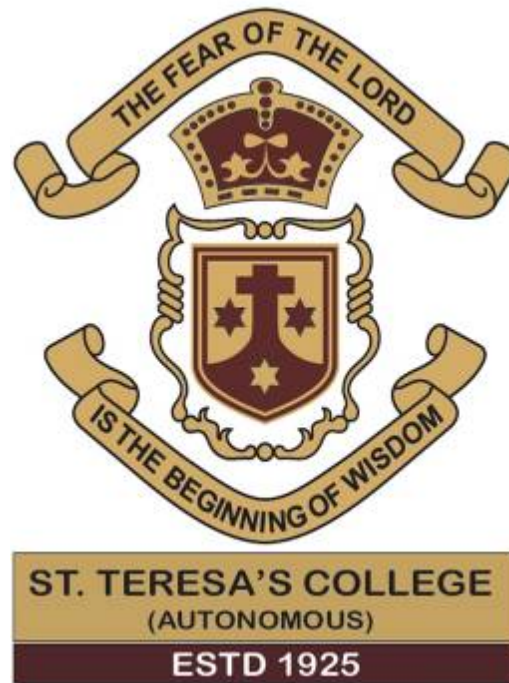


**ST.TERESA'S COLLEGE
(AUTONOMOUS)**



Internal Quality Assurance Cell

**Action Taken Report
2017 – 2018**

Internal Quality Assurance Cell

Report 2017-18

The academic year 2017-18 was a crucial year for the IQAC. The College had applied for and received an extension of two years vis-à-vis the NAAC assessment period. This implies that the NAAC SSR will have to be submitted in November 2018. With the drastic changes that have been brought about in the format with effect from July 2017, there arose a need to develop the SSR in the new format and also comply with the demands made for the submission. The IQAC has taken up the task of collecting proof of claims made under the various categories/aspects. Undertaking NAAC-related work in addition to all the regular activities that fall under the purview of IQAC and the new projects initiated by the Cell has resulted in the productive and hectic year.

This a report of the activities/events carried out by the IQAC in accordance with the Plan of Action that had been outlined in June 2017. For ease of purpose the report has been delineated into two parts; the first part outlines all the new initiatives and the activities that have been unique to this academic year and the second part details those activities and events that undertaken annually as part of the normal functioning of the Cell.

New Initiatives and Other Activities

INITIATIVE 1: Preparation for 4th Cycle Accreditation

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 – 2013 to 2018.

OUTCOME: Dr. Latha Nair, the NAAC Coordinator, assisted by Dr. Usha Nair, the IQAC Coordinator took up the task of preparing the Self Study Report. Various committees were

formed with senior teachers and members of the IQAC in charge of the seven criteria to work on the collection and compilation of data for the SSR.

Expert opinions were sought and the IQAC invited two eminent resource persons to educate the members of the NAAC team on the new SSR format. Dr. M. P. Rajan, NAAC Peer Team Member conducted a one day National Seminar and Workshop titled 'New Guidelines for Assessment and Accreditation Procedures' on 10 November 2017. The target audience were the teaching and non-teaching staff members.

A National Seminar on 'New Accreditation Framework Prescribed by NAAC' was organized on 15 December 2017 by Dr. R. Selvam, Consultant for NAAC Accreditation process and External Academic Auditor.

The work on the SSR is underway and the IQAC plays a key role in the process in its role as the body that is responsible for data collection and compilation in the proper and specific formats. The formats for collection of data were drafted, validated and floated. This task has been successfully completed.

The IQAC will be working closely with the NAAC to assist in the successful completion of the NAAC accreditation process.

INITIATIVE 2: Reconstitute the IQAC

OUTCOME: The IQAC was reconstituted and External Members were included. Eminent personalities from various fields such as Civil Administration, Education, Social Work, Entrepreneurship etc. were included to advise the IQAC and the College on matters of relevance.

INITIATIVE 3: Data Collection Format

Recording of data falls under the purview of the IQAC. It was felt that, as far as possible, data regarding the various aspects of the college must be collected and validated at the first go and the departments must not be asked for the same data in different formats several times.

OUTCOME: The monthly Data Submission Format was re-worked keeping in mind the data demands for NAAC SSR, NIRF, India Today etc. The Format was validated by a group of senior teachers. This new format has been used to collect data this year.

INITIATIVE 4: Creating a Teacher's Database

A need for a Teacher's Database was felt keenly by the IQAC as there was a lack of adequate data regarding the same in the college.

OUTCOME: The IQAC initiated the creation of the database by creating a format for data collection. The format (in an MS Excel file) was sent to the departments after entering the available data (received from the College Administrative Office). The data was validated by individual teachers and the forms completed. The filled-in forms were mailed to the IQAC for compilation.

The database has been made available to Mr. Jerin K.P., Office Superintendent. It has also been forwarded to other members of the Administrative Staff upon request.

This database will be updated every year so that we will have access to current information. In effect, it is proposed that this will become a regular activity of the IQAC.

INITIATIVE 5: Creating a Students Database

A database of Student details was not available in the College. The IQAC determined that the creation of a database of this kind is crucial.

OUTCOME: A format for data collection was created, validated and sent to the departments. The filled-in forms were compiled and the College now has a Database complete with details of the students.

This database will be updated every year so that we will have access to current information. We will be able to determine the rate of dropouts every year and the Database could well become an assessment tool. It is proposed that this will become a regular activity of the IQAC.

INITIATIVE 6: Creation of a Webpage for IQAC

It was proposed that the IQAC must have a visible presence on the College website.

OUTCOME: The IQAC has a webpage which outlines the Objectives and Functions and the Action Plan for the year. AAA reports, Green Audit Reports and other relevant documents and information have been made available on the webpage. A subpage which contains all information that has been uploaded for NIRF is now available. The webpage fulfills all legal demands put forth by MHRD and UGC.

INITIATIVE 7: Establish an Office for Disability Services

The College has an all-inclusive policy and seeks to accommodate people from different backgrounds and with different abilities. A desire to be even more sensitive to the needs of the differently-abled and make the College truly disabled-friendly resulted in the proposal to establish the Office for Disability Services.

OUTCOME: An Office for Disability Services. Under the auspices of the IQAC, an Accessibility Audit will be conducted in the academic year 2018-19.

INITIATIVE 8: SC/ST student Progression

There is a need to monitor the progress of the SC/ST students studying in the College so that the institution may understand the needs of such students and become better equipped to deal with said needs. To this end it was proposed that the personal and educational details of the students be collected and their progress monitored.

OUTCOME: The project has been initiated.

INITIATIVE 9: Re-constituting the IQAC Student Wing

OUTCOME: The Wing has been reconstituted. Two new student secretaries were appointed. Ms. Mareena Jaison, II B.A. English Literature and Ms. Sreelakshmi, II B.Sc. Zoology were appointed with the task of leading the IQAC Student Wing. The Wing had its first meeting on 8 January 2018.

Under their leadership, a Transportation Survey was conducted among the entire student body to evaluate the means of transportation used by the students to travel from and to the College.

The members of the Student wing also participated in the Urjakiran programme.

INITIATIVE 10: Facilitating Teachers' Promotion

OUTCOME: An orientation programme was organized for teachers and an expert was invited to offer advice regarding promotion. The new PBAS format was made available. A Committee was constituted for verification of the PBAS forms. Under the initiative of the IQAC, a request for forwarded to the M.G. University, constituted a Screening Committee and facilitated the conduct of the screening process by inviting External experts, including University Nominees.

Current Status: Awaiting approval from University.

INITIATIVE 11: Gain access to financial resources of the institution for the purpose of providing data to NIRF and India Today

OUTCOME: Financial resources for the year 2016-17 under the following heads- UGC, CPE, PD Account, Management, Department Funds for Seminars/Workshops/Symposia etc were sourced and data compiled.

INITIATIVE 12: Gain access to Students Scholarship details

OUTCOME: Scholarships from private bodies were sourced from the Deans. An attempt was made to gain access to scholarship details available from the government under the various schemes from Sr. Ushus CSST, office personnel in charge of the Scholarships. Partial data was made available.

INITIATIVE 13: Facilitate Online Feedback on Teachers from Students of UG and PG programmes

OUTCOME: A format was developed and the same was forwarded to the Software Team for the development of an online feedback form/system. Feedback on all teachers was collected, compiled. Individual teachers were provided with a report of the feedback on them so that they could understand areas in which there is scope for improvement.

INITIATIVE 14: Develop the Non-Teaching Database

OUTCOME: This has proved to be a challenging task. The information is to be entered from individual Service books. Other relevant data must be collected from individual members. Also, data is to be collected from Management appointed staff. The format for data collection was forwarded by mail to Shri. Jerin K.P., Office Superintendent, on 11 December 2017.

IQAC has yet to receive data from the Office. The database, it is hoped, will be completed the coming academic year.

REGULAR ACTIVITIES

INITIATIVE 1: Monthly Collection of Data for the compilation of AQAR 2017-18

OUTCOME: The IQAC decided to ask the various departments to send in the data every three months. The following departments have not sent in the last installment of the Report: Commerce (Regular), Physical Education and Mathematics. The AQAR has been compiled and is ready to print.

INITIATIVE 2: Participation in NIRF, India Today Rankings

OUTCOME: The College participated in the NIRF and India Today Rankings.

We were ranked 76th among all the colleges in India in the NIRF and scored 47.78. The previous year, the College was ranked 70 and had scored 40.10

The result of the India Today ranking is pending.

INITIATIVE 3: Assisting in the preparation of the reports

OUTCOME: Data was provided to the Administrative Office for the creation of the report to be submitted to the Mahatma Gandhi University, Kottayam. IQAC also assisted by providing relevant data for the creation of the report to be submitted to the Archdiocese of Verapoly.

INITIATIVE 4: Orientation Programmes to be organized for Teachers and Non-teaching staff

OUTCOME: Several programmes were organized keeping in mind the needs of the teachers.

To Facilitate Career Advancement of Teaching Faculty

A talk on 'Career Enhancement' was organized on 17 July 2017. Dr. Jogy Alex, Asst. Professor, Dept. of Chemistry, St. Thomas College, Palai was the resource person. The new PBAS format was made available. A Committee was constituted for verification of the PBAS forms. The IQAC facilitated the conduct of the screening process by inviting External experts, including University Nominees.

To Enhance Curriculum

A session titled 'Value-Added Courses' was organized on 17 October 2017. Value-added courses that could be included the next academic year were identified.

To facilitate academic advancement

A pilot programme titled 'Collaborative Learning Programme for Academic Advancement of Students' was launched in association with the Dept. of English on 20 December 2017. The resource person of the session was Ms. Diana Vincent, Managing Trustee, Fourth Wave Foundation. The session focused on how it a Collaborative Learning Programme should function.

To orient Faculty members on Values and Professionalism

A talk on *Ethics, Values and Spirituality* was organized on 16 March 2018. The resource persons for this one-day programme were Dr. Joseph I. Injodey, Sri. John Paul, Brother Satish and team.

INITIATIVE 5: Feedback from stakeholders

OUTCOME: Feedback forms were updated and feedback was collected from stakeholders on 8 December 2017, to facilitate a review of the administrative and academic departments on the following aspects:

Parent Feedback on the Programme

Alumnae Feedback on the Programme
Course Feedback and Programme Feedback by students
Student evaluation of Teachers
Faculty Feedback on Programme and Course
Employer Feedback on Programme

INITIATIVE 6: Establish ties with foreign universities

OUTCOME: The Teresian International of the College signed an MOU with the University of Wisconsin-Parkside, USA

INITIATIVE 7: Keeping track of curricular, co-curricular and extra-curricular activities in the College

OUTCOME: The Academic Calendar and Event Calendar for the year were created and updated.

PLAN OF ACTION FOR 2018-19

INITIATIVE 1: Undertake Infrastructure Audit

INITIATIVE 2: Administrative and Academic Audit

INITIATIVE 3: Complete and upload SSR

INITIATIVE 4: Complete Green Audit