Development programmes for support staff

The support staff of the college is given regular development programmes and training sessions for improved efficiency.

An orientation was given to the non-teaching staff on autonomy and its challenges at the beginning of the academic year following conferment of autonomy.

- A one-day programme was conducted for the non-teaching staff of the college on 18th October 2014.
- A seminar was conducted on 25th March 2015. Sr.Vintha CSST
- The non-teaching staff participated in a one day seminar on “Women, Identity and Representation” on 16th October 2014.

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

- Promoted the use of Eco friendly products
- Celebrated world environment day
- Anti- Plastic carry bag day was observed on 3rd July 2014 and the students of the led by the Boomitrasena club took an oath against plastic carry bags and took the decision to reduce use of plastics and to use and promote the use of eco-friendly cloth and jute bags. To set a role model, such bags were distributed to the invited guests like the MLA, the Collector and selected representatives from city administration to mark the day.
- Seminar on Waste management, July 30th,2014
- All the members of the Boomitrasena club and staff advisors attended a seminar on Waste Management organized by the club. The class highlighted issues like reasons of creation of waste, harmful effects of waste on health, economy and environment, need for scientific segregation of waste, minimizing the use of plastics and the methods and of reducing, reusing and recycling of plastic wastes.
- Awareness programmes within the college On Scientific Waste Management
- BoomitraSena Club in association with the SEED programme of Mathrubhumi daily organized a organized an organic farming awareness programme in which seeds of various vegetables were distributed to interested students and teachers. on 15th October 2014
- Tree Planting event, called “Teresian Illacharthu” was organised in connection with the Navati celebration of the college with 90 saplings being planted by the students and staff members.
- During the Teresian week celebrations, the BMC members organized sale of environment friendly bags made from recycled polyester and cotton materials.

Criterion – VII

7. Innovations and Best Practices

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

- The Examination Manual and reforms carried out by the examination cell
- The restructured Feedback mechanism
- Knowledge pro software for attendance entry and summary

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

- To ensure that the faculty members were equipped to meet the challenges of Autonomy the IQAC gave the necessary orientation and conducted workshops with the best resources available, to familiarize the teachers with the process of structuring the syllabus and to introduce them to the concept of scientific course designing. In order to restructure the Syllabus and create a progressive curriculum the IQAC spearheaded the setting up of the Boards of Studies of the various subjects, provided course templates, drafted a preamble and enumerated the Graduate Attributes. BOS members were directed to define competencies of the modules taught and provide a blueprint of the final assessment of every course to guarantee that all modules are taught, thereby furthering integrity.
- The IQAC revamped the existing Feedback mechanism in order to improve and facilitate the collection of feedback from parents, students and alumni. The online mode was used for the parent and alumni feedback, while student appraisal of teachers was done manually. The new student feedback form is a detailed one with 30 questions covering both explicit and implicit curriculum.
- The IQAC took steps to streamline and strengthened its efforts towards effective documentation and easy retrieval of data.
- The IQAC closely scrutinised the curricular/co-curricular activities and the functioning of the various departments, committees, clubs and cells of the college during 2013-14, and listed out the areas requiring attention and improvement with regard to effectiveness and quality and brought them to the notice of those concerned so that necessary corrective measures could be taken.
- The IQAC kept track of the schedules/plans and implementation of the various academic and administrative activities and intervened whenever necessary with suggestions to ensure the maintenance of quality parameters.

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

1. Teresian Rural Outreach Programme (TROP) implemented in St.Teresa's college reaches out to people in rural areas and extends a helping hand to the needy. The students are given hands on experience in imparting life skills.

2. Fostering Aesthetic Sensibilities of the Learners: St.Teresa's College strives for the overall development of the students. Apart from academics due care is given to foster the artistic talents of the students. The college encourages co-curricular activities of the students by giving free training and providing platforms to showcase their skills. Their artistic and literary talents are encouraged and their leadership and organisational skills are honed by the constant support of the management and staff. The effectiveness of this practice has been proven in the Mahatma Gandhi Youth festival and this year the College won the overall championship consecutively for the fifth time.

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

7.4 Contribution to environmental awareness / protection

- The BhooMitraSena Club of the college is actively committed to Mother Nature and environmental concerns. The thrust for the academic year 2014-15 was on greening initiatives such as practicing organic farming, conservation of water bodies, promoting water literacy, cleaning of college campus, solid waste management and promoting the use of eco-friendly products
- On 3rd May 2014, the Faculty in charge along with the Panchayat President of Kuzhippilly and water overseer did a field survey of water bodies and identified 2 public wells and a pond for cleaning. On May 5th, water samples were collected and handed over to CWRDM for quality analysis. On 4th June the water bodies were cleaned and water and sanitation reports were released.
- World Environment Day was observed on 5th June 2014 promoting the message that 'green religion' is the answer to the problems that beset modern society.
- The club in association with the 'SEED' programme of Mathrubhumi initiated a vegetable garden in St. Joseph's Public School, Kalamassery.
- Anti-Plastic carry bag day was observed on 3rd July 2014 wherein the students of the college took an oath against plastic carry bags and took the decision to reduce use of plastics and to use and promote the use of eco-friendly cloth and jute bags. Invited guests like the MLA, District collector and representatives from city administration were gifted such bags to carry as role models.
- The club, in association with Greater Cochin Development Authority organized a Tree Planting event on 3rd July 2014 in connection with the Navathi celebrations of the college. The Principal, staff and student volunteers together planted 90 saplings. The event was organized to foster the mental disposition of the student community towards social commitment at par with ecological conservation.

7.5 Whether environmental audit was conducted? Yes No

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

SWOT ANALYSIS

Strengths

- The college is located the middle of the city and easy accessibility by rail, road and water ways enables us to utilize all the facilities that the metro city has to offer.
- It is a pioneer institution for women's education in Kerala. With ninety years of history the institution enjoys international renown on account of its established reputation which is augmented by alumnae across the globe.
- It is the only women's college in the city of Cochin.
- As it is an autonomous institution we have the freedom to constitute our own Boards of Studies.
- We are able to upgrade the syllabus in accordance with the needs of the youth.
- Industry oriented courses can be designed and this will ensure the employability of the learners.
- We are able to conduct exams as per schedule and results are published in a time bound manner.

Weakness

- Lack of administrative staff is a major problem. Therefore the teachers are forced to multi-task; this affects the smooth functioning of the institution.
- Space constraints and financial constraints affect infrastructure development.

Opportunities

- The institutionalization of internships is a possibility as it can be linked with the awarding of credits.
- Opportunities for better placement arise with the offering of more job oriented courses.
- Better possibilities to establish linkages with other institutions and organizations.

Threats

- Unless each department takes care, the quality will suffer.
- Retaining faculty will be difficult in the self financing departments if they are not reimbursed adequately
- Quality of the teachers likely to deteriorate with increased administrative and clerical duties.
- Work load and pressure might bring down the teachers' academic performance.

8. Plans of institution for next year

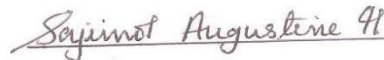
- Promote collaborations and consultancies.
- Conduct workshops for Teachers in the area of Mentoring /Tutoring
- Conduct workshop for Support/Non teaching Staff for enhancing the quality of the service provided
- Begin more innovative programmes under autonomous scheme
- Conduct environment audit and administrative audit in 2015-16
- Work out detailed job profiles of all employers/designated personnel of the institution.
- Make the Grievance Cell more effective
- Make the Placement Cell create a more detailed data base of students.
- Make monthly documentation wider and more inclusive with all the data required by KSHEC, RUSA, NAAC etc.
- Streamline efforts to keep track of alumni with regard to their progression, placement, etc.
- To formulate a more effective mechanism to evaluate the extent and degree of success in the utilization of autonomy.

Name: Dr. Beena Job



Signature of the Coordinator, IQAC

Name Dr. Sajimol Augustine M.



Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
