

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

Part – A

AQAR for the year

2016-2017

1. Details of the Institution

1.1 Name of the Institution

ST. TERESA'S COLLEGE (AUTONOMOUS)

1.2 Address Line 1

PARK AVENUE

Address Line 2

ERNAKULAM

City/Town

KOCHI

State

KERALA

Pin Code

682011

Institution e-mail address

principal@teresas.ac.in

Contact Nos.

0484 – 2351870, 2381312

Name - Head of the Institution:

Dr. Sajimol Augustine M.

Tel. No. with STD Code:

0484 – 2351870, 2381312

Mobile:

9446700821

Name of the IQAC Co-ordinator:

Dr. Usha Nair

Mobile:

09947442816

IQAC e-mail address:

iqac.teresas@gmail.com

1.3 NAAC Track ID(For ex. MHCOGN 18879)

KLCOGN10013

OR

1.4 NAAC Executive Committee No. & Date:

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

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/59/RAR/34 dated 21-04-2012

1.5 Website address:

www.teresas.ac.in

Web-link of the AQAR:

teresas.ac.in/main/downloads/AQAR2016-17.pdf

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	5 star	-	1999	-
2	2 nd Cycle	A	-	2006	-
3	3 rd Cycle	A	3.40	2012	2017 Extension availed for 2 years from 2017-2019
4	4 th Cycle				

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

30/06/2004

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

- i. AQAR___2011-12_____27/09/2012__ (DD/MM/YYYY)
- ii. AQAR___2012-13_____26/08/2013__ (DD/MM/YYYY)
- iii. AQAR___2013-14_____30/09/2014__ (DD/MM/YYYY)
- iv. AQAR___2014-15_____30/09/2015__ (DD/MM/YYYY)
- v. AQAR___2015-16_____28/10/2016__ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

Grant in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

B.Voc Programmes
Community College Programme

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

Mahatma Gandhi University,
Kottayam, Kerala

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE
2nd Phase

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- Accreditation (4th Cycle) & Academic Audit
- Quality Maintenance in Autonomous Institutions
- IQAC Activities for Quality Enhancement
- Governance and Leadership
- Educational Leadership and Teacher Wellness

2.14 Significant Activities and contributions made by IQAC

- Prepared the Self Study Report, sent the LOI and applied for NAAC reaccreditation in the 4th cycle.
- Submitted the proposal for Star College scheme and was sanctioned financial support under the DBT Star College Scheme to 5 departments.
- Conducted all the mandatory Audits.
- Organised Workshops / Seminars/ Talks for faculty and non-teaching staff
- Feedback was taken from all the stakeholders
- Teresian Review, a magazine by IQAC was brought out.

- The Syllabus was revised and made error free and more scientific.
- Registered and submitted data for ranking surveys - NIRF 2017 and Neilson India Today.
- IQAC strove to institutionalize quality assurance strategies and processes through its interventions and suggestions.
- Endeavoured to streamline and strengthen efforts towards effective documentation and easy retrieval of data
- A SWOC analysis was conducted
- An IT Policy was framed for the college
- The IQAC kept track of the schedules/plans and implementation of the various academic and administrative activities and intervened whenever necessary with suggestions to ensure the maintenance of quality parameters.
- The event register was compiled.
- The Evaluative Report on the Progress of Autonomy was prepared by the IQAC and submitted.
- The annual report was compiled and sent to Mahatma Gandhi University.
- The AQAR for 2015-16 was compiled and uploaded.
- The feedback from all stakeholders was taken and summaries prepared.
- All the necessary documentation of data and information was done meticulously through a system of monthly reports collected from all departments, clubs, cells and statutory bodies. These are also archived in a central repository.
- After a close scrutiny of the curricular/co-curricular activities and the functioning of the various departments, committees, clubs and cells of the college, the IQAC listed out the areas requiring attention and improvement with regard to effectiveness and quality and brought them to the notice of those concerned so that necessary corrective measures could be taken.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"> • Prepare and apply for NAAC reaccreditation in the 4th cycle • Submit proposal for Star College scheme • Conduct of Audits • Update Website • Organise Workshops / Seminars for faculty and non-teaching staff • Feedback from stakeholders – Take follow-up/corrective measures • Bring out a magazine by IQAC • Revise the syllabus and make it error free and more scientific. 	<p>Uploaded SSR on 29 March 2017 and sent the LOI on 30 March 2017. Received intimation on 16 June 2017 on the decision of NAAC to extend the validity of accreditation from 5yrs to 7 yrs.</p> <p>The College has been recommended for financial support under the DBT Star College Scheme to 5 departments in 2017.</p> <p>Both internal and external Academic audits were conducted. The Administrative and Finance Audits were done. The Environment Audit was followed up.</p> <p>The whole website has been revamped and the website updation is going on.</p> <p>A Workshop on Accreditation and Academic Audit, A workshop on 4th Cycle of Accreditation in Autonomous Colleges, An Experts Speak: Talk Series on “Quality Maintenance in Autonomous Institutions”, a half day programme on “IQAC Activities for Quality Enhancement” , a One day Workshop On “Governance and Leadership”, a one day workshop on Educational Leadership and Teacher Wellness and a Workshop for high learners on Neuro Linguistic Programming were conducted.</p> <p>Feedback forms were updated and feedback was collected from all the stakeholders, pie charts generated and submitted to the Principal for corrective measures to be taken.</p> <p>The Teresian Review, a magazine featuring the most significant achievements and memorable events that transpired during the academic year 2015-16 was published.</p> <p>A team was constituted which spearheaded the correction and brought greater uniformity to the syllabi of all the departments</p>

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

1. The major challenge before the IQAC was the preparation and equipping for accreditation in the 4th cycle.

- The Principal Dr. Sajimol Augustine as the Chairman of the IQAC, and the Director Dr. Sr. Vinitha as the Management representative of the IQAC took the lead roles in spearheading the formation of a plan of action for the preparation of the Self Study Report for the post accreditation period of 5 years – 2012 to 2017.
- For this, a senior member of the IQAC was delegated the responsibility of the NAAC Coordinator, assisted by the IQAC Coordinator. Various committees were formed with senior teachers and members of the IQAC in charge of the seven criteria to work on the compilation of data and preparation of the rough draft of the SSR.
- As part of the preparations, a national Workshop on Accreditation and Academic Audit was conducted on 11-6-2016 by Dr. B.S. Ponnudiraj.
- A workshop on the 4th Cycle of Accreditation in Autonomous Colleges was organized by the IQAC and Audit Committee on 22-6-16 by Dr. J Prabhash.
- The IQAC Coordinator and the NAAC Coordinator attended a two day National workshop on “Role of Accreditation in Higher Education Institutions” on June 30th and July 1st 2016 at Rajagiri School of Engineering & Technology to be equipped to conduct the Academic Audit and prepare the Self Study report for the Accreditation by NAAC in the 4th Cycle.
- The IQAC Coordinator and the NAAC Coordinator attended a NAAC sponsored One-day National Seminar on the 4th Cycle of Accreditation Process at Birla College of Arts, Science and Commerce, Kalyan before uploading the compiled SSR and sending the LOI.
- We had a series of consultations // discussions / telephonic conversations

with experts from various institutions and agencies.

2. The conduct of the Academic Audit including the Library Audit and the Audit of the Examination Cell.

- The Audit Committee and IQAC prepared a schedule and provided guidelines and formats for the audit conducted in two phases with departmental visits by the internal and external peer teams.
- The Evaluative Reports of all the departments, the Peer Team Reports, the reports of the External Evaluators and Grade Sheets were examined, consolidated and compiled by the audit panel, and an Executive Summary was prepared, highlighting the strengths and areas/suggestions for improvement.
- The academic audit has enabled a mutual sharing of best practices and has helped “raise the bar” for individual departments. Most importantly, it has inspired the faculty members to make continuous improvement of teaching and learning a priority
- Examination Cell Audit, Office Audit and Library Audit were also conducted.

3. Conduct of a Green Audit

- A Green Audit was initiated and conducted in 2015-16 and the audit was conducted by an external agency with the help of the faculty in charge and members of the student wing of IQAC. A follow up was initiated this year to implement the suggestions.
- The IQAC has encouraged and supported the framing of a Green protocol for the college in line with the Green Protocol from Higher Education Dept, Govt. of Kerala, assisted by the faculty in charge and members of the Bhoomitra Sena Club.

4. Submission of Reports:

- The Annual Quality Assurance Report for 2015-16 was submitted to NAAC.
- The IQAC submitted an Evaluative Report on the Progress of Autonomy for the period 2015-16 in September 2016 and for 2016-17 in August 2017.
- The Annual report of the College for Mahatma Gandhi University was compiled and submitted.

- The IQAC also helped the College Office in compiling the Annual Administrative report for MG University submitted by the Office.
- The reports of the Departments, Statutory Bodies, Clubs and Cells, which were sent in every month for the year 2016-17 have been compiled, bound and archived by the IQAC.
- Assisted in compiling the annual report for the Xavier Board

5. Registering and submitting data for ranking surveys:

- The compilation and submission of data for the National Institutional Ranking Framework (NIRF) by the Ministry of Human Resource Development (MHRD), Government of India, to rank all institutions of higher education in India was done by the IQAC, with St. Teresa's College participating in the second round of ranking in 2016. We were ranked 70 with an overall score of 40.10.
- The data for the Ranking Survey for Nielson India Today was compiled and submitted, by the IQAC.

6. The IQAC Magazine

- The first ever Teresian IQAC Magazine, was published under the editorship of the Joint Secretary of IQAC. The Teresian Review, is a magazine featuring the most significant achievements and memorable events that transpired during the academic year 2015-16.

7. Faculty development through the conduct of need based programmes /Workshops / Seminars for the staff. The focus in 2016-17 was on Governance and Leadership, and the following programmes were organized:

- Experts Speak: Talk Series on "Quality Maintenance in Autonomous Institutions" by Padmasree Dr. Meenakshi Gopinath (UGC nominee to the Governing Council, Former Principal, Lady Shri Ram College, New Delhi) on 21st October 2016
- Experts Speak: Talk Series on "Quality Maintenance in Autonomous Institutions" by Rev Dr. J. Prasant Palakkappillil CMI, Principal, S.H. College, Thevara on 14-12-2016
- A half day programme on "IQAC Activities for Quality Enhancement" J. Prabhash, Professor and Head, Department of Political Science, University of Kerala on 16.12.2016

- One day Workshop On “Governance and Leadership” by Padma Shri M. Chandradathan, Scientific Advisor to the Chief Minister & Former director, VSSC on 13-01- 2017.
 - IQAC & Community College together conducted a one day workshop on “Educational Leadership and Teacher Wellness on 27-2-2017 utilizing the UGC grant with sessions on Coping with Stress by Ms. Nutan Manohar, a wellness expert, and on Mental Health for Teachers by Dr. George Varghese, a professional counsellor.
 - A Workshop on Neuro Linguistic Programming – NLP was conducted by Ms. E. Julie D’Silva and Ms. Sindhu Varma on the 9th of December, 2016 for the High Learners among students.
 - A Workshop on e-filing was conducted for the non-teaching staff.
 - The IQAC also facilitated a Meeting of IQAC coordinators from across the State.
8. The IQAC strove to institutionalize quality assurance strategies and processes through its interventions and suggestions in the following areas:
- Updating of Website
 - Feedback from stakeholders
 - Alumni data base expansion
 - Strategies for more effective compilation of monthly reports (for AQAR)
 - Streamlining and strengthening efforts towards effective documentation and easy retrieval of data of the College.
 - Initiating and conducting the various audits
 - Formulating a more effective mechanism to evaluate the extent and degree of success in the utilization of autonomy by monitoring the activities of all the statutory bodies, departments, clubs and cells, scrutinizing their reports and making an annual evaluative report.
 - Conducting a SWOC Analysis of the College.
 - Streamlining efforts to keep track of the progression of students through designing a Report Card and Student Profile Booklet that the class teachers maintain for each student to track student progression and academic growth.
9. Feedback from stakeholders: Feedback forms were updated and feedback was

collected from stakeholders to facilitate a review of the administrative and academic departments on the following aspects.

- Student, Parent and Alumnae General Feedback of the institution
- Student Feedback for Teacher Evaluation
- Course Feedback and Programme Feedback by students
- Faculty Evaluation of the Director, Principal, Heads of Departments, Office, and Examination Cell.
- Feedback from Office Staff, Examination Cell Staff and Ministerial Staff

10. A SWOC analysis was conducted

11. An IT Policy was framed for the college

12. IQAC lent support to Teresian International to create MOUs and International collaboration.

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	6	0	-	-
PG	17	3	8	2
UG	23	3	10	4
PG Diploma	3	1	3	3
Advanced Diploma	-	-	-	-
Diploma	1	1	1	1
Certificate	-	-	-	-
Others MPhil	3	3	3	-
Total	53	11	25	10
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

- Under the CBCSS, all the UG programmes have core courses in all the semesters and choice based core courses are offered in the sixth semester.
- The PG programmes under the CSS also have electives offered in the fourth semester.
- It is mandatory for students of all the UG programmes to opt for an open course offered

by another department in the fifth semester. All the departments offer open courses. And the students have a choice of 20 open courses.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	17(PG) +23 (UG) +3(PG Diploma) + 1 (Diploma)
Trimester	
Annual	3 M.Phil

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

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

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

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

- The syllabi of the following 9 new programmes were designed and implemented:
 BSc Psychology
 B.Com. Capital Market
 BCA Cloud Technology & Information Security Management
 MSc Mathematics
 MSc Fashion Designing
 MSc Clinical Nutrition & Dietetics
 MPhil in English,
 MPhil in Botany
 MPhil in Physics
- It was decided to implement entry level test for P. G. admissions from 2017 – 18 onwards.
- It was decided to amend the examination manual to incorporate two mercy chances for examinations on special request by the student.
- Modifications were made to the syllabi of the M. Phil Programme in Botany and the Masters Programme in Fashion Designing.
- It was decided to include Environmental Sciences with a 4 credits and Extension Activities with 1 credit in the Curriculum of U.G. Programmes from the academic year 2016 -17 onwards. It was decided to conduct re-examinations for students who lose their chance to appear for the final examination if they represented the college in University/ State/ National/ International competitions in academic/ sports/ cultural/ NCC/ NSS events during the examination days.

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

Yes. The Department of Psychology.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	85	59	26	0	0

2.2 No. of permanent faculty with Ph.D.

42

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
7	1	0	0	0	0	0	0	0	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

111

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	58	166	85
Presented papers	16	28	0
Resource Persons	2	14	6

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

191

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

126

2.10 Average percentage of attendance of student

93%

2.11 Course/Programme wise distribution of pass percentage:

UG Programme

Title of the Programme	No. Regd	No. Appd	A+	A	B+	B	C+	C	D	Failed	Total Pass	Pass %
Com. Application	31	31	0	8	0	8	0	3	0	12	19	61.29
Mathematics	134	134	23	23	0	21	0	9	0	58	76	56.72
Physics	42	42	11	9	0	7	0	4	0	11	31	73.80
Chemistry	42	42	13	14	0	5	0	1	0	9	33	78.57
Botany	40	40	3	15	0	12	0	0	0	10	30	75.00
Zoology	41	41	10	16	0	11	0	0	0	4	37	90.24
(Home Science) Family & Community Science.	40	40	3	2	0	13	0	4	0	18	22	55.00
Com. English	37	37	5	10	0	12	0	7	0	3	34	91.89
English	63	63	2	24	0	12	0	9	1	15	48	76.19
Economics	66	66	4	8	0	19	0	7	0	28	38	57.57
Sociology	63	63	0	4	0	13	0	9	1	36	27	42.85
History	48	48	2	2	0	8	0	7	1	28	20	41.66
French	24	24	1	5	0	7	0	5	0	5	19	79.16
Bharathanatyam	15	15	0	2	0	2	0	1	0	10	5	33.33
B.Com	70	70	42	13	0	8	0	4	0	3	67	95.71
Apparel & Fashion Design	30	30	4	6	0	8	0	0	0	12	18	60.00
B.Com (S.F)	50	50	7	23	0	13	0	6	0	1	49	98.00

PG Programme

Title of the Programme	No. of Students Registered	No. of Students Appeared	A⁺	A	B⁺	B	C⁺	C	D (Fail)	Pass Percentage
Bharathanatyam	5	5	4	1	0	0	0	0	0	100
Botany	11	11	0	4	0	4	0	0	3	72.72
Chemistry	14	14	3	7	0	4	0	0	0	100
Child Development	8	8	0	3	0	4	0	0	1	87.50
Economics	16	16	2	11	0	1	0	0	2	87.50
English Literature	14	14	0	5	0	5	0	2	2	85.71
Food Science and Nutrition	14	14	1	3	0	7	0	1	2	85.71
History	6	6	0	1	0	4	0	1	0	100
M.Com	16	16	7	5	0	1	0	0	3	81.25
Physics	13	13	3	6	0	2	0	0	2	84.61
Resource Management and Interior Design	9	9	1	6	0	2	0	0	0	100
Sociology	20	20	0	6	0	4	0	2	8	60.00
Master of Tourism and Travel Management	6	6	1	0	0	4	0	0	1	83.33
Zoology	12	12	5	5	0	1	0	0	1	91.66
Post Graduate Diploma in Management in Business Analysis	3	3	0	2	0	1	0	0	0	100
Post Graduate Diploma in Clinical Nutrition & Dietetics	9	9	0	2	0	4	0	0	3	66.66
Post Graduate Diploma in Fashion Designing	18	18	11	3	0	1	0	0	4	77.77

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	3
FDP programmes	3
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	1
Others	10

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	26	11	0	29 on contract
Technical Staff	1	-	-	3

Criterion – III

3. Research, Consultancy and Extension

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	2	0	0
Outlay in Rs. Lakhs	0	Rs. 27.2 lakhs	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	2	-	7
Outlay in Rs. Lakhs	Rs.1.5 lakhs	Rs.2.4 lakhs	-	Rs. 9.1 lakhs

3.4 Details on research publications

	International	National	Others
Peer Review Journals	23	6	7
Non-Peer Review Journals	2	5	5
e-Journals	0	2	0
Conference proceedings	2	32	1

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2013-16	UGC	Rs.27,19,300	Rs.58,94,900
Minor Projects	2012-16	UGC	Rs.13,05,000	Rs.11,09,000
Interdisciplinary Projects	2016-17	KSCSTE	Rs.20,000	Rs.20,000
Industry sponsored	-	-	-	-
Projects sponsored by the	-	-	-	-

University/ College				
Students research projects <i>(other than compulsory by the University)</i>	2016-17	KSCSTE(Faculty as Principal Investigator)	Rs.7,000	Rs.7,000
Any other(Specify)	2014-16	1. World Bank funded under KLGSD Project, of GIFT, TVM 2. Funded by UNICEF and in association with Rajagiri outreach project "First ever Balagramasabha of NedumbaserryPa nchayat".	10,21,000 +9000=1,030,000/-	Rs.1,030,000/-
Total			Rs.5,081,300	Rs.80,60,900

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	2	4	4	8	25
Sponsoring agencies	Jia Management Consultancy, Union Bank, NISM, The Indian Econometrics Society, Kerala Economic Association, Kendriya Hindi Sanssthaan	Kerala Mathematical Association	Kerala Economic Association, Syndicate Bank, ,South Indian Bank	CED and EMC	KSCSTE, UGC-CPE

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

72

3.13 No. of collaborations

International

1

National

0

Any other

1

3.14 No. of linkages created during this year

15

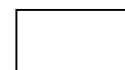
3.15 Total budget for research for current year in lakhs:

Rs.8060900

From Funding agency



From Management of University/College



Total

Rs.8060900/-

3.16 No. of patents received this year

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

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

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

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	15.64 acres	-	Management	15.64 acres
Class rooms	102	13		115
Laboratories	27	3		30
Seminar Halls	5	1	-	6
No. of important equipment purchased (1-0 lakh) during the current year.	16	1 LED Display Board	Autonomy Grant CPE fund DIST (FIST) PD A/C	17
Value of the equipment purchased during the year (Rs. in Lakhs)	80 lakhs	40 lakhs	Autonomy Grant CPE fund DIST (FIST) PD A/C Management Fund	120 lakhs
Others				

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	238 Computers 26 laptops 3 Servers	2 labs	4 connections	2 centres	2	18	44	
Added	10 Computers 12 laptops	-	-			1	38	50
Total	287	2	4	2	2	19	82	50

4.6 Amount spent on maintenance in lakhs:

i) ICT	4.5 lakhs
ii) Campus Infrastructure and facilities	25 lakhs
iii) Equipments	8 lakhs
iv) Others	20 lakhs
TOTAL	57.5 lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- At the beginning of the year, the IQAC Coordinator, Dr. Beena Job, conducted a 2 day Orientation Programme for the newly admitted students to familiarize them with the college, its activities, infrastructure and learning resources and services offered to students, the various clubs and cells and student support programmes.
- Similarly at the end of the year, the final year students were given a Life Guidance programme to equip them for life.
- The Public Address System and the Student Notice Board were used to inform students and give awareness about student support services such as Career Guidance Cell, Placement Cell and Grievance Redressal Cell, services of a permanent Resident Counsellor, Gym facilities, Yoga classes, fee deduction, subsidized meals, free noon meal facility, book banks in the departments, etc. as and when necessary.
- The Student Handbook and the College Website facilitated the dissemination of information regarding student support services such as hostel facilities including sports hostel, free accommodation, scholarships, canteen, etc.
- Class Teachers were directed to identify the outstanding students from the various classes of the first year UG batch (total - 30) to be mentored across three years by internal faculty and external resource persons as part of the Walk With a Scholar (WWS) Programme, a Govt. of Kerala initiative.
- Class Teachers were directed to identify the weak students from the various classes of the first year UG batch (total - 30) to be mentored across one year by internal faculty members as part of the Student Support Programme (SSP), a Govt. of Kerala initiative.
- IQAC instructed all teachers in charge of student welfare and activities to send in reports on a monthly basis to ensure that remedial classes, mentoring and tutorial sessions are conducted regularly.

5.2 Efforts made by the institution for tracking the progression

- The IQAC has streamlined efforts to keep track of the progression of students through designing a Report Card and Student Profile Booklet that the class teachers maintain for each student, which includes personal details, health profile, academic progress, extracurricular activities, and placement particulars. The booklets are updated for each semester and handed over to the class teacher of the following year and serve as a source to track student progression and academic growth.
- A minimum of two PTA meetings /open houses were conducted, in addition to the general body meeting of the PTA.
- Association of St. Teresa's Alumni (ASTA) which is registered keeps track of the alumni and the alumni website is updated regularly.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2647	391	85	16

(b) No. of students outside the state

35

(c) No. of international students

0

Men	<table border="1"> <tr> <th>No</th> <th>%</th> </tr> <tr> <td></td> <td></td> </tr> </table>		No	%			Women	<table border="1"> <tr> <th>No</th> <th>%</th> </tr> <tr> <td>3038</td> <td>100%</td> </tr> </table>		No	%	3038	100%
	No	%											
No	%												
3038	100%												

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
988	24 2	33	1493	8	2764	981	244	25	1779	9	3038

Demand ratio 3.5

Dropout % 5.08

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

- The Career Guidance Cell organised a seminar on “How to Crack Civil Services Examination,” which was conducted by Yuvaan institute of Management Studies (P) Ltd on 23rd July 2016.
- Programmes were conducted for advanced learners from among Economics students
- NET coaching classes were conducted for the students of MA English Literature across the year.
- The Career Guidance for CAT entrance was conducted on 30.09.2016, giving students awareness about CAT Entrance exam and the bright prospects afforded by the MBA course.

No. of students beneficiaries

617

5.5 No. of students qualified in these examinations

NET	12	SET/SLET	2	GATE	3	CAT	6
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	20

5.6 Details of student counselling and career guidance

Teachers in charge of the counselling cell helped to identify students in need of counselling and arranged counselling sessions for them. A professional counsellor with more than 8 years of work in the mental health social services handled the counselling sessions in the college and her services were made available on Tuesdays in the Arts block and on Wednesdays in the Science block. She gave personal counselling and assistance to the students to improve their academic performance and addressed their personal emotional needs too. She gave personal assistance to 117 students during 2016-17. Orientation classes on ‘Need for counselling’ were given to 53 batches. A separate register is maintained for the counselling sessions.

The career guidance cell conducted a series of talks during the academic year 2016-17.

- A seminar on ‘Career Awareness and growth’ was conducted on 23-06-2016
- A session on career guidance was conducted on 20/7/2016 as an introduction to career launcher, headquartered in Delhi. The students were briefed on the job opportunities in the Government sector and the importance of G K in competitive exams.
- A Career Guidance talk was conducted on 21st November 2016 on how people choose careers, mantra for achieving career success and paths for career development. Students were made aware of the attitude necessary for career development.
- A talk on Professional courses was given on 19/12/2016
- An awareness class on career prospects of ACCA and CA was conducted on 23.11.2016.

No. of students benefitted

1383

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
12	438	132	-

5.8 Details of gender sensitization programmes

- An Orientation Programme was conducted for the newly admitted I UG students on 14 & 15 June 2016 and there were several sessions relating to gender sensitisation across the two days. Dr. Smithi Sanel (Gynaecologist) and Mrs. Alice Mathew (Entrepreneur) were the resource persons for the sessions.
- Classes related to the theme of gender, rights of women and women empowerment were taken for students across the college by all the class teachers during the Value Education classes.
- The Women’s Cell aims to sensitize the girls to the various social issues around them and to challenge them to work towards social responsibilities concerning women.
- A workshop on Personality Development and Women Empowerment was conducted on 16th July, 2016 with the support of the Kerala State Women’s Commission. The activities were framed in such a way that it helped girls to realize their inner strengths and to understand that every problem has a solution and one should never give up.
- ‘Sthree Suraksha Convention’ was organized by the Sthree Suraksha Committee on July 22nd, 2016 at the Bar Council Hall, Ernakulam, demanding protection of women and children and to enforce the Justice Varma report. The need for media to showcase women in a positive manner was discussed. The main goal of the program was to make people aware of the Justice Varma commission report and to convince them to sign requisition letters which would later be forwarded to the Chief Minister. The need for sexual education for children as well as adults, and the urgency of adult literacy programs to be implemented for gender empowerment were stressed.
- A Talk on “Cyber Safety” was conducted on 10th February, 2017, sponsored by the Kerala State Women’s Commission. The awareness class was extremely informative and covered all aspects on how to use mobile phones and social networking sites to prevent girls being trapped by the misuse of technology. The care to be taken during critical situations involving the safety of women was touched upon.
- Ten students of the Women’s Cell attended the workshop organized by Women’s Cell of the Kerala State Women's Development Corporation Ltd (KSWDC) on 4th March, 2017. The workshop was arranged to promote the implementation of ‘The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act’, 2013, a legislative act that seeks to protect women from sexual harassment at their place of work.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	289	Rs. 497000
Financial support from government	406	Rs. 2654500
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

The grievances raised by students during the meetings of the Grievance Redressal Cell were discussed with the Director, Principal and student Deans. The following are some of the grievances that were redressed.

- 1) Water purifier is provided in all the departments.
- 2) Students of the Science Block are informed of all the common programmes.
- 3) The back gate of the Arts Block will be locked. But the school gate will be kept opened.
- 4) Lack of class room facility issues will be solved after the construction of the Central Block.
- 5) Problems regarding water shortage are taken care of.
- 6) Class rooms are painted and black boards are repaired or changed as required.
- 7) Stationery & text books are made available in the campus.
- 8) Internal exams time table will be conducted according to the schedule printed in the dairy and only one exam will be conducted per day.
- 9) The damaged benches and desks have been repaired or replaced.
- 10) Log book system has been introduced to enter the leave of students during class hours.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

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

Mission:

We prepare the students:

- To promote a College/Community/Society/Nation where spiritual, moral, and genuine human values are lived and witnessed to.
- To contribute to the transformation of society through an openness to reality and living the challenges of being socially conscious and socially responsible.
- To synergize women and those prevented from exercising their right to be human, through enlightening them regarding their basic human rights and helping them to

achieve the same.

- To promote inter-cultural and inter-religious harmony and communion through promoting genuine dialogue, whereby we work together for the common good of the human family.
- To facilitate leadership among the students enabling them to be genuinely other centred, proactively enthusiastic, and spiritually and socially motivated towards personal, group and social liberation.
- To provide quality, integral education which is life, vocation and career oriented.
- To work towards the integrity of creation through being conscious of and alert to the state of devastation and destruction of creation and the serious perils that humankind is plunged into. We promote programmes/movements that foster inter-connectedness, kinship and eco-justice.
- To recognize the advantage of using modern tools and technological innovations for teaching-learning and governance and its visible impact in empowering students.

6.2 Does the Institution have a management Information System

Every Department, Statutory Body, Club and Cell has a representative/teacher-in-charge who works closely with the IQAC. The IQAC ensures that all the data pertaining to the AQAR of the Departments, Statutory Bodies, Clubs and Cells are sent in on a monthly basis to a central repository through data forms where they are processed semi-manually. The soft copies are saved and the hard copies are archived.

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

6.3.1 Curriculum Development

- The curriculum is strengthened through workshops and brainstorming sessions on developing research embedded syllabi to make students globally mobile and socially useful.
- Industrial experts and Subject experts are consulted and feedback from the various stakeholders has been yet another measure employed for quality sustenance and enhancement leading to effective development of the curricula.
- Student needs are kept in mind to design job oriented, new generation courses in addition to traditional programmes.

- Seminars, workshops and talks with experts from industry and civil society are organised at the departmental level in order to keep abreast of recent developments and emerging trends.
- Faculty and students are given hands on experience and exposure that enhances knowledge and becomes a source of feedback and input for the curriculum.
- The encouragement given to faculty members to take up projects, publish research works organise and participate in programmes to keep abreast of emerging frontiers of knowledge and the timely deputation of faculty to attend such programmes and courses has greatly impacted the quality of the faculty and their contribution towards curriculum development.
- The college has initiated 3 MPhil programmes in Botany, English and Physics to facilitate the transition from the PG level of education to research.
- Submitted the proposal for Star College scheme and was sanctioned financial support under the DBT Star College Scheme for 5 departments.

6.3.2 Teaching and Learning

- The College organises orientation programmes for the freshers at the institution and department level.
- Mentoring, tutoring, counselling, remedial classes, and sponsorships are provided to students from disadvantaged sections, those who are differently abled and those with special needs.
- Special programmes are arranged to cater to the needs of advanced learners.
- The Teacher's Handbook is checked by the HODs and the Principal to monitor and evaluate faculty members with regard to the teaching learning process, and necessary feedback given and action taken.
- The IQAC keeps track of content related talks and seminars, conducted by and for the students, and also ensures that experts and persons of eminence are invited to augment the knowledge gained by the students.
- The IQAC conducts a student appraisal of teachers, and takes a parent feedback to evaluate the teaching learning process at the institutional level and suggest measures for improvement.
- The IQAC is helped by the Academic Deans of Arts, Science and Commerce who are appointed to look into academic matters of the three streams.
- The Librarian and the library staff work in close association with the teaching faculty to ensure that the library resources augment the teaching-learning process and to impart orientation and training in accessing appropriate learning resources.
- Teachers are encouraged to use more modern and revolutionary methods that foster greater student interaction and enable the teacher to teach and also remain engaging

such as power point presentations, field visits and applied extension activities.

- Care is taken to create a healthy environment which fosters human and academic excellence, and to ensure that the inherent talents, innovative ideas and creativity of students are nurtured through various activities and programmes

6.3.3 Examination and Evaluation

- The IQAC monitored and periodically evaluated the activities of the Examination Cell to ensure the continuous and comprehensive evaluation of students and the timely conduct examinations.
- The Examination Manual was adhered to strictly, to ensure that quality was maintained throughout the process of examination and evaluation.
- Question papers for each course were set in keeping with a blue print to ensure that the teachers taught all the modules and the assessment of the students was based on all the modules.
- The exam schedule and evaluation details are given in the College Handbook issued to the students and faculty members at the beginning of the academic year.
- Sessional examination marks were scrutinised and displayed to assess learning outcome and identify areas and strategies for improvement.
- Progress Reports of the students were given to the parents during the Open House.
- A Malpractice Prevention Cell functions effectively.
- To ensure a fool proof examination system, various committees were constituted such as Exam Squad, Invigilation Committee, Question Paper Checking Committee and Result Publication Committee.

6.3.4 Research and Development

- TRACC (Teresian Research and Consultancy Cell) and the Department for Research and Development strive to promote high quality research and to strengthen linkages and consultancy services.
- The IQAC gives directions and monitors the activities of TRAAC to improve the quality of Research initiatives in the institution.
- It also disseminates information regarding various funds available for research and development.
- The faculty members were encouraged to engage in activities that promote research and development and strengthen consultancy services. In its efforts to train, motivate and reward faculty, the institution encourages members to attend courses/conferences/workshops/seminars/training programmes, etc, and to be research –oriented.

- Research publication is enhanced by giving an award to the best research publication of the year.
- TRAAC (Teresian Research and Consultancy Cell) assesses the presentations of research scholars and monitors the PhD course work and sessionals conducted by the Research Centres.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

- The IQAC monitors the regular updating of library resources. The new comers, both staff and students were given an orientation on effective use of library resources. Ample support facilities are made available for the library.
- Feedback was taken from students and staff and suggestions were put forward to improve library services.

Physical infrastructure / instrumentation

- A new central block is under construction in order to meet the demands of autonomy and ensure adequate physical infrastructure. This would also bridge the gap between the Arts and Science blocks, thereby redressing a long-standing grievance.
- Ramps were constructed and classrooms renovated.
- An LED display board was erected to disseminate information.
- All departments were checked to ensure that there was adequate software and computational facilities to meet the needs of a growing institution. Necessary equipment was bought and installed.

6.3.6 Human Resource Management

There are Staff Associations for the teaching and non-teaching staff, under the aegis of which cultural programmes, celebration of festivals, valedictory functions, annual staff picnic, etc., were conducted to build a family/community feeling and foster love for and loyalty to the institution.

- Orientation programmes were given to newly inducted staff.
- Training and development programmes were conducted for the up-gradation of skills and abilities of the non-teaching and ministerial staff, to motivate them and equip them for enhanced performance.
- In its efforts to train, motivate and reward faculty, the institution encouraged members to attend courses/conferences/workshops/seminars/training programmes, etc, and to be research-oriented. As an incentive, an award was given to the best research publication of the year.
- The Director was present at all the General Body meetings, Academic Council, Governing Council and IQAC meetings for the year.

- The Provincial Manager, Director and Principal visited the various departments, library and office and met with the teaching and non-teaching staff to listen to their achievements and grievances and to motivate them and convened a special meeting to address grievances of the faculty members.

6.3.7 Faculty and Staff recruitment

- The recruitment, selection and hiring of teaching, non-teaching and ministerial staff was done in keeping with the norms of the UGC , M G University and the Government of Kerala.
- Faculty and staff recruitment is done strictly on merit basis and no donation/capitation fee is taken.

6.3.8 Industry Interaction / Collaboration

- Industry experts/representatives are invited to be members of all the Boards of Studies, of the Governing Council, Academic Council and the IQAC. Their guidance is sought and their inputs and suggestions are welcomed and often implemented. Such interaction serves to enhance job opportunities and facilitate the introduction of programmes with industry collaboration.
- Industry visits and on the job training provide hands on experience and exposure and platforms for industry interaction/collaboration.
- Seminars, workshops and talks with experts from industry as resource persons are organised by the departments. In addition some departments employ guest faculty from industry and conduct guest lectures by industry experts.
- Industry visits are mandatory for some programmes and internship programmes are part of the curriculum in several departments such as Home Science, Communicative English, Economics, etc. So also some departments, such as the department of Management Studies, offer industry oriented subjects which requires industry exposure and training.
- The Entrepreneurship Development Club is instrumental in motivating and developing entrepreneurship skills in the students. The ED club conducted skill enhancing workshops and arranged talks for the students by prominent entrepreneurs.

6.3.9 Admission of Students

- The admission procedure is planned and executed by the Admission Committee in keeping with the rules and regulations for autonomous institutions as stipulated by the UGC, M G University and the Government of Kerala, as outlined in the handbook and prospectus of the college.
- Entrance Examination & Viva Voce was implemented for the MPhil Programme in 2016-17.

6.4 Welfare schemes for

Teaching	There is a Staff Association that organizes programmes for the welfare of the teachers. Group Insurance Scheme Incentives for research publication Regular increment and periodic pay revision for management staff.
Non-teaching	There is a Staff Association that organizes programmes for the welfare of the non-teaching staff. Special need cum merit scholarships for children of non-teaching staff. Funds are collected and given to needy non-teaching staff to meet contingencies. Jobs given on compassionate grounds to family members of non-teaching staff
Students	289 needy students benefitted from 6 institutional scholarships by the faculty and the alumni. Noon meal programs have been instituted for deserving students.

6.5 Total corpus fund generated

55 lakhs

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes. The audit that was initiated for the year 2015-16 was completed in 2016-17.	An external peer team of experts constituted by IQAC	Yes	IQAC
Administrative	No		Yes	IQAC

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- The institution has adopted stringent quality directives and strategies to ensure that all the reforms/initiatives in the conduct of examinations brought about following the conferring of autonomous status are adhered to.
- Every effort was made under autonomous scheme to ensure the credibility of the examinations conducted and the promptness in publishing of results.
- Accordingly committees were constituted to ensure integrity in the conduct of examinations- Examination Committee, Monitoring Committee, Malpractice Prevention Committee, etc.

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

- The efforts and cooperation of the University led to the college being declared autonomous in June 2014.
- A new Autonomy Section was set up by the MG University to cater to the Autonomous colleges.
- An autonomy inspection was conducted by the MG University for the first time in 2016-17.

6.11 Activities and support from the Alumni Association

- The alumni association - ASTA – has begun the ‘One lakh initiative’, a venture that aims at enlisting all the old students of the college before the centenary in 5 years’ time and is updated regularly.
- Members spent a day with the inmates an Old Age Home where they contributed to the lunch and a gift of Rs. 5000/- to the home.
- The committee members contributed financial aid to Shanti Bhavan, a short stay home to procure clothes for the inmates for the Onam festival.
- The Annual Csale was conducted.
- The annual alumnae gathering was conducted.
- They helped Home of Faith in conducting the wedding of one of their severely differently abled inmates by gifting her trousseau.

- On being apprised of an infrastructural need of the college, AstA took up the project of building a changing room and toilet for the Indoor Stadium. Appeals were sent out via Facebook, SMS and WhatsApp, besides phone calls and personal appeals to the AstA community. The project cost of 1,99000 was funded by enthusiasts, generous loans from the committee and the balance from the amount collected for the project last year, a generous contribution from Afra Gill, Rs. 59000 in loan from committee members and the contributions from AstA members, enabling the completion of the project in a month.
- From the First Wednesday of January, the first of the outreach programs, (Wednesday Sale) has begun at the nominal rate of Rs. 1000/ stall.
- AstA has been financially supporting the conduct of the Mother Digna debate competition since its inception.
- For a year now, AstA has been selling college mementos, tee shirts and mugs at all venues where old students meet. The proceeds of this are added on to the project account.

6.12 Activities and support from the Parent – Teacher Association

- The PTA representatives actively participated in all the programmes of the college and extended their strong support to all the developmental activities of the college
- The PTA members voluntarily agreed to function as a counselling desk during all the days of admission.
- They initiated plans for providing bank coaching, IAS coaching, and soft skill coaching for final year degree students.
- The PTA initiated the collection of rupees 8,80,000 /- toward the PTA welfare fund and rupees 9,43,000 towards the building fund.
- The central executive committee of the PTA initiated a “Walk with a Legend Programme” to instil in the students the qualities of a successful entrepreneur. A proposal in this regard was send to Prof. K.V. Thomas, M.P, inviting the successful Industrialist Sri. Yousaf Ali to inaugurate the programme.
- The PTA members gave valuable feedback and suggestions pertaining to the curriculum as well as the effective functioning of the college.

6.13 Development programmes for support staff

- The Management and the IQAC systematically plan and organise professional development programmes for the non-teaching staff.
- An orientation programme, a workshop on life management and a workshop on e-filing were organised for the support staff.

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

The College has encouraged various clubs and cells to organise innovative programmes to make the campus eco-friendly. As a result many clubs and cells have come up with initiatives and programmes that have borne much fruit and proved effective. Special mention needs to be made of the Bhoomitra Sena (Nature) Club and the NSS.

- Society of Teresians for Environment Protection (STEP) was formed in April 2016 with joint efforts of the department of Economics, Commerce, Bhoomitra Sena and the Entrepreneurship Development of St. Teresa's College.
- The Green protocol programme of the College was inaugurated and released
- In connection with the World Environment Day celebrations, Shuchithwa Haritha Puraskara Samarpanam was held in the college. The programme highlighted the need to minimize resource consumption and waste generation.
- A documentary, prepared by the Communicative English students of the college, on the malice caused by plastic wastes and the role of 'Prakriti bags' in reducing wastes and was screened for the students.
- A flash mob was also presented in college to popularize Bhoomithram Sanchi and a demonstration of Bhoomithram Sanchi was also conducted to motivate them to use the bags in place of plastic carry bags.
- Training sessions were conducted for students to on paper bag making, making bags out of old T-shirts and on stitching zero cost bags from old textiles and also awareness sessions on the need to reduce plastic waste.
- Free saplings sponsored by the Horticulture Society of Kerala and the Art of Living group were distributed to the students in order to create awareness on sustainable environment.
- Resource persons/Experts/guests who visited the college were given Bhoomithra bags, designed by the students and stitched by Kudumbashree members.
- International Anti-Plastic Day was observed.
- A competition, Golden Hands, on making the best out of textile waste was held.
- Pendrive was a joint initiative run by the Bhomithra Sena Club and Mathematics Department of St. Teresa's College in collaboration with Biennale 2016. Around 5230 used pens were collected and handed over.

Criterion – VII

7. Innovations and Best Practices

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

- Introduction of new programmes:
The following 9 new academic programmes were introduced during 2016-17:
M. Phil - Botany, English and Physics
PG – MSc Mathematics, MSc Clinical Nutrition and Dietetics, MSc Fashion Designing
UG - B.Com with Capital Market, BSc Psychology, BCA Cloud Computing and Information Security Management
- Launch of the New Central Block
A new project was launched for the construction of a Central Block to meet the growing needs of the College.

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

1. The major challenge before the IQAC was the preparation and equipping for accreditation in the 4th cycle.
 - The Principal as the Chairman of the IQAC, and the Director as the Management representative of the IQAC took the lead roles in spearheading the formation of a plan of action for the preparation of the Self Study Report for the post accreditation period of 5 years – 2012 to 2017.
 - For this, a faculty member was delegated the responsibility of NAAC Coordinator, assisted by the IQAC Coordinator. Various committees were formed with senior teachers and members of the IQAC in charge of the seven criteria to work on the compilation of data and preparation of the rough draft of the SSR.
 - As part of the preparations, a national workshop on Accreditation and Academic Audit was conducted on 11-6-2016.
 - A workshop on 4th Cycle of Accreditation in Autonomous Colleges was organized by the IQAC and Audit Committee on 22-6-16.
 - The IQAC Coordinator and the NAAC Coordinator attended a two day National workshop on “Role of Accreditation in Higher Education Institutions” on June 30th and July 1st 2016 at Rajagiri School of

Engineering & Technology to be equipped to conduct the Academic Audit and prepare the Self Study report for the Accreditation by NAAC in the 4th Cycle.

- They also attended a NAAC sponsored One-day National Seminar on the 4th Cycle of Accreditation Process at Birla College of Arts, Science and Commerce, Kalyan before uploading the compiled SSR and sending the LOI on 30 March 2017.
- We had a series of consultations / discussions/ telephonic conversations with experts from NAAC and other institutions and agencies.

2. The conduct of the Academic Audit including the Library Audit and the Audit of the Examination Cell.

- The Audit Committee and IQAC prepared a schedule and provided guidelines and formats for the audit conducted in two phases with departmental visits by the internal and external peer teams.
- The Evaluative Reports of all the departments, the Peer Team Reports, the reports of the External Evaluators and Grade Sheets were examined, consolidated and compiled by the audit panel, and an Executive Summary was prepared, highlighting the strengths and areas/suggestions for improvement.
- The academic audit has enabled a mutual sharing of best practices and has helped “raise the bar” for individual departments. Most importantly, it has inspired the faculty members to make continuous improvement of teaching and learning a priority.
- Examination Cell Audit, Office Audit and Library Audit.

3. Conduct of a Green Audit

- A Green audit was initiated in 2015 and the audit was conducted by an external agency with the help of the faculty in charge and members of the student wing of IQAC. A follow up was initiated in 2016-17 to implement the suggestions.
- The IQAC has encouraged and supported the framing of a Green protocol for the college in line with the Green Protocol from Higher Education Dept, Govt. of Kerala, initiated by the BhoomitraSena Club. The Green Protocol was released on 14 March, 2017.

4. Submission of Reports:

- The Annual Quality Assurance Report for 2015-16 was submitted to NAAC.
- The IQAC submitted an Evaluative Report on the Progress of Autonomy for the period 2015-16 in September 2016 and for 2016-17 in August 2017.
- The Annual report of the College for Mahatma Gandhi University was compiled and submitted.
- The IQAC also helped the College Office in compiling the Annual Administrative report for MG University submitted by the Office.
- The reports of the Departments, Statutory Bodies, Clubs and Cells, which were sent in every month for the year 2016-17 have been compiled, bound and archived by the IQAC.
- Assisted in compiling the annual report for the Xavier Board

5. Registering and submitting data for ranking surveys:

- The compilation and submission of data for the National Institutional Ranking Framework (NIRF) by the Ministry of Human Resource Development (MHRD), Government of India, to rank all institutions of higher education in India was done by the IQAC, with St. Teresa's College participating in the second round of ranking in 2016.
- The data for the Ranking Survey for Nielson India Today was compiled and submitted.

6. The IQAC Magazine

- The first ever Teresian IQAC Magazine, was published. The Teresian Review, is a magazine featuring the most significant achievements and memorable events that transpired during the academic year 2015-16.

7. Faculty development through the conduct of need based programmes /Workshops / Seminars for the staff. The focus in 2016-17 was on Governance and Leadership, and the following programmes were organized:

- Experts Speak: Talk Series on "Quality Maintenance in Autonomous Institutions" by Padmasree Dr. Meenakshi Gopinath (UGC nominee to the Governing Council, Former Principal, Lady Shri Ram College, New Delhi) on 21st October 2016
- Experts Speak: Talk Series on "Quality Maintenance in Autonomous Institutions" by Rev Dr. J. Prasant Palakkappillil CMI, Principal, S.H. College, Thevara on 14-12-2016

- A half day programme on “IQAC Activities for Quality Enhancement” J. Prabhash, Professor and Head, Department of Political Science, University of Kerala on 16.12.2016
- One day Workshop On “Governance and Leadership” by Padma Shri M. Chandradathan (Scientific advisor to the chief minister & Former director, VSSC) Organized by IQAC St. Teresa’s College , Ernakulam, Date : 13-01- 2017,CPE grant , UGC
- IQAC & Community College together conducted a one day workshop on Educational Leadership and Teacher Wellness on 27-2-2017 utilizing the UGC grant with sessions on Coping with Stress by Ms.NutanManohar, a wellness expert, and on Mental Health for Teachers by Dr. George Varghese, a professional counsellor.
- A Workshop on NeuroLingusitic Programming – NLP was conducted by Ms.E.JulieD’Silva and Ms.SindhuVarma on the 9th of December, 2016 for the High Learners among students.
- Development programmes were conducted for the non-teaching staff.
- Facilitated a Meeting of IQAC coordinators form across the State.
- The IQAC strove to institutionalize quality assurance strategies and processes through its interventions and suggestions in the following areas:
 - Website Updation
 - Feedback from stakeholders
 - Alumni data base expansion
 - Strategies for more effective compilation of monthly reports (for AQAR)
 - Streamlining and strengthening efforts towards effective documentation and easy retrieval of data through a system of monthly reports.
 - Initiating and conducting the various audits
 - Formulating a more effective mechanism to evaluate the extent and degree of success in the utilization of autonomy by monitoring the activities of all the statutory bodies, departments, clubs and cells, scrutinizing their reports and making an annual evaluative report.
 - Conducting a SWOC Analysis of the College.

- The IQAC has streamlined efforts to keep track of the progression of students through designing a Report Card and Student Profile Booklet that the class teachers maintain for each student, which includes personal details, health profile, academic progress, extracurricular activities, and placement particulars. The booklets are updated for each semester and handed over to the class teacher of the following year and serve as a source to track student progression and academic growth.
- Feedback from stakeholders: Feedback forms were updated and feedback was collected from stakeholders to facilitate a review of the administrative and academic departments on the following aspects.
 - Student, Parent and Alumnae General Feedback of the institution
 - Student Feedback for Teacher Evaluation
 - Course Feedback and Programme Feedback by students
 - Faculty Evaluation of the Director, Principal, Heads of Departments, Office, and Examination Cell.
 - Feedback from Office Staff, Examination Cell Staff and Ministerial Staff

8. A SWOC analysis was conducted

9. An IT Policy was framed for the college

10. Assisted the R & D Department and Teresian International to establish MOUs and international collaborations.

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

1. TERESIAN SOCIAL RESPONSIBILITY

St. Teresa's College was envisioned as an educational institution that would be an inspiration and guiding force to mould, enlighten and empower generations of women. The College has always kept in mind its vision to "empower students to respond proactively" and "work for the integrity of creation." The college strives

- to contribute to transformation of society through conduct of awareness campaigns and focused action
- to create a culture that infuses extension as a core ingredient of true education through the Teresian Rural Outreach Programme (TROP)
- to foster inter – connectedness, kinship and eco – justice through the activities of Bhoomitra Sena Club
- to mould socially conscious and responsible individuals through NSS and E jalakam.

2. TERESIAN RESEARCH AND CONSULTANCY ENTERPRISE

St. Teresa's College has always promoted research as an integral part of the curriculum. This research led and practice driven ethos makes Teresian teaching-learning distinctive. The College seeks to ensure that learning is informed by current research and practice in the subject area or discipline. It endeavours to

- Provide a forum for advancement of Learning, Research and Consultancy through Teresian Research and Consultancy Cell (TRACC)
- Facilitating high quality research and promotion of innovative thinking
- Enhance Collaborations and Consultancies with Institutes/Agencies through the R and D Department
- Facilitate knowledge transfer through International and National seminars
- Enable interactions among scholars and guides of research centres in and out of the institution and promote interdisciplinary research

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

7.4 Contribution to environmental awareness / protection

The BhoomitraSena Club and the Society of Teresains for Environment Protection (STEP) have made a commendable contribution to environmental awareness / protection and the college received the ParisthithiMithra Award-2016 for outstanding contribution towards the promotion of environmental education, protection and conservation in the state of Kerala, instituted by CEERD, St. Stephen's College, Uzhavoor. This is the first time that an educational institution is receiving the award which, for the past few years have been bagged by various social service societies. The college also received the All Kerala Award 2016-17 for the Best BhoomithraSena Club functioning in colleges.

- The NSS unit of the College contributes immensely in this regard with a plethora of activities such as energy conservation campaigns, participating in the Swachh Bharat Abhiyan by conducting local cleaning campaigns, campaign against street dogs, organic farming, environment protection and campaign against pollution, conducting Intercollegiate Seminar Youth for Swachh and Sachha Bharat to support cleanliness drive against waste and corruption and disseminating environment protection and awareness in the adopted village.
- Taking into stride the slogan 'Clean India Green India', the NSS Volunteers of St. Teresa's College, embarked on a cleaning campaign of boat jetty, Kochi, Ernakulam. 50 volunteers participated in the cleaning of the premises of boat jetty and also interacted with the local people, creating awareness of a plastic free zone.

- Urja Kiran - This Energy Conservation Awareness Campaign (ECAC) was conducted with the objective of creating awareness and to equip general public on efficient management of all forms of energy. An energy conservation awareness campaign was held at St. Peter's L P School, Vaduthala, St. Augustine's Church, Moolampilly and a workshop on LED bulb assembling was conducted by the students of the Physics department.
- An awareness session and introduction of Bhoomithram sanchi was conducted by the student members of the Bhoomithra Sena club at the St. Teresa's School and St. Joseph Public Senior Secondary School.
- The members of the legislative Assembly of Kerala were given Bhoomithra bags, designed by the students of St. Teresa's College and stitched by Kudumbashree members from cloth on International Anti-Plastic Day.
- The Bhoomithra Sena club of St. Teresa's college organized awareness classes on the ill-effects of plastic and need to reduce the use of plastic bags in six coastal villages of Ernakulam. The audience were also introduced to the 'Bhoomithra Sena' Prakriti Bags', eco-friendly bags made out of waste clothes.
- A training session was given to Master Trainers at Govt. Polytechnic College, Trivandrum.
- As a part of the cleanliness campaign organised by Mithradham Renewable Energy Centre, Aluva, Rajagiri Outreach, Rajagiri College of Social Sciences, Kalamassery and Shuchithwa Mission, Ernakulam in connection with the Shuchithwa Bodhana Yajnam 2010 –2025, 9 students of the awareness team of the Bhoomithra Sena Club of the college went to different colleges on different days and briefly took a class on the negative sides of the usage of plastic and how to reduce it, screened the documentary against plastic and introduced the Bhoomithram bags, college bags and other products of the Bhoomithra club which was later kept for sale.
- The Bhoomithra Sena Club of St. Teresa's college in co-operation with Varkala Sai Satya Gram organized a training session on making cloth bags. People from nearly five nearby villages took part in the training session.
- Around 600 Prakriti bags were given for the TIECON Conference on 18th November 2016.
- A sale and exhibition of Bhoomithra bags were held as a part of Mathrubhumi My Home- an interior exhibition at Jawaharlal Nehru International stadium ground, Kaloor from 18th November 2016 to 21st November 2016.
- The members of Bhoomithra Sena and STEP of St. Teresa's College were invited to speak about their initiatives in Club FM 94.3 – Life is Beautiful show on 1st

December 2016 . The students spoke about Bhoomithra bags and other initiatives taken up by the club.

- As part of Clean Paravoor Green Paravoor programme 300 eco-friendly bags were delivered to Paravoor Municipality by the STEP members of St. Teresa's College
- The teacher-in-charge of STEP and BMC of the College, delivered a talk on using Cloth alternatives at Trivandrum Chithira Thirunal Park. The talk was organized by the Trivandrum corporation as part of Green expo. The kudumbashree members of the corporation who were earlier trained by the STEP members set up a stall of eco-friendly bag at the expo.
- 200 Kora Sanchis were supplied to support Jaiva Karshikamela (Organic farming fest)
- As part of Jaiva Karshika Mela which was held at Rajendra Maidan, Ernakulam, an exhibition and sale of Bhoomitra bags were held.
- As part of Jaiva Karshika mela, Kudumbashree members were trained on stitching zero cost bags from old textiles
- The STEP and BMC members of the college were able to deliver 200 conference bags and 50 Bhoomitra Sanchis for the National Seminar conducted at GIFT (Gulati Institute of Finance and Taxation)
- To implement green protocol everyday team of 8 members are volunteering in the month of April-May. They help the Suchitwa mission and district collectors team in handing over green stickers to holders of plastic items. Such stickers will ensure that plastic waste is not left behind on the hill.
- The Principal, the BMC faculty and Students of BMC, handed over 1000 paper bags to District collector Mohammed Safarulla I.A.S. and Ernakulam Suchitwa Mission District co-ordinator Siju on April 18. This is yet another contribution of St. Teresa's College to promoting Green Protocol in Malayattoor, a pilgrim centre.
- Students of St Teresa's College participated in the Collector's pond cleaning programme at Chottanikara.

7.5 Whether environmental audit was conducted? Yes No

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

SWOC ANALYSIS

STRENGTHS	
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • 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 	

8.Plans of institution for next year

- 1) Organize inter and intra institutional workshops/seminars on quality related themes related to the 7-criteria outlined by NAAC.
- 2) Review the new Self Study Report (SSR) format and facilitate the preparation of the same.
- 3) Develop an inclusive education culture in the campus by establishing an equal opportunity centre which caters to the special needs of disabled students.
- 4) Facilitate the career advancement of faculty members.
- 5) Organize activities and events that will promote skill-enhancement for teaching and non-teaching staff.
- 6) Facilitate building career paths and enhancing competencies of students.
- 7) Collect and compile feedback responses from students, parents and other stakeholders.
- 8) Develop a new suitable format for departments to submit monthly data required for compilation of Annual Quality Assurance Report.
- 9) Create MIS for documentation of data and compilation of information from different functional areas of the institution.

Name: Dr. Usha Nair



Signature of the Coordinator, IQAC

Name Dr. Sajimol Augustine M.



Signature of the Chairperson, IQAC

Abbreviations:

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