

CONTENTS

INSTITUTION DATA	3
AUDIT COMMITTEE MEMBERS	16
EXTERNAL SUBJECT EXPERTS	17
EXECUTIVE SUMMARY	20
LIBRARY	50
EXAMINATION CELL	53
ADMINISTRATIVE OFFICE	56
SWOC ANALYSIS	58
AUDIT REPORTS OF THE DEPARTMENTS	60

INSTITUTION DATA

1. Name and Address of the College:

Name : **ST. TERESA'S COLLEGE, ERNAKULAM**

Address : Park Avenue, Ernakulam, Pin: 682011

City : Kochi

State : Kerala

Website : www.teresas.ac.in

2. For communication:

Designation / Name / Contact Details

PRINCIPAL

Dr. Sajimol Augustine M.

Office : 0484 - 2351870

Residence : 0484 - 2390363

Mobile : 09446700821

Email : principal@teresas.ac.in

Fax : 04842352525

STEERING COMMITTEE COORDINATOR

Dr. Latha Nair R.

Mobile : 09388689299

Email : drlathanairr@gmail.com

IQAC COORDINATOR

Dr. Beena Job

Residence : 0484 - 2411715

Mobile : 09895196249

Email : beenamanojsunny@gmail.com

3. Status of the Autonomous College by management:

I. Government

II. Private ✓

III. Constituent College of the University

4. Name of University to which the College is Affiliated : Mahatma Gandhi University

5. a. Date of establishment, prior to the grant of 'Autonomy': 15 - 06 - 1925

b. Date of grant of 'Autonomy' to the College by UGC: 13 - 06 - 2014

6. Type of Institution:

a. By Gender

i. For Men

ii. For Women ✓

iii. Co-education

b. By Shift

i. Regular

ii. Day ✓

iii. Evening

c. Source of funding

i. Government

ii. Grant-in-aid ✓

iii. Self-financing ✓

iv. Any other (Please specify)

7. It is a recognized minority institution?

Yes. Religious: Christian Minority - Annexure I

8. a. Details of UGC recognition:

<i>Under Section</i>	<i>Date, Month & Year</i>	<i>Remarks(If any)</i>
i. 2 (f)	30 - 11 - 1956	Annexure II
ii. 12 (B)	30 - 11 - 1956	Annexure III

b. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Not Applicable

9. Has the college been recognized ?

a. By UGC as a College with Potential for Excellence (CPE)?

Yes. 18.3.2010- First Phase 05.02.2014 – Second Phase

b. For its contributions / performance by any other governmental agency? No

10. Location of the campus and area :

Location : Urban

Campus area in sq. mts. or acres :

Built up area in sq. mts :

11. Does the College have the following facilities on the campus (Tick the available facility)?
In case the College has an agreement with other agencies in using such facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex
- Sports facilities
 - play ground ✓
 - swimming pool
 - gymnasium ✓
- Hostel
 - Boys' hostels
 - Girls' hostels ✓
- Residential facilities
 - for teaching staff ✓
 - for non teaching staff
- Cafeteria ✓
- Health centre –
 - First aid facility ✓
 - Inpatient facility
 - Outpatient facility
 - Ambulance facility
 - Emergency care facility
- Health centre staff –

• Qualified doctor	Full time	Part-time ✓
• Qualified Nurse	Full time	Part-time ✓
- * Other facilities
 - Bank
 - ATM
 - Post office
 - Book shops
 - Transport facilities
for students ✓ for staff
 - Power house
 - Waste management facility

12. Details of programmes offered by the institution (2016-17):

*Programme Level | Serial No. | Name of the Programme / Course | Duration (Years) |
Entry Qualification | Medium of Instruction | Sanctioned Student Intake |
No. of Students Admitted*

UG						
1	B.A. Economics	3	Plus Two	English	70	69
2	B.A. English	3	Plus Two	English	66	59
3	B.A. History	3	Plus Two	English	50	50
4	B.A. Sociology	3	Plus Two	English	70	70
5	B.Com	3	Plus Two	English	70	68
6	B.Sc. Botany	3	Plus Two	English	45	40
7	B.Sc. Chemistry	3	Plus Two	English	45	42
8	B.Sc. Home Science	3	Plus Two	English	50	33
9	B.Sc. Mathematics (2 Batches)	3	Plus Two	English	140	115
10	B.Sc. Physics	3	Plus Two	English	45	38
11	B.Sc. Zoology	3	Plus Two	English	45	42
12	B.A. Bharatanatyam	3	Plus Two	English	50	9
13	B.A. Communicative English	3	Plus Two	English	38	36
14	B.A. French	3	Plus Two	French	50	27
15	B.Com Taxation (2 Batches)	3	Plus Two	English	100	98
16	B Com Capital Market	3	Plus Two	English	50	47
17	B.Sc. Apparel & Fashion Design	3	Plus Two	English	34	31
18	B.Sc. Computer Applications with Mathematics & Statistics(Triple Main)	3	Plus Two	English	38	29
19	Bachelor of Management Studies in International Business	3	Plus Two	English	30	28
20	B. Sc. Psychology	3	Plus Two	English	50	19
21	BCA in Cloud Technology & Information Security Management	3	Plus Two	English	30	16
22	B.Voc. Food Processing Technology	3	Plus Two	English	50	32
23	B.Voc. Software Development	3	Plus Two	English	50	29
PG						
24	M.A. English	3	Degree	English	18	18
25	M.A. Economics	3	Degree	English	18	12
26	M.A. Sociology	3	Degree	English	24	12
27	M.Sc. Botany	3	Degree	English	14	14
28	M.Sc. Physics	3	Degree	English	14	13

29	M.Sc. Chemistry	3	Degree	English	14	15*
30	M.Sc. Child Development & Behaviour Science	3	Degree	English	12	7
31	M.Sc. Resource Management & Interior Designing	3	Degree	English	10	7
32	M.Sc. Food Science & Nutrition	3	Degree	English	14	11
33	M.A. Bharatanatyam	2	Degree	English	10	7
34	M.A. History	2	Degree	English	15	5
35	M.Com. (Finance)	2	Degree	English	25	25
36	M.Sc. Zoology	2	Degree	English	12	11
37	MTTM Travel and Tourism Management	2	Degree	English	15	4
38	M.Sc. Mathematics	2	Degree	English	15	15
39	M.Sc. Fashion Designing	2	Degree	English	15	5
40	M.Sc. Clinical Nutrition and Dietetics	2	Degree	English	15	9
M.Phil.						
41	Botany	1	M.Sc.	English	10	3
42	English	1	M.A.	English	10	9
43	Physics	1	M.Sc.	English	10	4
Ph.D.						
44	Botany	3-5	M.Sc.	English	-	13
45	Economics	3-5	M.A.	English	-	5
46	English	3-5	M.A.	English	-	22
47	Home Science	3-5	M.Sc.	English	-	22
48	Physics	3-5	M.Sc.	English	-	7
49	Sociology	3-5	M.A.	English	-	18
ANY OTHER						
50	Diploma in Health Care Assistance	1	Plus Two	English	50	13
51	P.G. Diploma in Clinical Nutrition & Dietetics	1.5	Degree	English	20	10
52	P.G Diploma in Fashion Designing	1.5	Degree	English	20	18
53	P.G. Diploma in Management in Business Analytics	2	Degree	English	30	9

*Lakshadweep

13. Does the institution offer self-financed Programmes?

Yes ✓ No

If yes, how many? **25**

14. Whether new programmes have been introduced during the last five years?

Yes ✓ No

If yes, how many? **24**

15. List the departments: (Do not list facilities like library, Physical Education as departments unless these are teaching departments and offer programmes to students)

Particulars | Number | Number of Students

Science		
Under Graduate	9	1207
Post Graduate	8	188
Research centre(s)	3	49
Arts		
Under Graduate	7	911
Post Graduate	6	125
Research centre(s)	3	54
Commerce		
Under Graduate	2	449
Post Graduate	1	41
Research centre(s)	Nil	

16. Are there any UG and/or PG programmes offered by the College, which are not covered under Autonomous status of UGC? Give details.

Yes. The college is a centre for 3 PG programmes (Distance Education) offered by IGNOU. It is also a centre for 3 UG and 3 PG programmes (Distance Education) offered by Mahatma Gandhi University

17. Number of Programmes offered under
(Programme means a degree course like BA, MA, BSc, MSc, B.Com etc.)

- a. annual system
- b. semester system **40**
- c. trimester system

18. Number of Programmes with
- | | |
|-------------------------------------|----|
| a. Choice Based Credit System | 23 |
| b. Inter/Multidisciplinary Approach | 3 |
| c. Any other (specify) | 30 |
19. Unit Cost of Education
(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)
- | | |
|--|--------------|
| (a) including the salary component /3024 | Rs. 37,160/- |
| (b) excluding the salary component /3024 | Rs. 6,471/- |
20. Does the College have a department of Teacher Education offering NCTE recognized degree programmes in Education?
Yes No ✓
21. Does the College have a teaching department of Physical Education offering NCTE recognized degree programmes in Physical Education?
Yes No ✓
22. Whether the College is offering professional programme?
Yes No ✓
If yes, please enclose approval / recognition details issued by the statutory body governing the programme.
23. Has the College been reviewed by any regulatory authority? If so, furnish a copy of the report and action taken there upon.
Yes No ✓
24. Number of teaching and non-teaching positions in the College
Positions | Teaching faculty (Professor, Associate Professor, Assistant Professor) |
Non-teaching staff | Technical staff

Sanctioned by the UGC / University /State Government

<i>Recruited</i>		
Professor	Male - 0	Female - 0
Associate Professor	Male - 0	Female - 26
Assistant Professor	Male - 2	Female - 59
Non-teaching staff	Male - 9	Female - 18
Technical staff	Male - 1	Female - 0
<i>Yet to recruit</i>		

Sanctioned by the Management/society or other authorized bodies

<i>Recruited</i>		
Professor	Male - 0	Female - 0
Associate Professor	Male - 0	Female - 0
Assistant Professor	Male - 0	Female - 111
Non-teaching staff	Male - 3	Female - 29
Technical staff	Male - 3	Female - 0
<i>Yet to recruit</i>		

25. Qualifications of the teaching staff

Highest Qualification | Professor (Male/Female) | Associate Professor (Male/Female) | Assistant Professor (Male/Female) | Total

Highest Qualifications	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
D.Sc./D.Litt.	0	0	0	0	0	0	0
Ph.D.	0	0	0	18	2	22	42
M.Phil.	0	0	0	8	0	10	18
PG	0	0	0	26	26		
Temporary teachers							
Ph.D.	0	0	0	0	0	7	7
M.Phil.	0	0	0	0	0	13	13
PG	0	0	0	0	0	91	91
Part-time teachers							
Ph.D.	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0
PG	0	0	1	0	0	0	1

26. Number of Visiting Faculty/ Guest Faculty engaged by the College : 111

27. Students enrolled in the College during the current academic year, with the following details:

Students	UG	PG	M.Phil.	Ph.D.	Diploma	PG Diploma
From the state where the College is located	2551	339	16	87	7	32
From other states of India	16	15	NIL	NIL	NIL	4
Foreign students	NIL	NIL	NIL	NIL	NIL	NIL
Total	2567	354	16	87	7	36

28. Dropout rate in UG and PG (average for the last two batches)

UG 5.1 % PG 6.8 %

29. Number of working days during the last academic year: 180

30. Number of teaching days during the last academic year: 165

31. Is the College registered as a study centre for offering distance education programmes for any University?

Yes ✓ No

If yes, provide the

a. Name of the University: Mahatma Gandhi University

b. Is it recognized by the Distance Education Council?

Yes ✓ No

c. Indicate the number of programmes offered: 6 programmes (3 UG, 3 PG)

32. Provide Teacher-student ratio for each of the programmes/courses offered

No.	Name of the Programme / Course	Sanctioned Student Intake	Teacher-Student Ratio
1	B.A. Economics	70	1 : 42
2	B.A. English	66	1 : 40
3	B.A. History	50	1 : 30
4	B.A. Sociology	70	1 : 38
5	B.Com	70	1 : 35
6	B.Sc. Botany	45	1 : 27
7	B.Sc. Chemistry	45	1 : 27
8	B.Sc. Home Science	50	1 : 30
9	B.Sc. Mathematics (2 Batches)	140	1 : 42
10	B.Sc. Physics	45	1 : 23
11	B.Sc. Zoology	45	1 : 23
12	B.A. Bharatanatyam	50	1 : 42
13	B.A. Communicative English	38	1 : 25
14	B.A. French	50	1 : 33
15	B.Com Taxation (2 Batches)	100	1 : 40
16	B Com Capital Market	50	1 : 33
17	B.Sc. Apparel & Fashion Design	34	1 : 17
18	B.Sc. Computer Applications with Mathematics & Statistics(Triple Main)	38	1 : 23
19	Bachelor of Management Studies in International Business	30	1 : 20
20	B. Sc. Psychology	50	1 : 20
21	B.C.A. Cloud Computing & Information Security Management	30	1 : 15
22	B.Voc. Food Processing	50	1 : 38
23	B.Voc. Software Development	50	1 : 40
24	M.A. English	18	1 : 9
25	M.A. Economics	18	1 : 9
26	M.A. Sociology	24	1 : 10
27	M.Sc. Botany	14	1 : 7
28	M.Sc. Physics	14	1 : 7
29	M.Sc. Chemistry	14	1 : 7
30	M.Sc. Child Development & Behavior Science	12	1 : 6

31	M.Sc. Resource Management & Interior Designing	10	1 : 5
32	M.Sc. Food Science & Nutrition	14	1 : 7
33	M.A. Bharatanatyam	10	1 : 7
34	M.A. History	15	1 : 15
35	M.Com. (Finance)	25	1 : 13
36	M.Sc. Zoology	12	1 : 6
37	MTTM Travel and Tourism Management	15	1 : 15
38	M.Sc. Mathematics	15	1 : 8
39	M.Sc. Fashion Designing	15	1 : 8
40	M.Sc. Clinical Nutrition and Dietetics	15	1 : 8

33. Is the College applying for?

Accreditation : Cycle 1 Cycle 2 Cycle 3 Cycle 4
 Re-Assessment :

34. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

No.	Cycle	Grade	CGPA	Date of Accreditation	Validity Period
1	1st Cycle	5 star	-	09/10/1999	-
2	2nd Cycle	A	-	21/05/2006	-
3	3rd Cycle	A	3.40	20/04/2012	2017

Annexure IV, V, VI, VII & VIII

35. a. Date of establishment of Internal Quality Assurance Cell (IQAC)

b. Dates of submission of Annual Quality Assurance Reports (AQARs).

- 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)
- iv. AQAR____2014-15_____30/09/2015___ (DD/MM/YYYY)

PROFILE

St. Teresa's College (Autonomous) Ernakulam, Kerala, a pioneering institution committed to the cause of higher learning of women and their empowerment through excellence in teaching learning and research, was established on 15th June 1925 by the Carmelite Sisters of St. Teresa under the leadership of the visionary foundress Mother Teresa of St. Rose of Lima – a legend who opened up a new and glorious page for the empowerment of women, and who was declared as Servant of God on 29 January 2016. This minority institution, the first Government aided Women's College in the State of Kerala, is an Arts and Science College affiliated to Mahatma Gandhi University, Kottayam.

As of 2016-17, the college has 23 departments offering 53 programmes in all, in arts, science, commerce and management studies: 13 regular and 10 self-financing UG programmes, 9 regular and 8 self-financing PG programmes, 1 UG diploma, 3 PG diploma, 3 MPhil and 6 PhD programmes. There are 27 research guides, 97 research students and 38 sponsored projects under various funding agencies. The Women's Study Centre, Teresian Institute of Computer Studies, Continuing Education Centre of Govt. of Kerala, IGNOU study centre and International Language Centre offer 28 Add-on courses imparting job skills to the students. The 'Centre for Remediation of Learning Difficulties and Communication Disorders' renders services to children with learning disability. Situated in the heart of the city of Kochi, the College has 3130 students, 187 teaching faculty and 57 non-teaching staff at present.

St. Teresa's college has been recognized many a time for its adherence to high standards of quality and excellence. It was accredited by NAAC at 'Five Star' Level in 1999 and reaccredited in the 2nd Cycle with 'A' level in 2006, and in the 3rd Cycle at 'A' level with a CGPA of 3.40 in 2012. The college was bestowed "College with Potential for Excellence" status by the U.G.C in 2010 and granted Autonomous status in June 2014.

This 91 year old college has been the recipient of several awards and honours over the decades, the outstanding one among them being the prestigious R. Sankar Award for the Best College in the State, by the Government of Kerala, which was conferred on the college four times – in 1995-96, 1996-97, 1998-99 and 2001-02.

The college received the Rajiv Gandhi Award for the Best College in Kerala in 1999, the Fr. Joseph Thannippara Educational Trust Award for the Best Women's College in the State of Kerala in 2001 and 2002 consecutively, the Best College Award from the Xavier Board of Christian Higher Education in 2007-2008, the Mother Teresa Award for Educational Excellence in 2009 and the Rajiv Gandhi Campus Cultural Forum Award for Best College in 2009. In 2013, the college was given the VIT award for the best Arts and Science College

in South India. The College received the National Award for e-Governance 2014-15 for the e-Jalakam project of the Economics Department, which was awarded GOLD under category 'Outstanding e-Governance Initiative by Academic and Research Institutions' instituted by the Government of India. 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-Jaalam 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. The College won the Paristhithi Mithra Award instituted by CEERD, St. Stephen's College, Uzhavoor and the Suchitwa Haritha award instituted by Mithradam and Rajagiri Outreach in recognition of its innovative greening initiatives to make the campus eco-friendly in 2016.

To keep pace with the drastic changes in the global scenario, the institution has developed cross-border and trans-border tie-ups with London Metropolitan University, U.K, Deakin University, Australia and Normal University, China.

Teresian Research and Consultancy Cell (TRACC) of St. Teresa's College coordinates and promotes research activities of the institution and provides a common platform for the students and faculty from all disciplines to explore multidisciplinary/interdisciplinary topics which would be helpful to the society and mankind. The Research and Development Department aims at initiating high quality research for the promotion of innovative thinking and for the development of the society in general.

St. Teresa's College believes in the overall development of the students. While the College has an academic track record of securing the highest number of ranks, distinctions, and first classes in Mahatma Gandhi University, participation of students in extra-curricular activities is expected and encouraged to ensure that education at St. Teresa's is a total learning experience. Due care is given to foster the artistic talents of the students. The College won the overall championship at the Mahatma Gandhi University Youth Festival of 2016 for the 6th time consecutively. The college also pays special attention to inculcate values in the students at every opportunity. Students are encouraged to join the NSS, NCC and Red Cross so that they may contribute in a meaningful way to national development and the society. Due importance is given to the field of sports and efforts are taken to explore the abilities and enhance the physical fitness components of the students for healthful living and sports performance with the result that in the period 2013-2016, the students of the college won 2 top positions in the International level, 23 top positions in the National level and 28 in the State level. Teresian Rural Outreach Programme [TROP], a unique endeavour of the college, is an extension activity aimed at reaching out to the marginalized and underprivileged.

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. This minority institution has always opened its doors to beneficiaries irrespective of caste, creed and community and works tirelessly towards the building of a better world.

AUDIT COMMITTEE MEMBERS

No.	Name of the Member	Designation	Official Address	Signature
1	Dr. Prabhash J	Chairman	Professor & Head Dept. of Politics Kerala University	
2	Dr . A. Sunny Kuriakose	Executive Member	Professor and Dean, Department of Mathematics, FISAT, Angamaly (Chairperson)	
3	Dr. Margret V.G	Executive Member	Associate Professor Department of Hindi Calicut University	
4	Dr. Celine E	Executive Member	Director, St. Teresa's College Ernakulam	
5	Dr. Sajimol Augustine	Executive Member	Principal, St. Teresa's College, Ernakulam	
6	Dr. Beena Job	Executive Member	IQAC Coordinator St. Teresa's College, Ernakulam	
7	Dr. Latha Nair	Executive Member	Audit Coordinator St. Teresa's College, Ernakulam	

EXTERNAL SUBJECT EXPERTS

Department	Subject Expert	Designation
Bharathanatyam	Smt. Kalashethra Vilasini	Retd. Principal, RLV College, Tripunithura
Botany	Dr. M. S. Francis	Associate Professor Sacred Heart College, Thevara, Kochi – 682013
Chemistry	Dr. P. Ananthapadmanabhan	Associate Professor Department of Chemistry, Maharaja's College, Ernakulam
Commerce (R)	Dr. Geetha C. A.	Associate Professor Post Graduate and Research Dept. of Commerce, The Cochin College, Kochi-2
Commerce (SF)	Same as Commerce	
Communicative English	Dr. Janaki Sreedhar	Associate Professor, Dept. of English, Calicut University
Computer Applications	Mr. Joseph Deril K. S.	Associate Professor MES College, Marampally
Economics	Dr. Shyjan D.	Assistant Professor Department of Economics, University of Calicut / Dr. John Matthai Centre, Trichur
English	Dr. Janaki Sreedhar	Associate Professor Dept. of English, Calicut University

French	Smt.Mary Geetha Leon	Dept. of French St. Joseph's College for Women, Alleppey (Retired)
History	Dr. Alphonse Ligori	Associate Professor Sacred Hearts College, Thevara
Malayalam	Dr. Radhakrishnan	Assistant Professor Sree Thuchenthezthuthachan, Malayalam University, Vakkadu P.O. Thiroor
Hindi	Dr. Margret V.G	Associate Professor Department of Hindi Calicut University
Home Science	Dr. M.R. Premalatha	Professor and Head (Retired) Dept. of Food Science and Nutrition Home Science College and Research Institute Tamilnadu Agricultural University, Madurai - 625 104
Management Studies	Sajini Thomas Mathai	Assistant Professor, SNGIST, North Paravur
Mathematics & Statistics	Dr . A. Sunny Kuriakose,	Professor and Dean, Department of Mathematics, FISAT, Angamaly (Chairperson).
Physical Education	Dr.K P Sajilal	Associate Professor D.B College, Thalayolaparambu
Physics	Dr.Aneeta Philip	Associate Professor Cochin College, Cochin-2
Sociology	Sri. R.K. Varghese	Associate Professor and Head, Department of Sociology, S.H.College, Thevara
Statistics	Same as Maths	
Vocational Studies	FoodProcessing	Same as Home Science

Software Development	Same as Computer Applications	
Zoology	Dr. Rema L. P.	Associate Professor Head of the Department, Dept. of Zoology, Maharaja's College, Ernakulam
Women's Study	Dr . Rymala Mathen	Chief Coordinator Entrepreneurship Development Cell Faculty of Engineering Avinashilingam University for Women, Varappalayam, Thadagam Post Coimbatore -641108
Clinical Nutrition and Dietetics	Mrs. Swapna George	Head of the Department Dept. of Clinical Nutrition and Dietetics, Alphonsa College, Pala
Library	Dr. Beena	Deputy Librarian University Library, CUSAT
Exam Cell & Administrative Office	Dr. Sunny Kuriakose A Mr. John K. P.	Professor and Dean Federal Institute of Science and Technology, Mookkannoor, Angamaly. Accountant Officer (Rtd.) Dept. of Collegiate Education

EXECUTIVE SUMMARY

Criteria I: Curricular Aspects

St. Teresa's College, affiliated to Mahatma Gandhi University became autonomous in the year 2014. The post accreditation period therefore involves two phases i.e., the first phase from 2012- 2014, when the institution remained affiliated to Mahatma Gandhi University and the second phase from 2014, when it became autonomous. When the college was affiliated to the University it lacked the freedom to design the curriculum. But conscientious efforts were taken to create an academic environment which offered maximum opportunity for students to pursue courses that were interdisciplinary, in the self –financing sector, complying with the rules of the Govt. of Kerala and the University.

St. Teresa's College, being a premium institution, had the privilege of having majority of the faculty members in the BOS of M.G. University, contributing effectively in the curriculum design and development. Many innovative programmes were introduced keeping in mind the national goals, Skill India & Start up India. This was a policy initiative taken by the institution to offer courses for which the demand ratio was high and which facilitated employment and entrepreneurship.

The college offers **13 UG programmes and 8 PG programmes** under regular stream and **6 UG programme and 8 PG programmes** in Self-financing category. The college began an innovative course under UGC, entitled **B.Sc. Apparel and Fashion Design** in 2012 with the intention of creating design thinkers, who would contribute effectively to society at large. The other courses offered by the institution during 2012-14 are **M.A. Bharathanatyam, B.Com (Model 1 Taxation) (Self financing), M.Com.(Finance) (Self financing), M.A. History (Self financing) and M.Sc. Chemistry (Regular)**

In 2014, when St. Teresa's College became autonomous, the institution was determined to revamp the curriculum by retaining all the fundamental stipulations of the University/ Higher Education Council, for ensuring optimum quality. The College has already initiated the process of curriculum restructuring. The process of curriculum development involves the Department, Board of Studies and Academic Council.

At the outset, the college had resolved to take a collective effort to create an inspiring academic culture in the institution, which is essential for teachers and students to access deeper knowledge and to participate in its expansion and transmission. **The IQAC** conducted a **Two day National Workshop on Curricula and Syllabus restructuring** as a part of quality assurance procedure. The Workshop focused on the pedagogy adopted within the context of curriculum to ensure valid transmission of knowledge and evaluation. The

workshop provided proper training to the teachers to familiarize them with the very basic requirement of preparing Graduates, Post Graduate attributes and instructional methods – selection and evaluation system which are important constituents of the curricula. Prof. N.J. Rao and Dr. Rajan Gurukkal provided guidance through interactive sessions to re-visit the methodology of our teaching and learning process and introduced the faculty to the concept of scientific course designing. Serious efforts were taken by the management to assure quality to the newly designed programmes through feedback from parents, teachers, students, alumnae, industrial experts, and academicians. The Board of Studies consists of subject experts chosen from other colleges/universities, nominated from industry and co-opted from the alumni. The Board of Studies evaluates the structure of the syllabi, method of evaluation and the panel of examiners. The Academic Council gives broad guidelines on these areas and approves the decisions of the Board. The Governing Council examines and ratifies the decisions before forwarding it to the affiliated university.

The college has introduced 7 UG programmes, 7 PG programmes and 4 Diploma courses which shows the commitment of the institution to provide maximum knowledge in the specialized areas which will enable them to develop skills and competency. The college also offers M.Phil programme in Botany, English and Physics.

New courses(SF) started from the academic year 2012 - 13

1. B.Sc. Apparel and Fashion Design (UGC Innovative Programme)
2. M.A. Bharathanatyam

New courses started from the academic year 2013 - 14

1. B.Com (Model 1 Taxation) (Self financing)
2. M.Com. (Finance) (Self financing)
3. M.A. History (Self financing)
4. M.Sc. Chemistry (Regular)

New courses(SF) started from the academic year 2015 - 16

1. Diploma in Health Assistance
2. B.Voc. in Food Processing Technology
3. B.Voc. in Software Development
4. Bachelor of Management Studies in International Business
5. M.Sc. Zoology
6. MTTM- Master of Travel & Tourism Management
7. P.G. Diploma in Clinical Nutrition & Dietetics
8. P.G. Diploma in Fashion Design & Apparel Merchandising
9. P.G. Diploma in Management in Business Analytics

New courses(SF) started from the academic year 2016-17

1. BCA Cloud Technology and Information Security Management
2. B.Com with Capital Market
3. B.Com (Taxation) - second batch
4. B.Sc. Psychology

5. M.Sc. Mathematics
6. Master Programme in Fashion Designing
7. Master Programme in Clinical Nutrition and Dietetics
8. M.Phil Programme - English
9. M.Phil Programme - Physics
10. M.Phil Programme - Botany

Strength

- Thrust of the curriculum is in promoting value based education, women empowerment, gender sensitization, skill development, competency in communication skill, personality development, and conscientising the students about environment protection. Special thrust is on job oriented courses.
- The College campus is automated – admission procedures, student attendance, staff and students profile, AQAR, evaluation, feedback, results, and campus placements. Total number of New courses offered in the post accreditation period is 22 of which 16 were added following the grant of autonomy (8 UG, 9 PG, 3 M.Phil, 1 U.G. diploma and 1 P.G. Diploma) which promotes interdisciplinary learning and skill development.
- Initiated B.Sc. Apparel and Fashion Design in 2012, B.Voc in Food Technology, B.Voc in Cloud Computing and Information Security Management, Master of Tourism and Travel Management, Masters in Fashion Designing, Masters in Clinical Nutrition and Dietetics.
- Orientation courses are offered to teachers, students and non-teaching staff to impart the Vision and Mission of the Institution.
- Teresian Research and Consultancy Cell functions as a spring board to promote research initiatives. Organizes National seminar annually in November-December period to promote and evaluate the research scholars of the institution.
- The Institution is a recognized Centre under M.G.University for conducting course work for Ph.D., since 2012.
- Department of Research and Development is established in 2015 with an objective to take up research survey and projects in a large scale for the betterment of the institution and the society as a whole.
- All the UG and PG projects have a research component.

Weakness

- Restricted autonomous status allows only limited freedom in curriculum design. The University allows only 20% of change in the existing syllabi. So the institution cannot design and develop courses in the aided stream which would promote active learning and active research in higher education scenario.
- Lack of academic flexibility in the curriculum.
- More Interdisciplinary courses need to be introduced.
- Curriculum can be designed with modules specifically designed to deal with transferable skills and vocationally relevant content and pedagogic methods appropriate for promoting intensive research, useful to society.

Criteria II: Teaching Learning and Evaluation

The institution is committed in providing quality academic excellence as well as human excellence. The academic audit confirms that quality is inextricable to teaching and learning. The faculty in the aided and the self-financing sector despite of having many challenges is extremely committed in contributing maximum to their students.

Teaching and learning are the main focus of the academic management. All the departments maintain an academic plan which is well monitored by the HODs. Another remarkable feature of the teaching learning environment is the personal relationship and bond that exist between the teachers and the students. The high learners and the slow learners are identified at the beginning of the academic year. All the departments have integrated an interactive teaching learning methodology to maintain quality. There is considerable evidence showing that the continuous assessment supports student learning. Traditional testing methods are combined with innovative methods to make the learning experience unique. The teachers provide guidance for assignments and seminars. The attendance is On-Line, carefully monitored and remains free from manipulations. The instructional methods to a certain extent provide the students to think analytically, to understand the premise of the study and communicate confidently. Performance in each course of study is evaluated based on:

1. Continuous Internal Assessment throughout the semester, which is centrally monitored.
2. Final examination at the end of the semester.

The assessment pattern includes the selection of weightages for different cognitive levels for all tests. The assessment pattern is communicated to all the students at the beginning of the semester. The audit shows the main concern of the institution is improving the quality of learning which also involves an assessment to what extent the students master the content of the course. Mentoring and tutoring are well monitored and documented. Remedial teaching is provided for weak students.

The management has taken special care to inculcate good values among students and has entrusted the responsibility to a core committee of teachers. The class teachers ensure that value education is provided on a weekly basis in an interactive manner. This is an integral part of the curriculum.

Strength

- Student centric, ICT enabled, participatory, and interactive teaching learning methods are promoted.
- Campus wide internet connectivity.
- Computer assisted Language Laboratory.
- Innovative teaching and learning methods through e-assignments, e-notes, e-books, and web resources.
- Students and teachers participate in International, National, State and Regional seminars and conferences.
- International collaborations and linkages enhance academic knowledge.
- Evaluation methods ensure maximum output from the students.

- IQAC has developed an online feedback system which conducts regular feedback on teaching methods confidentially.
- Malpractice committee and exam squad ensures less malpractice.
- 43 of the faculty are Ph.D holders and 50 of the faculty are M.Phil holders.
- 16 number of faculty were awarded Ph.D from 2012 to 2016.
- At present 9 are on FDP and 27 are actively engaged in research.
- International Language Centre of the college offers Spanish & German.
- GUNN Centre for Science Fiction studies.
- The college also facilitates ASAP (Additional Skills Acquisition Programme) for Kerala Government in 2014- 2015 & 2016 -2017.
- The Department of Home Science, St. Teresa's College has taken up the initiative of setting up a "CENTRE FOR REMEDIATION OF LEARNING DIFFICULTIES AND COMMUNICATION DISORDERS" in the Science block Campus, TD Road Ernakulam. The centre provides services such as early identification and assessment of developmental delays, hyperactivity, impulsivity, ADHD and Autism, which can be set right through early intervention. The students of the department of Home Science are provided hands on training to develop the skill for making successful intervention.
- B.Voc programmes provides serious learning and enables the learner to develop awareness about theoretical and practical dimensions of knowledge.
- Teachers Handbook is evaluated by the Principal and the HOD. This is a document that carries information about the lesson plan, leave availed by the faculty, achievements and a comprehensive self- appraisal.
 - ▷ Academic Management is focused to achieve the learning outcome.
 - ▷ The curricular and the co-curricular activities are well balanced in the Teaching Learning environment to provide holistic education to the students.
 - ▷ Highly qualified and committed teachers.
 - ▷ Plays a lead role in administrative duties.
 - ▷ Teaching Learning and Evaluation has rigour and vitality.
 - ▷ Evaluation is transparent and results are published on time.
 - ▷ Equity of access is taken care of in the admissions.
 - ▷ The Admission committee is vigilant in making the admission process transparent and efficient.
 - ▷ Admission and Publication of results are completely automated.
 - ▷ IQAC provides Faculty enrichment programmes and Orientation Programmes for students.
 - ▷ IQAC also conducts feedback on the Governance and Leadership along with faculty members.
 - ▷ Results are published on time through the web.
 - ▷ Teaching pedagogy is well integrated with many activities which provide the students learn differently.

- ▷ Use of ICT is excellent among faculty.
- ▷ Computer labs, Smart class rooms, Botanical Museums, Botanical garden, Herbarium, Food lab, Bio-Chemistry lab, Micro-Biology lab, Wellness centre, Textile lab, GC lab, PM lab, Art lab, Dying lab, Physics lab, MAT lab, Chemistry lab, Zoological museum with 3000 specimens of diverse animals belonging to various phyla.
- ▷ Science departments maintain content based library.
- ▷ Digital talking book library for visually challenged students.
- ▷ KINDLE for students.
- ▷ Orientation, career guidance, counseling centre.
- ▷ IQAC ensures quality in teaching and learning through periodical assessment, feedback, by organizing capacity building programmes for teachers and students.
- ▷ Grievance redressal cell for students and teachers.

Weakness

- Classrooms have to be upgraded.
- Space constraints for initiating new courses and enhancing infrastructure.
- Shortage of technical staff.
- ICT enabled teaching has to be increased in newly initiated courses.
- Administrative burden of the teachers.
- Language lab in English and French have to be revived.
- Computer assisted lab facility needed for PG programme in Chemistry.
- Needs Language & Media Lab, Computers, studio and camera facilities for Department of Communicative English.
- High Student-Teacher ratio in Commerce regular.
- More funds needed to purchase reference books for French and difficulty to employ native French teachers.
- Less number of lab technician for biochemistry and microbiology labs in Home Science.
- Teacher student ratio more for complementary classes in Physics.
- Curriculum should be more compatible to NET and civil services for Sociology.

Transparency in admission procedure

The application forms are scrutinized by a committee with regard to marks obtained in the Qualifying Examination – Minimum requirement for Admission to the following:

U.G. Programme – Pass in the +2/ Equivalent Examination Recognized by the University
 P.G. Programme – Arts 45% marks for core group (or a CGPA of 1.80 out of 4.00 in the Core Group)

P.G. Programme – Science 50% marks for core group (or a CGPA of 2.00 out of 4.00 in the Core Group)

M.Phil. Programme – 55% for General Category & 5% relaxation on minimum marks for SC/ST candidates.

The criteria for admission

Admission to the B.A Bharatanatyam, B.Sc. Apparel and Fashion Design, Masters in Fashion Designing, Post Graduate diploma in Fashion Designing, and M.A. Bharatanatyam are based on merit and aptitude/entrance test conducted by the institution.

For M.Phil. programmes, the admissions are based on merit, entrance test and interview.

Ph.D. PROGRAMMES - The Institution follows the rules of M.G. University eligibility norms for admission to Ph.D. programmes.

- UGC-CSIR JRF/GATE/ Ph.D. Inspire Fellowship/Clearance in the Common Entrance Admission conducted by the university.
- Candidates who satisfy the above eligibility norms are asked to submit a research proposal which is then scrutinized by a Doctoral Committee including two external experts and the supervising teacher.

Admission Process

From 2012 to 2014 the Institution followed the Single Window System of Admission, CAP-Centralized Allotment Process introduced by M.G. University for U.G. and P.G. Programmes.

In 2014, after autonomy, the UG admissions were under Centralized Allotment Process of M.G. University and the PG admissions were done by the College. Applications were scrutinized and the rank list was published in the college notice board and the applicants were informed of the date and time of interview.

From 2015 both the UG and PG admissions were done through the online admission portal of the college. Seat distribution is as per the Govt. /University policy.

For **Self- Financing Programmes** 50% of the seats are distributed as per the University and Government rules and the remaining 50% of the total seats are filled by the management from among candidates of their choice provided they satisfy the eligibility criteria.

Evaluation Process

The Controller of Examinations is in charge of the examination process in the College. The Examination Cell provides support to the Controller of Examination. The institution has an Examination Manual which clearly states the rules and regulations of the evaluation process. The rules are strictly followed. To ensure transparency in the conduct of examinations an External Superintendent is appointed to supervise all matters related to the conduct of Examination. The Exam Squad and Malpractice Prevention Committee ensure transparency and check on malpractices in the evaluation process. To maintain academic excellence, the institution has decided not to follow policy of moderation.

20% of the answer scripts are revalued by the External at the UG level. Double Valuation for the P.G. Programmes ensures minimum anomalies in the valuation process. Provision is made for revaluation at the UG level and re-counting of answer scripts at PG Level. Students are provided with photocopy of answer book on request.

Criteria III: Research, Consultancy and Extension

St. Teresa's College has always promoted Research as an integral part of curriculum. It was the pioneering efforts of the management that led to the establishment of Research centers for Home Science and Sociology in 1985. They are one of the oldest centres of research in Kerala and in M.G. University. The Centre for Research in Home Science is the only research centre under M.G. University. Six departments (Botany, Economics, English, Sociology, Home Science and Physics) are recognized as Centres for Research under M.G. University. 90 scholars are doing research under 24 research guides. The college has taken the initiative of establishing TRACC to promote high quality research and to strengthen linkages and consultancy services in the year 2011. It organizes a one day National Level Orientation Programme for Research Guides and Scholars annually. The focus of this orientation is to locate and address the paradigm shift that we witness in academic research.

The college is a recognized centre under M.G. University to offer course work for Ph.D. scholars from 2012. In the period between 2012 and 2015, Thirty Three (33) scholars completed course work for Ph.D. and 15 scholars were awarded Ph.D. Experts from outside are invited every six months by the respective guides to evaluate the performance of the scholars. Attendance register is maintained by the Coordinators of the centre. Forty Five (45) teachers have Ph.D. and nine (9) teachers are on Faculty Development Programme, leading to the award of Ph.D. Ten faculty members were awarded Ph.D. in the post accreditation period between 2012-2016. There are four major research projects under UGC and one major project from the World Bank. Dr. Lizzie Mathew (Department of Botany) and Dr. Anu Gopinath (Department of Chemistry) are co-investigators in one major project (2012-15) The total outlay is Rs. 66,19,300 (Rs. Sixty six lakhs nineteen thousand and three hundred) Dr. Anu Joseph has an ongoing project from UGC for Rs. 15,00,000 (Rs. Fifteen lakhs and three hundred only), There are 43 minor research projects and the outlay is Rs.7,45,000 (Rs. Seven lakhs and forty five thousand only). The faculty, students and scholars publish extensively in refereed journals, proceedings and books with ISBN numbers.

The college has One International Peer reviewed Journal (TJES) and three National Journals. The undergraduate and post graduate students have publications in the post accreditation period.

The Gunn Centre for Science Fiction studies was established in the year 2014 to promote creative writing and research in Science Fiction. This centre is affiliated to the State Kansas University USA, to promote interdisciplinary research and creative writing.

Major Awards and Recognition of the Institution

Dr. Sajimol Augustine M. (Principal)

- ▷ Best Paper - International Conference OMTAT 2013.
- ▷ State Council for Higher education FLAIR –Research Excellence Award 2016.
- ▷ The work on “Biocompatible ZnS : Mn nanocrystals conjugated with L-citrulline as fluorescent probes for DNA visualization and for finger print analysis in forensic studies” by Dr. Sajimol Augustine M was submitted for patent filing with file number 4900/CHE/2012 and has been published in the patent journal 06.05.2016.

Dr. AnuGopinath (*Assistant Professor Department of Chemistry till 2015*)

- ▷ The first woman scientist from Kerala, to go for Arctic Expedition Team in the year 2014, 2014 (36 days) and 2016 (41 days)
- ▷ ISAS Award for contributions in teaching and research, September 18th 2014.
- ▷ Commonwealth Academic Staff Fellowship, 2012 - National Oceanographic Centre, University of Southampton, UK(Sponsored by British Council)
- ▷ DST Fast Track Scheme for young scientists- 2012.
- ▷ Indian Society of Analytical Scientists Award - for outstanding contributions in teaching and research- 2014-2015, 2015-16.

Dr. Jaya T. Varkey won the UGC research award, 2015 for the period 2016-18.

Dr. Anu Joseph has an ongoing project from UGC for RS 15,00,000 (Fifteen Lakhs)

Dr. Lizzie Mathew from the Department of Botany and Dr. Anu Gopinath have a Major Project from UGC for Rs 23, 70,000 (DST)(2012-15)

Dr.Gladis Mary John (*Department of Sociology*)

- ▷ received Bharat ShikshaRatan Award for Educational Excellence by Society for Health and Educational Growth, New Delhi, Lifetime Educational Excellence Award with medal for Educational Excellence by Economic and Social Development Foundation, New Delhi, The Best Citizens Of India Award, The International Publishing House, New Delhi.

Ms. Linda Therese Luiz faculty member of the Sociology department received Dr. Jose Murickan S.J. Memorial Young Sociologist Award of the Kerala Sociological Society in 2015.

Dr. Leela P.U. has received Post-doctoral fellowship in Sociology from ICSSR, New Delhi for the year 2012-2014.

Soorya Gopi research scholar of the department was honoured with the Kendra Sahithya Academy Award for Young Writers in 2016.

Dr. Latha Nair R. was invited to the UN in July 2015 to be a part of United Nations Academic Impact (UNAI) which is an initiative for Research collaborations with acclaimed universities of the world.

Consultancy

The college follows the policy of extending the expertise available in the college for the benefit of the society. The institution renders consultancy services to industry, Government and Non Government Organizations and other educational institutions. The revenue generated from consultancy is shared by the Centre and the institution in 80:20 ratio.

- ▷ Consultancy to Central Institute of Fisheries Technology (CIFT)
- ▷ Dr. Anu Gopinath, Dept. of Chemistry, Research consultant for the International project on assessing the level of radio nuclides in Sea Foods collected from Seven South East Asian Countries - China, Korea, Singapore, Thailand, Malaysia, Hongkong, Philippines and India.
- ▷ Consultancy to the government and developed e-jalakam, an e-governance project under State e-Governance Mission team, Kerala State IT Mission. This project won many awards and recognition at the national and state level.
- ▷ All India Survey on Higher Education conducted by Ministry of Human Resource Development, Government of India.
- ▷ Knowledge Exchange Programme.
- ▷ Consultancy in Travel and tourism.
- ▷ Consultancy to National Heritage Study Centre.
- ▷ Consultancy to Shakthi- a national movement for women.
- ▷ Consultancy in Health and Nutrition, Food and Nutrition.
- ▷ Data Analysis consultancy for NGOs.
- ▷ Consultancy in the field of Fashion Designing and Apparel Merchandising.
- ▷ Consultancy for Self Help Groups and Women Entrepreneurs undertaken by Bhoomithrasena Club.
- ▷ Consultancy to Centre for Disability Studies.
- ▷ Consultancy to Sarvodaya Sangh, a directly assisted institution of Khadi and Village Industries Commission, Ministry of Micro, Small and Medium Enterprises, Govt. of India.
- ▷ Consultancy in Translation work.
- ▷ Centre for Environment and Development, Govt. of Kerala and Energy management centre for conducting Urjakiran.
- ▷ Income Tax Consultancy Service, with the assistance of the Alumnae which provides consultation for the staff, students and the public.
- ▷ Consultancy to the research scholars in data analysis using SPSS.
- ▷ Consultancy to Ernakulam Social Service Society for organizing community oriented programmes.
- ▷ Consultancy to Lourdes hospital in policy making, medical camps and awareness sessions.
- ▷ Consultancy with Zoological Survey of India and Pondicherry University.
- ▷ Consultancy to Spices Board of India for an All India co-ordinated Project on "Indian Ethnic Cuisine with special reference to Syrian Christians.
- ▷ World Bank funded project under National Agricultural Innovation Programme (NAIP), ICMR with Central Institute of Fisheries Technology (CIFT), Cochin.
- ▷ Consultancy to Synthite Group of Industries.
- ▷ Consultancy to Janamaithri Police.

Collaborations & Linkages

International

Department of Physics

- ▷ International University of Paris- Sud, Orsay, France.
- ▷ University Libre Du Bruxelles, Belgium.

Department of Mathematics

- ▷ Econometrisch Institute, Erasmus Universiteit, Rotterdam, Netherland.
- ▷ University of Louisville, Louisville, USA.

Department of English

- ▷ Deakin University, Australia.
- ▷ The Richmond University, UK.
- ▷ Arts Centre Bartos Institute United world College New Mexico, USA.
- ▷ Setan High University, USA.
- ▷ State Kansas University, US.

Department of Zoology

- ▷ Dr.Rath Research Institute, Santa Clara, California, USA (MoU signed)

National / Government

- ▷ Department of Paediatric Cardiology, Amrita Institute of Medical Sciences and ICMR, New Delhi.
- ▷ Help Age India, Ernakulam for the conduct of Geriatric welfare programmes.
- ▷ CeDS (Centre for Disability Studies, LBS, Tvpm) for the Development of Disabled friendly play equipments.
- ▷ Ministry of Health, Govt. of Kerala for LEAP (Life Style Education and Awareness Programme) and with NHRM for Nutrition Awareness Programmes.
- ▷ MoU with Synthite Group of Industries for Collaborative research and development of spice based products.
- ▷ Coconut Development Board for the development of Value added coconut products
- ▷ International and Inter University Centre for Nanoscience and Nanotechnology, Kottayam.
- ▷ CUSAT.
- ▷ Centre for Environment and Development, Govt of Kerala.
- ▷ Energy Management Centre.
- ▷ Navadarsan Institute , Educational Empowerment by Archdiocese of Verapoly(MoU signed)
- ▷ Health Now Initiative, Kerala (MoU signed)
- ▷ Centre For Marine Living Resources & Ecology, (CMLRE), Kakkanad Zoological Society of Kerala (ZSK).

- ▷ NIO,Kochi.
- ▷ CUSAT and CMFRI, Kochi.

Linkages

- ▷ Mahatma Gandhi University – Doerenkampcentre for alternatives to use animals in life science education (MGDC)
- ▷ Bharatidasan University, Thiruchirappalli, India.
- ▷ Sargalaya-the Craft village, Vadakara.
- ▷ Uravu Eco links,Waynad.
- ▷ Aranya Dyeing Unit, Munnar.
- ▷ Weavers Coorporative society, Coimbatore.
- ▷ Parthas.
- ▷ MACTA, House of Vallaya, New Delhi.
- ▷ Khadi and Village Industries Ltd.
- ▷ ICDS, The Centre Hotel.
- ▷ CGH Earth.

Hospitals

- ▷ Medical Trust Hospital.
- ▷ Samaritan Hospital.
- ▷ Lissie Hospital.
- ▷ PSG Hospital, Coimbatore.
- ▷ Raheja Hospital, Bombay.
- ▷ Amrita Hospital.
- ▷ Lakeshore Hospital.
- ▷ MIMS Hospital.
- ▷ Elite hospital.

Industries

- ▷ Milma.
- ▷ Meat Products of India.
- ▷ Synthite Industries.
- ▷ Casion Air flight Catering.

NGO's

- ▷ Kudumbasree.
- ▷ Fourth wave Foundation.
- ▷ Nanma.

The Institution is committed in offering its services to the society and it is an integral part of its inclusive culture. The Teresian Rural Outreach Programme (TROP) and extension

activities of the departments are commendable in the post accreditation period. One of the outstanding extension activities of the institution which has won national and state level recognition is e- jalakam, the social responsibility project that has won many awards like GOLD under category 'Outstanding e-Governance Initiative by Academic and Research Institutions National Award on e-Governance 2014-15 by Government of India, Chief Minister's Special Jury award for Innovations in Public Service 2012-13, Kerala State e-Governance Awards 2011-13.

- The other outstanding extension activities of the college are Bhoomitrasena, Society of Teresians for Environment Protection (STEP) and waste management in Panchayaths.
- The extension programmes focus on 'Urjakiran' initiated in 2015 to provide awareness programme for self-help groups and NGOs. The students were given training to become master trainers to teach assembling LED bulbs.
- The other major activities which go beyond the routine class room and laboratory, include Free Medical Camps, Education Programmes, Craft training for the primary students, Setting up of Library by collecting books from the students and Seminars for mothers on Menopause, Nutritional Foods for Women, Identifying Learning Disabilities.
- There are many unique extension activities like the training given to 300 Beat Police Officers on emotional content in Democratic Policing which is an ongoing project with Janamaithri Police.
- 'Keeping kids away from drugs' is a project for saving children and youth from drug abuse in collaboration with Fourth Wave Foundation.

The extension activities are well mapped out and initiated in all the departments. The students served as resource persons in projects such as 'EzhazhakilekkuEzhikkara' which involved Solid Waste segregation and collection in 700 households (ward 7 and 10) in Ezhikkara Panchayat, from Jan., 2015 onwards and community intervention- preservation of water bodies in Kuzhuppilly Panchayat (2013-14). The project involved Water Quality testing-in 45 Wells, with Centre for Water Resources Development and Management (CWRDM).

The NSS and NCC have also won much recognition for their commendable service to society and student activities. The NSS volunteers give special orientation to students to donate Blood to save lives. The college has won many awards from the IMA for donating maximum units of blood. The NCC cadets have also contributed remarkable service. Dr. Seleena K.V, the NCC officer of the institution has received the Best Associate NCC officer's Award, in the year 2015 for her contributions to society. Smt. Susan Cherian was awarded certificate of merit for exemplary service through National Service Scheme of M G University during the year 2014-15.

Strength

- Extension activities are innovative and have strengthened in the post accreditation period.
- Efforts have been taken to improve consultancy by the institution in the post accreditation period.

- Extension activities are well integrated in to the teaching Learning environment.
- Research initiatives and publications have improved.
- More awards and recognition in the post accreditation period for the faculty and the institution.
- Minor Research outlay has improved.
- More international and national seminars.
- Conducted Course work for Ph.D. since 2012 and 100 % percent pass for the scholars.
- Remarkable increase in the number of Ph.D. scholars.
- International Collaborations and linkages have become strong.

Weakness

- Departments of Languages and Sociology have scope of introducing more extension activities.
- Collaborations and consultancy with industries have to be strengthened in some departments.
- There is scope for increasing Major Project outlay.
- There is ample scope for strengthening consultancy and Linkages with Industries for generating more income.
- Infrastructure facilities are needed for facilitating outstanding contributions in research.

Criteria IV: Infrastructure and Learning resources

St. Teresa's College, a diverse and vibrant institution in Kerala is located at the heart of Kochi, one of the most exciting cities in the world. Our mission is to transform lives of women through excellent education. The institution aims to meet society's needs through our socially responsible agenda and build rewarding careers for students, staff and all their main stake holders.

The college is spread over three campuses with the Faculty of Social Sciences and Humanities in the Arts Block and the Faculty of Life Sciences and Women Studies in the Science Block. From 2017, a new block will start functioning in the newly acquired adjacent property. Last year, we announced our decision to embark on an ambitious project of creating a State-of-the Art building with all modern facilities. This new project will provide our students, access to excellent facilities and smart classrooms.

St. Teresa's has been offering a rewarding educational experience for women since 1925. The institution has developed a curriculum with a focus on employability and the faculty is committed to improve the learning outcome of all the students, which includes supportive infrastructure facilities.

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7.27 acres	8.37 acres	Management	15.64 acres
Class rooms	98	4		102
Laboratories	27	-		27
Seminar Halls	5	-	-	5

- Multi- complex building which accommodates two auditoriums, an AC conference hall, Council Room, 5 class rooms, IQAC room, Exam Cell and A Spacious Students' Lounge.
- Platinum Jubilee Auditorium with a seating capacity of 3000 students.
- Arts Block Auditorium with a seating capacity of 1000 students.
- The Administrative Section in the main building.

Library

- Library that is completely automated, digitally controlled and fully equipped to deal with the demands of the student and teaching body.
- Encompasses three floors and can seat 550. It is divided into the Central Library (1636.5 sq. m) and the Department Library (1951 sq. m).
- Accessed through a single door entry system through RFID (Radio Frequency Identification) cards that automatically scans and records individual IDs and allows entry. This system allows for centralization and easy management and supervision of resources.
- A comprehensive library management solution, in the form of the latest software technologies, has been incorporated. This new system allows for the annual stocktaking of books, items owned, orders made, acquisitions, cataloging circulation and public interface for users.
 - The library N-List has 84, 767 books, 21 international journals and 76 national journals. In addition to N-list, the library also contains E-Repository, D-Space.
 - The library is fully automated with KOHA, and author-wise and title-wise search is facilitated through OPAC.
 - Subscription to N-List of INFLIBNET provides access to more than 6000 journals and 90,000 e-books.
 - Digital Repository Library services. Students are given training on accessing and using N-List [Digital Library].
 - Reprographic & Internet facility.
 - Question Banks.
 - A Talking Book section is part of the library. In this manner, the college has ensured visually impaired and challenged students can utilize the library resources without difficulty.
 - Library Newsletter - LIBER - is published monthly to disseminate information about new addition of books and journals, availability of UGC grants for the departments, subject wise number of books, and Library Time Schedule.

- Transfer Certificates are generated using computer software.
- Software applications are in the process of being installed in order to facilitate Treasury transactions and the management of Provident Fund of employees.
- Wi-Fi facility and CCTV camera are installed in the library.
- 264 computers, 26 laptops, 3 labs with 89 computers, 18 computers for office use and 44 computers for the departments.
- The campus is Wi-Fi enabled and all the departments, offices and labs remain connected to LAN internet facility.
- Generators are installed for complete power back up.
- There are two indoor stadiums for basketball, volley ball and shuttle Badminton.
- A multi- Gymnasium.
- Department of Botany has a Museum with 875 specimens and a Herbarium with 560 specimens.
- The Botanical garden which is maintained by the department has specimens including medicinal plants.
- There are three labs for research, computer and microbiology along with one instrumentation room and the tissue culture lab.
- The Department of Zoology has a library with 3500 advanced books, 11 Research Journals and 3 E-Journals.
- Has a well maintained museum having around 3000 specimens of diverse animals belonging to various phyla.
- Four diversified Laboratories for performing UG and PG Zoology practical and research activities.
- Well-equipped Research Centre.
- 3 hostels, 2 canteens and coffee counter.
- Intercom connects all Departments and Service Areas.
- ATM facility and Special Bank counters are provided for students for remitting fees.
- An ERP System (Knowledge Pro) has been deployed to integrate all the functional areas of the institution.

Strength

- The institution has acquired 8.37 acres for future expansion. The Institution conducts an audit with regard to replacement/up-gradation/addition of infrastructure.
- The management provides matching grants.
- The Faculty, students, alumnae and community support the infrastructure initiatives of the college.
- CCTV surveillance and 31 number of cameras.
- 24 x 7 campus security.
- Wi- Fi enabled campus with high speed 10 Mbps.

Weakness

- The P.G Departments of Chemistry, Home Science, Physics and Botany need more upgraded Labs.
- The new courses in the Self-financing sector need more smart class rooms.
- More rest rooms needed in the Arts & Science Block.
- Food courts are recommended.
- Better Canteen facilities needed in the Arts Block.
- Needs a proper Convalescence Room.
- First Aid Boxes in the Department.
- Ramps and rest rooms for physically challenged are needed.

Criteria V : Student Support and Progression

St. Teresa's is committed to the well-being and safety of the students. The institution provides assistance wherever possible to ensure that their learning experience is fulfilling, healthy and proactive. The institution has a frame work to engage and support a broad range of people, especially those involved in teaching, learning and student support in strategic or in practice roles. Enabling Student access, retention, attainment and progression are embedded in the curricula and in all programmes and is a part of the inclusive culture of the institution.

Access is enabled through

- Student Information System which provides the students with information on admission, financial aid, pre-requisites, rules and regulations through the College website, Prospectus and the Student's Handbook to assure fair access across the whole student lifecycle.
- Students from marginalized and economically challenged sections are given access.
- 2 seats are allotted for the sports in each programme that is interchangeable and 3 % for differently abled students.
- 1 seats for achiever in each programme that is interchangeable in co-curricular activities.
- Reservation policy of SC /ST/Minority is strictly followed.
- Students are provided support through mentoring, lesson observation, peer-mentoring.
- Embedding flexible learning and online provision to facilitate access to all.
- Providing comprehensive personal tutoring systems for all students as part of their programme.
- Orientation programmes to nurture a sense of belonging , to promote engagement and enhance attainment.
- 28 clubs and cells to support, in achieving human and academic excellence.

- Life Guidance & Value Education Cell for embedding inclusive values and approaches within learning and teaching policy and to enable students to assimilate values and to become emotionally intelligent.
- Student support Initiatives - Grievance Redressal Cell, Career Guidance Cell, Placement Cell and Anti-Ragging Cell, Anti-Harassment Cell, Students' union and Services of a permanent Resident Counsellor.
- Financial support given to students through various scholarships, Grants-Navathy scholarships, JNB Foundation Scholarships, Platinum Jubilee scholarships, Alumnae and STARS scholarships, PTA Scholarships and Special Scholarships.
- The Public Address System and the Student Notice Board to inform students.
- Gym facilities, Yoga classes.
- Fee deduction, subsidized meals, free noon meal facility.
- Counselling Cell to help students to deal effectively with stressful situations in life.
- On – Line Feedback from students is collected to improve the existingsystem.
- The institution updates its prospectus, handbook, rule book, calendar.
- College magazine published annually as a students' Union Initiative.
- Remedial Classes are conducted for slow learners.
- High Learners are identified and provided opportunity to enhance their potential.
- Academic monitoring takes place through Continuous Internal Assessment and End Semester Examination.
- MoU's with government in e-governance, Sarvodaya Sangham for promotion of Khadi, National and international universities to enhance academic excellence.
- NSS & NCC to promote shared responsibility and commitment in serving society.
- Annual Sports Day to enhance sports culture.
- Placement Cell to develop progression plans with students and to enable career and academic progression.
- Alumnae, PTA and STARS (St. Teresa's Association of Retired Staff) provide scholarships and supportive learning environment.
- Teresian Week - a cultural fest that draws on the plurality of students' life experiences, their interests and backgrounds to enhance retention and productivity.
- Department News Letters published annually.
- ED club which fosters the spirit of entrepreneurship and promotes self-employment.
- Women's Cell which offers gender sensitization programmes which enhances the capability of students to challenge the behaviours, attitudes and practices that can undermine inclusion.
- Students Union implementing a range of practices to support retention within all disciplines, such as active learning, organizing skill based workshops, co-curricular activities and Art for Life Programmes.
- creating networks with alumni to offer all students guidance, role models and professional opportunities as part of the wider curriculum and employability offers.

Criteria VI : Governance & Leadership

The institution has a clear and shared Vision and Mission statement. Governance & Leadership are well defined to achieve human and academic excellence. The institutional leadership has always been participatory. But after getting autonomy in 2014, the strength of governance is Team leadership. It is a process of encouraging, persuading, and directing others to make decisions to perform in accordance with the vision and mission of the institution in an effective manner. This is a strategic move to foster creativity and accountability.

In 2015, for the first time in the history of St. Teresa's, the Principalship was given to the senior faculty member Dr. Sajimol Augustine from the Department of Physics. The nominated member of the Management Dr. Sr. Vinitha (Celine E) assumed office as the Director of the institution to ensure much more extensive information sharing, more lengthy consultation, and more careful sharing of authority than in the past between management and the major stake holders.

Now the Institution has multi-tier system of leadership with the Manager & Provincial at the apex of the Governance, The Director who represents the manager and who is in charge of decisions related to management at all levels of governance, The Principal, the IQAC, Academic Deans, Deans of Student Affairs, Governing Council, The Academic Council and the College Council to participate in creating strategic plans, draft policies, approval of curricula and modus operandi of the programmes to ensure quality.

- The academic and administrative activities are carried out in consensus with stated policies of the institution.
- Participatory management and Team leadership to promote entrepreneurship global knowledge network' and to strive for academic excellence and innovation.
- Transparency in Faculty appointment is based on merit and no capitation is taken by the management to ensure quality.
- IQAC organizes Professional Development Programmes for Teaching and non-teaching staff.
- Workshops are provided for mentoring by the IQAC.
- Encourages faculty to introduce skill-based initiatives along with academic instruction.
- New programmes are introduced in the curriculum to equip the students with key skills.
- The Extension activities are in place, so that the students develop leadership skills and engage with communities, society and enterprises.
- Governance & Leadership focus on transforming the institution into engines for new ideas through research.
- To be a strong international presence, will attract overseas students and engage in high quality research (TRAAC)
- The Research & Development Department (R& D) to design and deliver joint programs (UG and PG) in partnership with International/National Universities and Industry.
- To emphasize on the importance of scientific knowledge as it determines the economic competitiveness of a knowledge economy, (Organizing Knowledge Fair, E-governance campaign, Navadarshan)

- The External & Internal Academic Audit to ensure quality, accountability and transparency.
- Financial Committee and Purchase Committee to plan and allocate budget for academic and administrative activities.
- To create 'Academia-Industry routes' depending upon the students' aspirations/capabilities.
- Setup world class campus with state-of-art facilities.

Criteria VII : Innovations & Best Practices

The mandate of the institution is to internationalize education and create enablers who are globally effective and who are globally mobile. The institution is committed to create unique pathways to enable young women to achieve the ESE factor (Education, Social mobility and Economic independence). Innovations are a part of the inclusive culture of the institution and conscientious efforts are taken to transform the mindset of young women to become seekers of knowledge and entrepreneurs. The best practices of the Institution contributes to:

Creating an effective system of quality culture in curriculum

- An effective system of learning mobility is made available with equitable open access.
- Innovations become Reference points to make a paradigm shift from current system of learning.
- Shift from Input to Output.
- Content to Competences.
- Teacher centered to student centered learning.

Create Strategic Aggregations

- Creating international group of collaborators who are interested to create international cooperation projects.
- Organizing international conferences.
- Creating international learning / training opportunities for the main stake holders.
- Creating Research & Development Department to facilitate international cooperative projects & establish Linkages.

Innovative Practices of the Institution are:

- Teachers are appointed exclusively on the basis of their merit through a transparent system.
- Participatory system of Governance and Team Leadership.
- The Teresian Rural Outreach Programme(TROP) which involves all the departments to actively contribute to sensitize members of the local community about environment, health and nutrition, women laws, communication and computer skills, self- employment schemes and psychological issues of teenagers.

Green Initiatives

- Eco- friendly practices that encourage a spirit of environmental friendliness are implemented.
- The Bhoo Mitra Sena Club of the college committed to Mother Nature and environmental concerns. The thrust was on greening initiatives such as practicing organic farming, conservation of water bodies, promoting water literacy, cleaning of college campus, solid waste management and endorsing the use of eco-friendly products.
- Collaborates with 'SEED' programme of Mathrubhumi to initiate vegetable gardens in the college and other institutions.
- Green Audit is conducted annually by the IQAC.
- Solid Waste generated within campus is segregated at source.
- Energy audit is undertaken.
- A registered Society of Teresians for Environment Protection (STEP) to ensure a green campus, steps towards energy conservation, and to stop using plastic carry bags.
- The promotion of the "food loss campaign" encouraged people to reduce their food print by persuading people to think before eating and hence contributing to saving the environment.
- Collaborates with Centre for Environment and Development, Govt. of Kerala and Energy management centre for conducting Urjakiran an environmental awareness programme for NGOs and public.
- Provide design intervention and technical support to the Khadi artisans, weavers of Kallanchira, Palakkad. The students developed the motto 'Wear Khadi, Be Indian' to popularize Khadi and make it a global movement among the youth.
- On-Line Election, E- voting system for the conduct of General elections of the Students' Union.

Solid Waste Management

- The faculty in-charge of BhooMitraSena club is conducting a research on "Role of the Local Governments in Solid, Liquid Waste Management and Environment Protection-A Study of Panchayats in Kerala". As part of the research, waste audits were conducted in the following Panchayats. Chemical analysis of water quality was also done in sample water bodies since the first sign of environment stress will be reflected in the water quality.
 - A) NenmeniPanchayat, Wayanad.
 - B) Marutharod Panchayat, Palakkad.
 - C) Ezhikkara Panchayat, Ernakulam.
 - D) Kanjiramkulam Panchayat, Thiruvananthapuram.

"Ezhazhakilekku Ezhikkara"

- The project aims at encouraging households in EzhikkaraPanchayat in Ernakulam district to implement segregation of solid waste and hand over plastic waste for

recycling and safe disposal in the place of the practice of burning it, throwing it in soil or disposing into the nearby backwaters. The project which was started last year among 400 households in Ward 7 of EzhikkaraPanchayat was extended towards around 390 households in Ward 10.

- BMS members conducted several awareness classes as a part of this project, and consequently plastic waste is being segregated by households, collected by Kudumbasree members and handed over to CREDAI Clean City Movement (CCCM) for recycling.

e-Waste - Awareness and Collection Program

- On 9th February 2016, BhooMitraSena club in association with NSS unit of St. Teresa's College organized an awareness programme on the health hazards caused due to E-waste. On 11th February BMS and NSS unit of the college joined hands together with the Cochin Corporation, collected e-waste from the college and handed it over to the Cochin Corporation.

Academic Initiatives

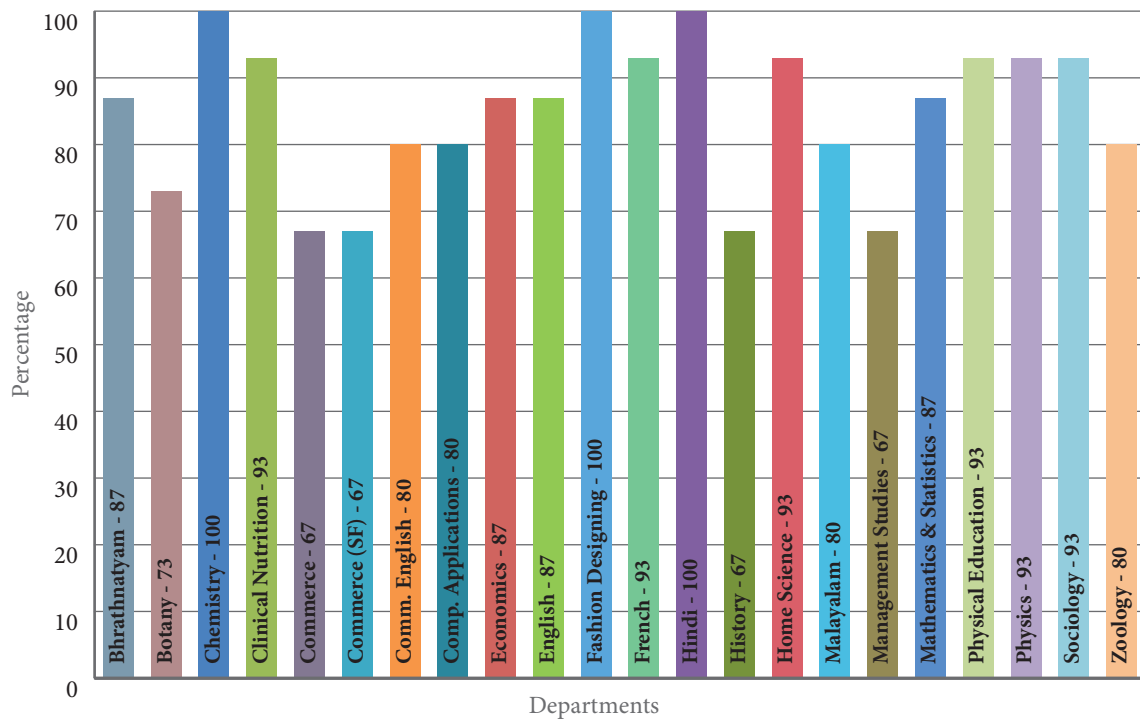
- Innovative and relevant Academic Programmes together with and Inter-disciplinary programmes were introduced.
- The Environmental Studies (EVS) syllabus designed and proposed by the UGC is incorporated to the curriculum in 2016-17 for all the UG programmes.
- On-line Admission System.
- On-line and digitalized Examination Section.
- Use of E-resources, RFID, reusable learning materials, organizing book exhibitions, Knowledge Fair.
- Cultural Fests organized by the Departments.
- GUNN Centre for Science Fiction Studies affiliated to The State Kansas University for popularizing Science Fiction Studies.
- Alumnae Sale for encouraging women entrepreneurs.
- The Examination Manual and reforms carried out by the examination cell.
- The restructured Feedback mechanism.
- Knowledge Pro software for attendance entry and summary.
- IQAC organized a Transformative Teachers Workshop on 19th January, 2016 in the area of mentoring by BAANYAN TREE.
- Developed e-jalakam, an e-governance project under State e-Governance Mission team, Kerala State IT Mission. The Government of Kerala has included VivaraNidhi—a citizen's handbook on e-governance, in the National e-Governance Plan portal's (Department of Electronics and Information Technology, Government of India) knowledge repository section.
- CENTRE FOR REMEDIATION OF LEARNING DIFFICULTIES AND COMMUNICATION DISORDERS" in the Science Block Campus, TD Road Ernakulam, provides services such as early identification and assessment of developmental delays, hyperactivity, impulsivity, ADHD and Autism which can be set right through early intervention.

- Department of French undertake translation work from outsiders by translating their Driving License, Birth Certificates, Degree Certificates, Bank Documents, and Marriage Certificates from English to French and Vice versa.
- French native teacher is employed by the institution to provide better competency in language acquisition.
- Sadbhavanaparv' to celebrate the Independence day of our Nation in an elaborate manner with theatrical performance and role play related to freedom struggle and the lives of freedom fighters.
- Linkage with Navadarshan, which provides research facilities to nearby institutions to promote interdisciplinary research.
- Emotional Content in Democratic Policing a project for beat police officers of Janamaithri Police in collaboration with Kerala Police.

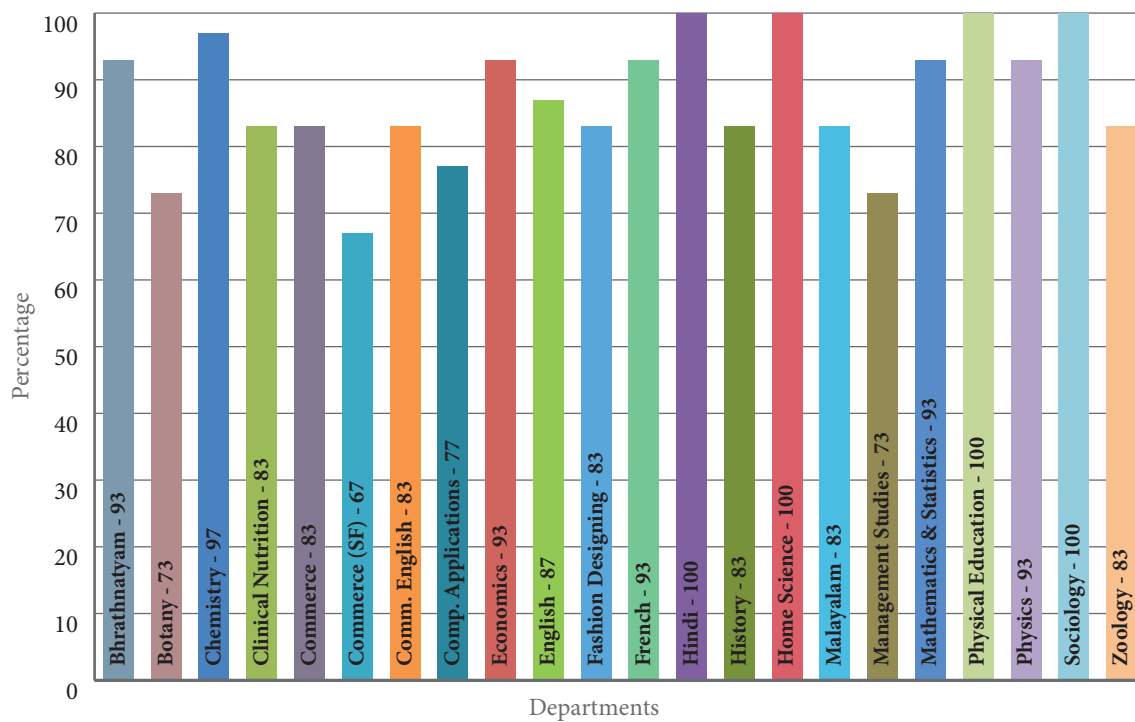
Organic Farming Initiatives

- NSS Volunteers of St. Teresa's College, imbibed the spirit of organic farming, and launched the initiative of organic farming on Gandhi Jayanthi, to promote pesticide free vegetables in the adopted village community of Ochanthuruthu, Vypin, Kerala.
- Co-curricular activities of the students are encouraged by giving free training and providing platforms to showcase their skills. Of the 28 Youth Festivals conducted by the MG University, St. Teresa's has won the overall championship 23times and was runner up 6 times.

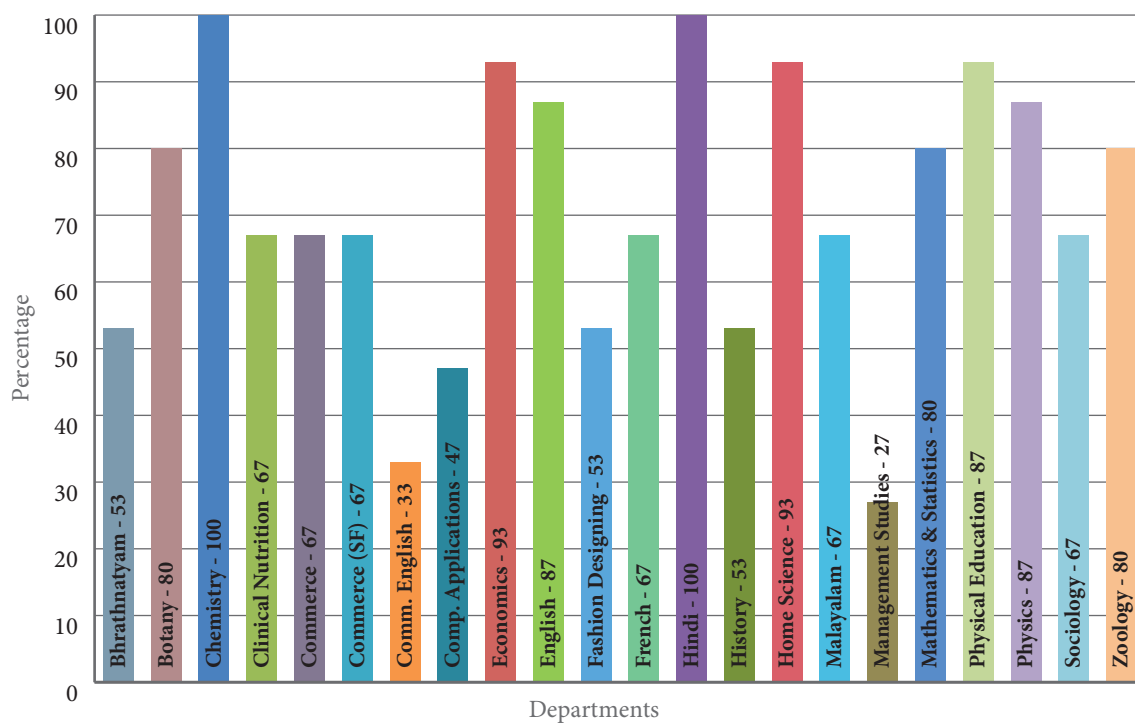
Curricular Aspects



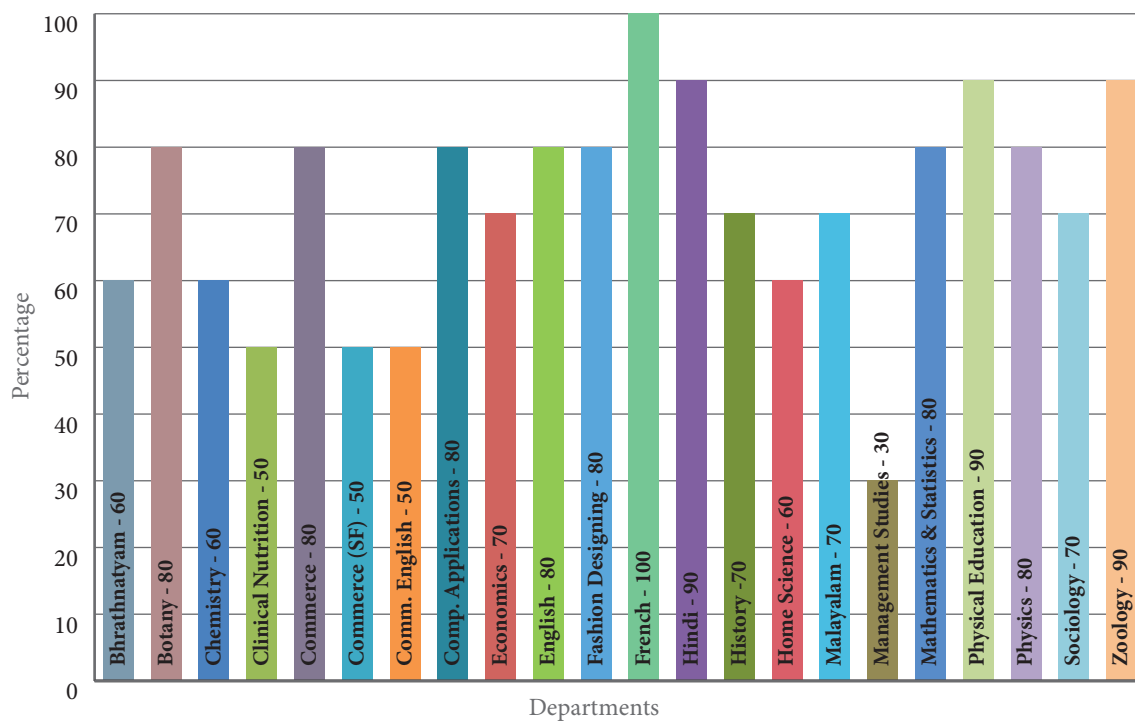
Teaching-Learning and Evaluation



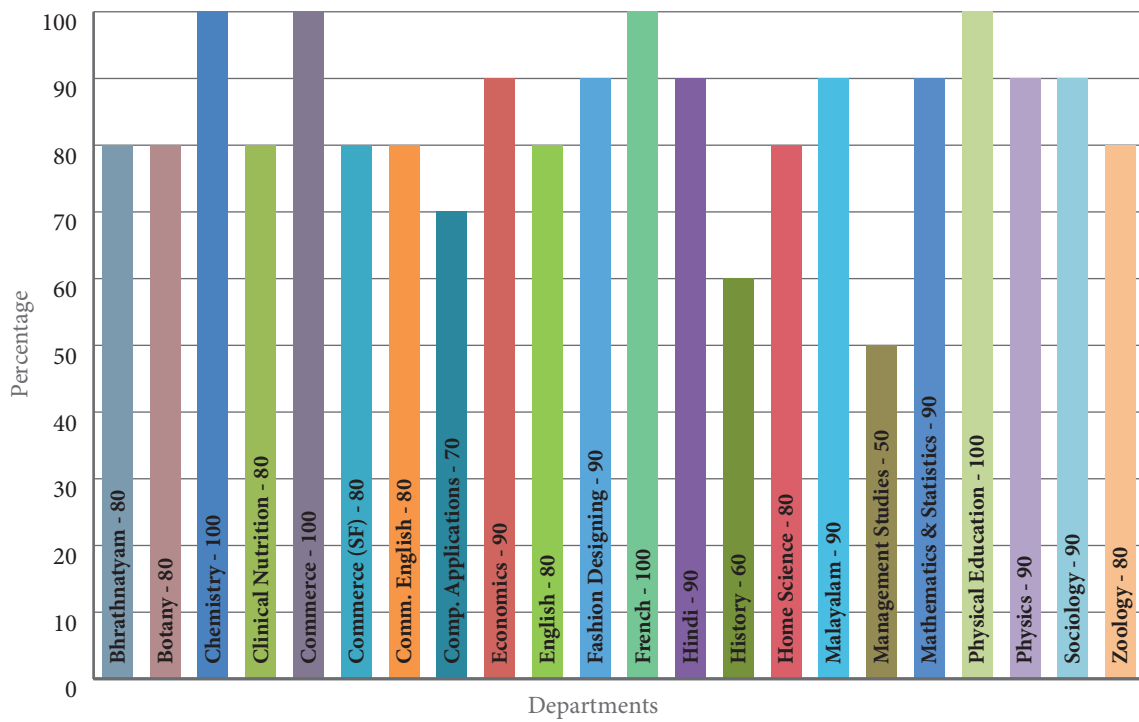
Research, Consultancy and Extension



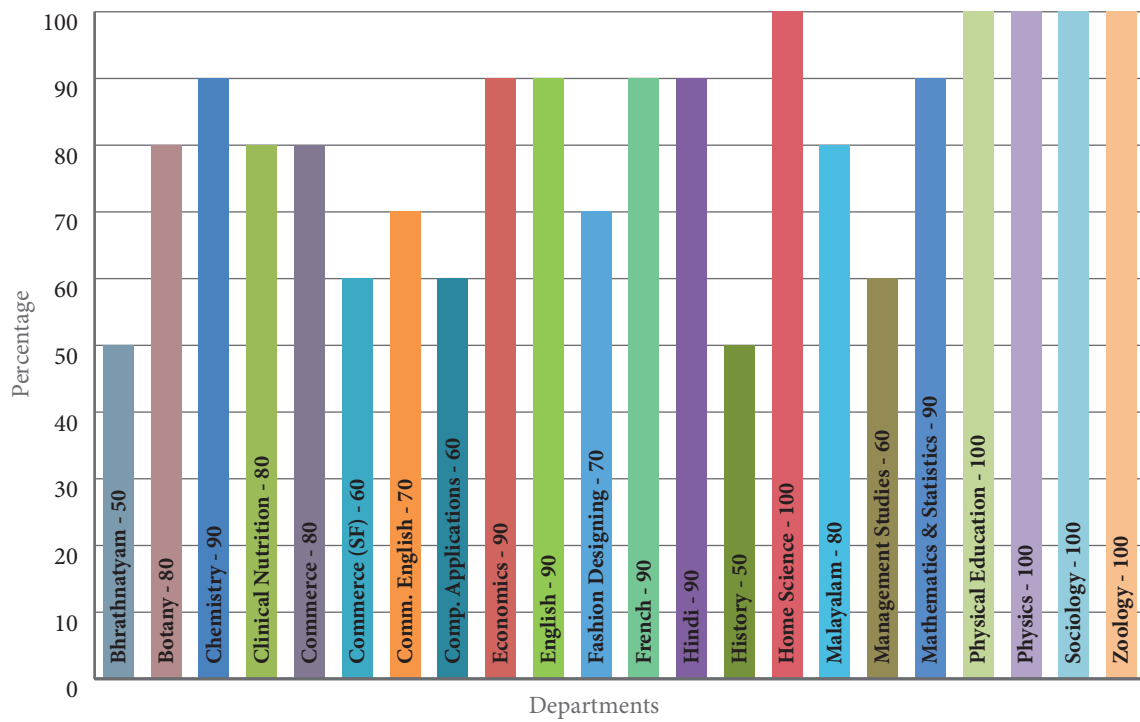
Infrastructure and Learning Resources



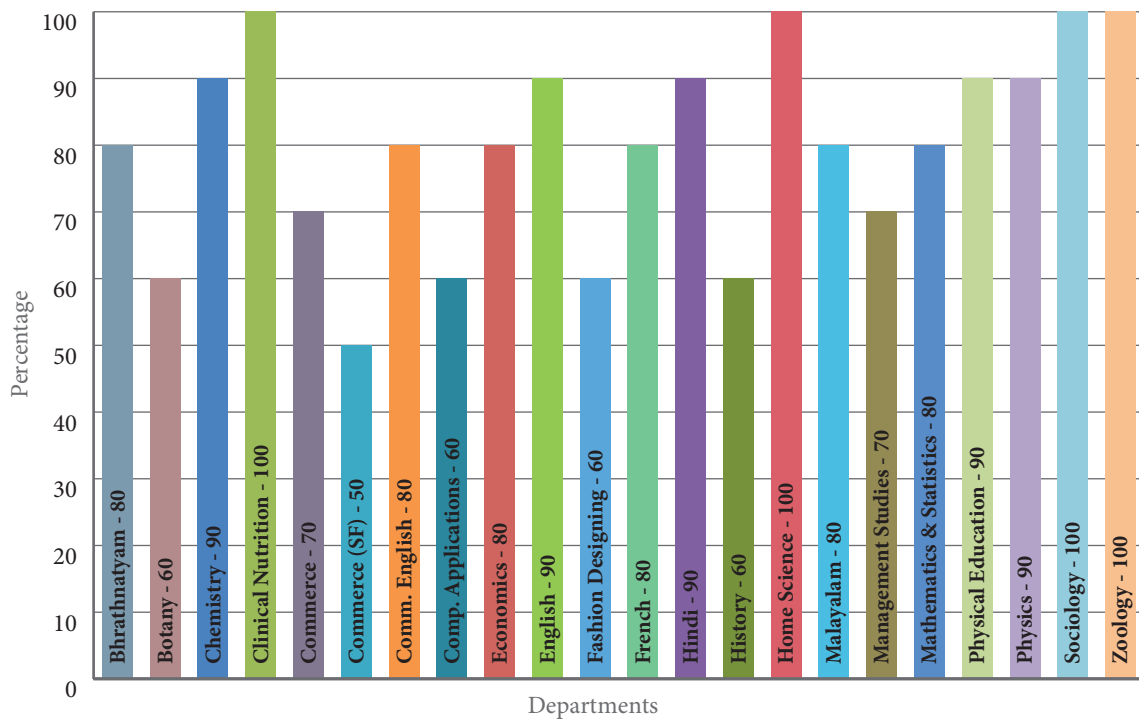
Student Support and Progression



Governance, Leadership and Management



Innovations and Best Practices



LIBRARY

MINUTES OF THE MEETING OF THE LIBRARY AUDITING COMMITTEE HELD ON 11.08.2016

Following Members were Present

1. **Dr Kala M.S.**, Member, Governing Council
2. **Dr. Latha Nair R.**, Member, Governing Council
3. **Dr. C. Beena**, Deputy Librarian, CUSAT
4. **Sr. Ashrita**, College Librarian

Library Mission

It is the place where that ST. TERESA'S Family can come for information, inspiration, educational and recreational/ entertainment for life. Library is the educational partner who provide supplemental classroom materials to teachers and resources for their students (Computers, internet access, print and E collections of Books and magazines. Our Library is the place where our user community can explore new things (ultimate facility that provide free books, DVDs, Internet access, classes and entertainment come and use before buy.) Library is the Economic Stimulus partner for job seekers gain skill and finds jobs.

To satisfy this Mission, we have to introduce new ideas and technology based services.

1. **Develop a Book Selection Committee (For decision regarding the purchase of Books & E-Books)**

Members

- ▷ 5-6 Faculty members.
- ▷ 2 Deans/Head of the Department.
- ▷ One Student representative.
- ▷ Librarian (Convener of the committee)
- ▷ Conduct Meeting in Month of June and November.

2. **Collection Development**

- ▷ Print as well as Digital collections.
- ▷ Recommended to renew the subscription of DELNET and UGC INFLIBNET Consortia.

- ▷ Introduce maximum free open online resources useful to the academia through a knowledge E-portal (eg:-Khan Academy Books & Notes <https://www.khanacademy.org>)
- ▷ www.openculture.com, <http://www.e-booksdirectory.com/>, www.freetechbooks.com)

3. Digital Services (Strengthen the Existing Digital Library)

- ▷ Introduce e-books as well as e-journals.
- ▷ Introduce KINDLE.
- ▷ E-Portal.
- ▷ Digital Library (Only in intranet)
- ▷ Digital Archives: (Back volumes, Information related to college old magazines, awards, participations, newsletters important events, milestones, History of the campus etc.)
- ▷ Introduce a collection for students creativity.
- ▷ Introduce grammarly Free software (<https://www.grammarly.com/native>)

4. Introduce Special facility for visually challenged and physically challenged users.

- ▷ Introduce talking Books.
- ▷ Introduce Automatic Wheel chair facility.

5. Make over the library should be a happening place

- ▷ Introduce special corners with attractive Names (Eg: Scholarship Corners, IAS corner, Writers/creativity Corners etc) (Better to conduct a competition for students for getting good names)
- ▷ Conduct Exhibitions (Books Exhibitions, Related to events, student's creativity, Cookery products [Food & Nutrition] anything related to our day to day life but more conscious about the students & faculty)
- ▷ Conduct seminars and talk relevant to our daily life , preference to the social and academic importance based on the campus curricula.
- ▷ Introduce Multimedia Laboratory (For developing Projects, Thesis, Documentaries, e-contents etc.)
- ▷ Introduce E- learning/web based learning for common subjects (Communicative English, Cyber security, Women security etc.)
- ▷ E-museum about history of the College/ Tradition of Cochin Business/ Cochin Road Map/Development etc.
- ▷ Create a Library Users Group for Digital Communication (Watsapp)
- ▷ Document and showcase all the events/ Invited talks/ participated items etc in E-Space (Digital form)
- ▷ Create important digital contents of the important portions in the syllabus and make it available in the digital library.

6. Socio Informatics

- ▷ Develop a E-portal for the health & Nutrition of Women.
- ▷ Communicative English for Women.
- ▷ Anything related to women empowerment / Cyber security / crime / Child abusement.
- ▷ Waste management/ use of Eco friendly projects (Use of anaerobic microbes for conversion waste into compost) with the help of Govt of Kerala.
- ▷ Organic Farming collaboration with VFPCCK.
- ▷ Communication of any useful information (with social relevance) through internet to the society.

7. Out rich programmes

- ▷ Children's Digital Library.
Extent the library service to nearby School.

8. Infrastructure

- ▷ Furnish proper signboards.
- ▷ 3D visual chart of Library layout with proper sign indication hard copy and soft copy.
- ▷ Facility for Drinking Water.
- ▷ Introduce the culture of using Pencils in the Library.
- ▷ Suggestion Box.
- ▷ Appoint a Permanent Library Professional to handle the Digital.
- ▷ Resources.
- ▷ Scientific cataloguing methods should be introduced and make it students friendly.

9. Maintain Records & Documents

- ▷ Complete Transaction records of Last 5 years.
- ▷ Complete documents about Various Funding to the library, (Plan Funds, Non Plan Funds, PTA, UGC special assistance, MLA fund MP Fund, Project grants etc.)

10. Information Literacy Programme

- ▷ Conducting User Awareness Programme.
- ▷ Orientation programme.
- ▷ Conduct seminar/workshop in relevant areas for scholars & Faculties.
- ▷ Conduct information literacy programmes.

Please document all the programmes and showcase digitally

Dr. Beena

Deputy Librarian, University Library, CUSAT

EXAMINATION CELL

Audit Report

We have audited the Examination Cell, St. Teresa's College (Autonomous) on 7th February, 2017 and put forward the following observations for further actions (if required)

The primary responsibility of the Cell is to take all necessary steps in the conduct of examinations of the various UG /PG/M.Phil. programmes and to take expeditious steps to publish the result on time as per the examination manual.

1. Exam Cell Structure

The hierarchy of the cell is as follows

- Controller of Examinations
- Administrative Officer
- Section Officer
- Data Entry operators – 4
- Software personnel – 2

2. Document Verification

The following documents, registers and files were verified.

1. Examination Manual
2. List of Programmes
3. Syllabi
4. Notifications File
5. Files regarding Registration of students and issue of hall tickets
6. Inward/ Outward Registers
7. Stock Register

Observations

1. There is an examination manual available however, it requires further drastic modification so as to cover all aspects and to meet university standard.
2. The list of programmes currently offered by the institution - regular and self-financing - is neatly recorded in a register.

3. The syllabi of all the UG (including common courses, core courses, complimentary courses and elective courses), PG, PG diploma and M. Phil programmes are made available in the Exam Cell. However, soft copies of the syllabi and curriculum to be published on the college website.
4. All notifications issued by the Exam Cell are filed and kept in order. Relevant notifications are to be made available on the website with a printout kept in the file. Remittance of all fees could be made online.
5. Registration of students and allotment of register number are being done by software.
6. Time-tables for all the examinations are uploaded in the college website prior to one month of the examination date.
7. Hall tickets are system generated and issued to the students three days before the commencement of the examinations.
8. Attendance is being monitored effectively.
9. The inward and outward registers are kept well.
10. A proper stock register be maintained in the Cell.

3. Conduct of Examinations

1. The list of invigilators prepared by the Principal is handed over to the Cell. However, the internal adjustments could be reported well in advance if the duty list is published sufficiently earlier.
2. The seating arrangement of students for the examination is done by the office staff. A list containing the Reg. No. of students in each class room and the details of examination in that room is prepared by the office and given to the invigilator. After marking the details such as absentees, signature of students and number of additional sheets issued, this list is given back to the office.
3. However, bar coding in the ID card and entry to the exam hall could be controlled more effectively.
4. The absentee's statement should be kept in the Cell and is to be reported to the department concerned.
5. Dealing with question papers is to be highly confidential
6. All cases of malpractice (if any) are to be dealt as per the (university) rules envisaged in the Examination manual.

4. Appointment of examiners, remuneration

1. Appointment of question paper setters is in order
2. However, the scrutiny of the question papers and answer key has to be conducted and be documented
3. Bill for remuneration from the question paper setters are given to the office and a copy is filed in the examination cell. The amount is transferred to the respective accounts

5. Valuation

1. The valuation of answer sheets of final examinations is to be done with utmost care. 20% of the answer sheets are to be revalued by an external examiner in the CV camp itself.
2. For PG, double valuation is followed in which all the papers are valued by both internal and external examiners in CV camps. Use of software for uploading the marks be thought of.
3. If possible the students should have to be given facility (on payment) to see their marked answer scripts.

6. Grievance Redressal Cell

A vibrant Grievance Redressal Cell be constituted and be made functional.

7. General Observation

The functioning of the Examination Cell is good. However, there is room for further improvement.

Dr. Sunny Kuriakose A.

Professor and Dean,
Federal Institute of Science and Technology
Mookkannoor Angamaly.

Mr. John K. P.

Accountant Officer (Rtd.)
Dept. of Collegiate Education

ADMINISTRATIVE OFFICE

Audit Report

We have conducted an audit of the Administrative Office, St. Teresa's College, Ernakulam (Autonomous) on 7th February, 2017 and put forward the following observations for further actions (if required)

1. General

1. A site map (legend) may be displayed at the entrance of the office.
2. Details of various services provided through the office of the College be displayed in front of the College Office showing, the station / counter.
3. Name of each station /counter with the officer dealing the particular station/ counter may be provided.

2. Administrative Office

1. A casual leave register is to be maintained for both teaching and non-teaching staff.
2. Establishment Register regarding the details of posts sanctioned from time to time and the details of staff who were working in each such post may be maintained.
3. Acquittance register maintained and pay bill register is not maintained owing to 'SPARK' system.
4. Inward Register is maintained.
5. Contingent Register is maintained.
6. Personal Register is essential for the correct discharge of duties in every section. But such personal registers are not available. (Personal Register should be there as per MOP)
7. The Dispatch Register is not properly maintained.
8. Tender Register is maintained.
9. Register of valuables is maintained for ordinary valuables received and for UGC funds should be attested by the Principal in every occasion on the same date of receipt.

10. Separate cash book for General Receipts, for UGC fund is maintained.
11. Separate cash book for self-financing programmes is also required.
12. Stock Register for fee receipt book to be maintained properly. Unused receipt book should be under the safe custody of the Head of the institution/ Head of the office
13. Stock Register of all furniture and equipment and fittings is to be maintained.
14. Caution deposit register and register of disbursement be maintained
15. Admission Register is maintained properly for regular and self-financing programmes.
16. TC and Conduct Certificate counter foils be maintained for future reference and verification
17. Scholarships, Educational concessions/Stipends be documented in a Register. The details of scholarships received by the students from Government by online be noted in a register.
18. The details of scholarships and fellowships available and distributed be displayed at the entrance to inform the public.

Dr. Sunny Kuriakose A.

Professor and Dean,
Federal Institute of Science and Technology
Mookkannoor Angamaly.

Mr. John K. P.

Accountant Officer (Rtd.)
Dept. of Collegiate Education

SWOC ANALYSIS

STRENGTHS

- A pioneer institution for women's education in Kerala and the only women's college in the city of Cochin
- International renown on account of its established reputation, augmented by iconic alumnae across the globe
- Strategic location and easy accessibility
- Supportive management with a progressive vision
- Transparency in staff recruitment based purely on merit
- Faculty with international experience and qualifications
- Six Research Departments and Centre for PhD course work with 123 scholars and 34 research guides
- Collaborations with 4 international universities
- Productive extension activities acknowledged at regional, state, national and international levels
- Dynamic student community with high potential for self-empowerment
- Highly committed and responsible PTA
- 24 newly implemented programmes catering to current requirements of students
- Excellent student support system
- Plethora of opportunities in curricular/ co-curricular activities and sports
- Excellent infrastructure with well equipped laboratories and fully automated Library with a collection of nearly one lakh books and journals
- Timely conduct of examinations and publication of results

WEAKNESSES

- Consultancy and industry linkage needs to be strengthened
- Arts and science blocks are in two different campuses
- Financial constraints affect infrastructure development
- Applied Research has to be strengthened
- Lack of national and international students and faculty

OPPORTUNITIES

- Potential to become a Deemed Women's University
- Could become an excellent centre for interdisciplinary and community oriented research
- Community Radio, which will provide many opportunities to the students and the faculty
- Can develop centres for Performing Arts and Indian Heritage and Language Studies
- Prospects for establishing St. Teresa's Chair for promoting peace
- Institutionalization of internships
- Foreign Universities have shown interest in collaborative ventures
- Ample scope for providing consultancy services
- Industry oriented courses can be designed to ensure employability

CHALLENGES

- Resource mobilisation from agencies apart from Government and UGC
- Attracting foreign students and students from other states
- Ensuring quality in the self-financing sector
- Exploring avenues for internationalisation

AUDIT REPORTS OF THE DEPARTMENTS