

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

2017-2018

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:

9947442816

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:

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

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

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

1.5 Website address:

www.teresas.ac.in

Web-link of the AQAR:

<https://teresas.ac.in/internal-quality-assurance-cell/aqar/>

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

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)
 vi. AQAR____2016-17_____10/10/2017__ (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
 Fashion Designing
 Clinical Nutrition and Dietetics
 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

12

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

2

2.4 No. of Management representatives

1

2.5 No. of Alumni

2

2.6 No. of any other stakeholder and
Community representatives

3

2.7 No. of Employers/ Industrialists

3

2.8 No. of other External Experts

1

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- Faculty enrichment programme on Career Enhancement
- Faculty enrichment programme on Value Added Courses
- Orientation on New Guidelines for National Assessment and Accreditation Procedures
- Workshop on New Accreditation Framework Prescribed by NAAC
- Collaborative Learning Programme For Academic Advancement Of Students
- Faculty Enrichment Programme on Ethics, Values And Spirituality

2.14 Significant Activities and contributions made by IQAC

- Preparing and equipping for 4th Cycle Accreditation as per the new format
- Reconstituted the IQAC
- Draft of Research Policy and Consultancy Policy formulated
- Established an Equal Opportunity Centre
- Assisted in setting up an Incubation centre in the college to promote a culture of self employment and entrepreneurship activities among girls/women
- Organised Faculty Development programmes for teaching faculty related to the 7 criteria outlined by NAAC
- Skill Development Programmes organized for Non-teaching staff
- Collected, compiled and analysed course feedback from students, parents and other

stakeholders

- On the basis of the feedback received, the Syllabus for all programmes and courses was restructured
- Facilitated Online Feedback on Teachers from Students of UG and PG programmes
- Under the aegis of IQAC, 9 International, 13 National, 16 State/Regional, 2 University and 46 College level conferences/seminars/workshops were organised.
- Facilitated Career Advancement of faculty members
- 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.
- Vision draft prepared for Centenary plan
- Facilitating Student Support through effective disbursement of Scholarships
- Generated a new format for monthly compilation of AQAR
- Compiling a Teacher Database and Student Database
- Creation of a Webpage for IQAC
- Formulation of IQAC Student Wing to ensure student participation in quality sustenance and enhancement activities
- Participated in NIRF, India Today Rankings
- The IQAC submitted an Evaluative Report on the Progress of Autonomy for the period 2016-17 in August 2017
- The IQAC compiled the Annual Administrative report for MG University
- Assisting in the preparation of the reports for the Xavier Board and to the Archdiocese of Verapoly
- Keeping track of curricular, co-curricular and extra-curricular activities in the College

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
1) Organize workshops/seminars on quality related themes related to the 7-criteria outlined by NAAC.	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. 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. 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

	<p>session was Ms. Diana Vincent, Managing Trustee, Fourth Wave Foundation. The session focused on how it a Collaborative Learning Programme should function.</p> <p>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.</p>
<p>2) Review the new Self Study Report (SSR) format and to facilitate the preparation of the same.</p>	<p>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. 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.</p> <p>Dr. M. P. Rajan, NAAC Peer Team Member was the amin resource person for the Workshop titled ‘New Guidelines for Assessment and Accreditation Procedures’ on 10 November 2017. The target audiences were the teaching and non-teaching staff members.</p> <p>The Seminar on ‘New Accreditation Framework Prescribed by NAAC’ was organized on 15 December 2017 with Dr. R. Selvam, Consultant for NAAC Accreditation process and External Academic Auditor as the resource person.</p> <p>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.</p>
<p>3) To develop an inclusive educational culture in the campus by establishing an equal opportunity center which caters to the special needs of disabled students.</p>	<p>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. Under the auspices of the IQAC, an Accessibility Audit will be conducted in the academic year 2018-19.</p>

<p>4) To facilitate the career advancement of faculty members.</p>	<p>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.</p> <p>Current Status: Awaiting approval from University.</p>
<p>5) Organize activities and events that will promote skill-enhancement for teaching and non-teaching staff.</p>	<p>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.</p> <p>A workshop for Non-Teaching staff for Enhancement of IT skills in collaboration with APTECH was organized on 3, 17, 24 February 2018.</p>
<p>6) Building career paths and enhancing competencies of students.</p>	<p>Several International, National and Regional conference/seminars/workshops were organised on relevant topics.</p> <p>21 talks focusing on Career Opportunities were organised and 97 talks focusing on relevant subject areas were organised across departments.</p>
<p>7) Collect and compile feedback responses from students, parents and other stakeholders.</p>	<p>A format was developed and the same was forwarded to the Software Team for the development of an online feedback form/system. Feedback forms were updated and feedback was collected from stakeholders to facilitate a review of the administrative and academic departments on the following aspects:</p> <ul style="list-style-type: none"> • 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
<p>8) Develop a new suitable format for departments to submit monthly data required for compilation of</p>	<p>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</p>

- 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.

Creating a Students Database

- 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.

Creation of a Webpage for IQAC

- 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.

Establish an Office for Disability Services

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

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. The project has been initiated.

Re-constituting the IQAC Student Wing

- 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.

Facilitating Teachers' Promotion

- 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.

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

- 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.

Gain access to Students Scholarship details

- 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.

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

- 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.

Develop the Non-Teaching Database

- 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.

Monthly Collection of Data for the compilation of AQAR 2017-18

Participation in NIRF, India Today Rankings

Assisting in the preparation of the reports for Mahatma Gandhi University and Archdiocese of Verapoly

Orientation Programmes have been organized for Teachers and Non-teaching staff

- 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.
- 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.

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:
 - 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

Establish ties with foreign universities

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

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

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

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	6			
PG	17		8	
UG	22		12	
PG Diploma	3		3	1

Advanced Diploma				
Diploma	1		1	4
Certificate				10
Others/MPhil	3 M.Phil		3	7 Others
Total	52	-	27	22

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCSS/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 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 18 open courses.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	17(PG) + 22 (UG) + 3(PG Diploma) + 1 (Diploma) + 3 M.Phil
Trimester	
Annual	

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 curriculum of 22 undergraduate programmes and 1 Diploma programme were revised during March 2018. All the departments ratified its curriculum in their respective BoS held in February 2018 and then by the Academic Council.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	196	159	30		7

2.2 No. of permanent faculty with Ph.D. 57

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
	43	0	0	0	0	0	1	0	44	0

2.4 No. of Guest and Visiting faculty and Temporary faculty 0 5 6

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	79	198	34
Presented papers	31	31	9
Resource Persons	10	19	18

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

- The Collaborative Learning Programme for academic advancement of students was initiated in December 2017. It is a mode of learning in which students work together in small groups to achieve common goals, trying to help each other in the learning process.
- ICT enabled classes, Field visit, Peer -group learning, Group Discussions, remedial coaching, Multi-media learning tools etc. are incorporated as part of the teaching learning process. The Department of economics employs MOOC as part of their teaching process.
- Industry experts, industrial visits and practical assignments are incorporated as part of the learning process to foster better understanding and knowledge sharing, thereby equipping the student to adjust to an actual work environment.
- Mock Tests on IIT-JAM and UGC-CSIR-NET, periodical Seminar presentations by the students as part of Seminar Club, hands-on training on handling CRO and DSO, hands-on experience on installation and characterization of Solar PV modules etc. are

implemented for the Physics programme.

- Faculty of the Chemistry department publishes textbooks based on syllabus.
- Certificate Course in English, in association with Sherine-Vimi Solutions, was organized by the English department for students from other departments to enhance their employability and language skills.
- The English Department conducted a Workshop by Professional expert Bilas Nair to teach the finer aspects of Scripting for Cinema- Value addition to the paper Understanding Cinema- Sem IV PG.
- “Hamlet Unmasked - Theater in Classroom: An Interactive Workshop” was conducted by Dr. C. K Sujeesh of Sree Sankara College, Kalady, to give the post graduate students an experience through seeing seventeen characters of the Bard’s play coming to life in front of them - Value addition to the paper Writings of the Renaissance - Sem I PG Literature.
- A Drama Workshop was conducted on 24 June 2017 and Students from Christ College offered their expertise in the use of various techniques that could be used in street plays to create stronger social impact. This was a value addition to the course Reading Drama in UG Sem IV Literature.
- An intensive workshop on International Research Methods and Academic Skills was organised on 8th-9th August 2017, and conducted by Dr. Sreenath Nair, University of Lincoln and Dr. Arya Madhavan, University of Lincoln to familiarise students, teachers and potential researcher scholars with international research methods widely practiced in Anglo-American universities. This was a Value addition to the paper to the PG Literature course Literary Criticism and Academic Writing.
- In Association with the Ayyappa Panicker Foundation, a poetry workshop was held on 15th September 2017 which included one workshop session, followed by a poetry reading session by the students and two students were selected to the State level Poetry Workshop DAKSHINA-SOUTH INDIAN POETRY FESTIVAL held at Thiruvananthapuram on 19-21st September 2017.
- Video demonstration of Chilapathikaram and practical items were implemented for the Bharathanatyam programme.
- Third DC Home Science V semester students were given hands on experience on event management in the FRM Residence Lab on 15th and 16th December 2017. PG students of Food Science and Nutrition participated in a continuing nutrition education on "Nutrition in the critically ill" at Lakeshore Hospital Ernakulam on 14/12/17.
- Students of the Women’s Study Center are sent for field survey related to the curriculum. They also conduct medical camps for community support. Design Thinking- Students are encouraged to make innovative and useful products using existing and new resource.
- The Department of Maths familiarized their students with basic concepts and recent research topics through lecture series. Latex software was installed in computers using which PG students could complete their project work. Students were given the opportunity to access CUSAT Library.

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

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

System of false numbering for End semester examinations was introduced at PG level. Bar codes based on false numbers were generated separately for each course of PG examinations. For UG examination bar codes were generated for student register numbers (PNR) as per the previous year.

Two sets of question papers with scheme of valuation prepared by the external examiners and three sets of question papers prepared by the internal examiners were received at the office of the Controller of Examinations well in advance.

The notification for online registration for the End semester examination was given two months before the date of commencement of examinations. This year we introduced online examination registration and hall tickets of eligible candidates were generated through the software. The examination time table was published online one month prior to the date of commencement of examinations.

The valuation of the answer scripts of the End semester Examinations was done by internal examiners based on a well-defined scheme of valuation immediately after the examination. Centralized Valuation Camp was conducted for the valuation of answer scripts.

Results of End semester Examinations of UG and PG programmes were published after the Pass Board and ratification by the Governing Council.

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

120	12	40
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2.10 Average percentage of attendance of student

88.38%

2.11 Course/Programme wise distribution of pass percentage:

UG Programme

Title of the Programme	No. Regd	No. Appd	A+	A	B	C	D	Failed	Total Pass	Pass %
Com. Application	27	27	3	4	8	6	0	6	21	77.78
Mathematics	113	113	38	27	31	4	0	13	100	88.50
Physics	35	35	11	11	6	2	0	5	30	85.71

Chemistry	39	39	13	14	9	0	0	3	36	92.30
Botany	40	40	7	13	9	0	0	11	29	72.50
Zoology	37	37	8	15	4	3	0	7	30	81.08
(Home Science) Family & Community Science.	32	32	5	12	9	0	0	6	26	81.25
Com. English	32	32	3	11	8	7	1	2	30	93.75
English	52	52	2	18	15	9	1	7	45	86.54
Economics	59	59	7	13	12	9	0	18	41	69.50
Sociology	53	53	4	5	4	8	0	32	21	39.62
History	43	43	2	1	11	8	0	21	22	51.16
French	28	28	1	7	10	4	0	6	22	78.57
Bharathanatyam	12	12	0	4	2	2	0	4	8	66.67
B.Com	68	68	37	18	6	5	0	2	66	97.10
Apparel & Fashion Design	28	28	12	13	1	0	0	2	26	92.86
B.Com (S.F)	47	47	13	22	9	2	1	0	47	100
BMS - IB	13	13	1	4	3	3	0	2	11	84.61
B.VOC – FPT	5	5	1	1	1	1	0	1	4	80
B.VOC - SWD	14	14	0	2	1	3	0	8	5	35.71

PG Programme

Title of the Programme	No. of Students Registered	No. of Students Appeared	A ⁺	A	B	C	D (Fail)	Pass Percentage
Bharathanatyam	6	6	2	3	0	0	1	83.3
Botany	13	13	2	7	4	0	0	100
Chemistry	15	15	5	7	3	0	0	100
Child Development	7	7	0	5	1	0	1	85.7
Economics	12	12	0	10	1	0	1	91.7
English Literature	16	16	0	2	10	4	0	100
Food Science and Nutrition	11	11	1	4	3	0	3	72.7
History	5	5	0	3	1	1	0	100
M.Com	25	25	5	12	7	0	1	96
Physics	13	13	1	6	5	0	1	92.3
Resource Management and Interior Design	7	7	0	3	4	0	0	100
Sociology	11	11	0	3	4	1	3	72.7

Master of Tourism and Travel Management	3	3	1	1	1	0	0	100
Zoology	11	11	4	2	5	0	0	100
Post Graduate Diploma in Management in Business Analysis	9	9	0	4	3	2	0	100
Post Graduate Diploma in Clinical Nutrition & Dietetics	6	6	0	5	1	0	0	100
Post Graduate Diploma in Fashion Designing	15	15	11	1	0	0	3	80
Mathematics	15	15	4	6	2	1	2	86.7
Masters in fashion designing	5	5	3	2	0	0	0	100

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

- Every member of the faculty is given a Teacher's Handbook at the beginning of the year in which all the details pertaining to teaching such as lesson plans, tests, assignments, projects, mentoring, tutoring, remedial classes, leave taken, self appraisal by teacher, etc. are noted. This is checked periodically, and at the end of the year submitted to the Principal by the respective Heads of departments.
- In order to ensure that a continuous and comprehensive evaluation of students is done the IQAC periodically gets reports from the Examination Cell. The IQAC checks the examination schedule for the timely conduct of sessional and final examinations and Open Houses.
- On publication of results a meeting of the Heads of department is called to analyze the results, look into the areas of poor performance and suggest measures for improvement.
- The IQAC directs and monitors the activities of the Teresian Research and Consultancy Cell (TRACC) which coordinates and promotes the research activities of the institution to achieve excellence in research and to evolve as a thought leadership centre.
- The IQAC keeps track of talks and seminars conducted by and for the students.
- Remedial, mentoring and tutorial classes are monitored through reports submitted periodically.
- The IQAC gathered feedback through student appraisal of teachers, analyzed it and provided a feedback summary to individual teachers.
- Feedback forms were updated and feedback was collected from stakeholders 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
- The IQAC is helped in monitoring and evaluating the teaching and learning processes through the contributions of the Academic Deans of the Arts, Science and Commerce streams.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	18
UGC – Faculty Improvement Programme	7
FDP programmes	13
HRD programmes	5
Orientation programmes	18
Faculty exchange programme	1
Staff training conducted by the university	3
Staff training conducted by other institutions	7
Summer / Winter schools, Workshops, etc.	27
Others	13

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	74
Technical Staff	0	1	0	3

Criterion – III

3. Research, Consultancy and Extension

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

- The IQAC directs and monitors the activities of the Teresian Research and Consultancy Cell (TRACC) of St. Teresa's College which coordinates and promotes the research activities of the institution to achieve excellence in research and to evolve as a thought leadership centre. (TRACC) provides a common platform for the students and faculty from all disciplines to explore multidisciplinary / interdisciplinary topics which would be helpful to the society and mankind.
- Faculty members were encouraged to attend seminars and conferences and engage in research. Seed money was offered to faculty members to attend International Seminars. The departments were encouraged to conduct invited talks for their faculty members. The IQAC keeps track of their participation in such faculty development activities.
- All the departments were instructed to encourage the faculty members to take up major and minor projects and research guidance and to avail of Faculty Development Programmes.
- Under the aegis of IQAC, 9 International, 13 National, 16 State/Regional, 2 University and 46 College level conferences/seminars/workshops were organised.
- A Research Policy and Consultancy Policy has been formulated.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1		
Outlay in Rs. Lakhs	1225800	1493500		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	2	-	
Outlay in Rs. Lakhs	300000	390000	-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	27	20	1
Non-Peer Review Journals	0	21	0
e-Journals	1	0	0
Conference proceedings	21	15	32

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	2013-18	UGC	Rs.2719300	Rs.2719300
Minor Projects	2013-18	UGC, KSCSTE	Rs.690000	Rs.645000
Interdisciplinary Projects	2017-18	KSCSTE	Rs.27000	Rs.27000
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (<i>other than compulsory by the University</i>)	2017-19	KSCSTE, MG University BIIC, IUCND CUSAT, SSP	Rs.97000	Rs.42000
Any other(Specify)	2016-18	KSHEC, Fourth Wave Foundation	Rs.2170589	Rs.2170589
Total			Rs.5703889	Rs.5023389

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	10	19	9	0	32
Sponsoring agencies	UGC, Kreative Sparks, St. Teresa's College	UGC, KSCSTE, Indian Society of Analytical Scientists, Kerala Chapter, CPE Fund, Autonomy Fund, Kerala Mathematical Association, St. Teresa's College	UGC, St. Teresa's College		Dhatri ABS Clinic, 2.Hexagon Nutrition, Sr. Bertille Memorial Endowment and Chemistry Association, Autonomy Grant, St. Teresa's College

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

3.13 No. of collaborations: International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

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 fellow of the institute in the year

Total	International	National	State	University	Dist	College
20	3	3	6	0	4	4

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

	20
	134

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

	4
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3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	5	SRF	5	Project Fellows	1	Any other	14
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3.21 No. of students Participated in NSS events:

University level	90	State level	0
National level	3	International level	0

3.22 No. of students participated in NCC events:

University level	10	State level	2
National level	1	International level	1

3.23 No. of Awards won in NSS:

University level	1	State level	0
National level	0	International level	0

3.24 No. of Awards won in NCC:

University level	2	State level	1
National level	1	International level	0

3.25 No. of Extension activities organized

University forum	1	College forum	99		
NCC	4	NSS	31	Any other	56

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

1. TROP

Teresian Rural Outreach Programme (TROP), a unique endeavor of the College, is an extension activity aimed at reaching out to the marginalized and poor of the society. The Institution pays special attention to inculcate values in the students at every opportunity. All Departments of the College have identified centers for TROP activities related to their infrastructure and interest. Students were actively involved in the TROP activities and are benefited with a credit of 1 in their programme.

Outreach activities include visits to children's home, special schools, general hospital, conducting eye camps, computer literacy classes for underprivileged students of government schools and so on. The outreach programme focuses on key areas such as academic improvement and skill development, nutritional awareness and health care, environmental consciousness and awareness campaigns.

2. Bhoomitra Sena Club

The Green Protocol guidelines were prepared by the Bhoomithra Sena Club with the support of Suchitwa Mission, Government of Kerala. To implement the Green Protocol in the campus, the first year students were provided an eco-friendly cloth college bag and a cloth carry bag. The students were also given steel cups to make the campus free of plastic and paper cups.

Ezhikkara Environment Management Project is a project jointly implemented by the Department of Economics with BMC. This time the focus was on initiating behavioral change among students and Kudumbashree for a plastic reduction strategy. For this, training was imparted to students and Kudumbasree members on stitching cloth bags and using principles of behavioral economics for design of sustainable development policies and initiating attitudinal change.

Student volunteers of Ente Haritha Bhavanam project of the Bhoomitra Sena Club and NSS volunteers of St. Teresa's College Ernakulam along with representatives of Cochin Shipyard Limited conducted a cleaning programme at Children's Park, Ernakulam as part of the 'Swachhta hi Seva' campaign signalled by the Central Ministry of Drinking Water and Sanitation.

3. STEP

STEP- Society of Teresians for Environment Protection – a social entrepreneurship unit consisting of around 100 students and faculty in St. Teresa's College - have designed eco-friendly cloth sanitary napkins which can be made from people's own old textiles. The college has opened a new work centre, Society of Teresians for Environment Protection (STEP) in the Arts block. An exhibition was also conducted displaying eco-friendly products.

4. NSS

In accordance with the Prime Minister's Swachh Bharat Mission, the NSS volunteers of

St. Teresas College organised a Cleanliness Campaign on 8th August 2017 at 2:30 pm in the college campus. Around 100 students from the Arts and Science block participated in it.

NSS volunteers from the college and environmentalists formed a human chain to protect the ecology of Mangalavanam Bird Sanctuary, and its adjoining areas including the Old Railway Station. The campaign was coordinated by Hibi Eden, MLA. Mr. Eden urged the railways to withdraw from the move to axe trees. Environmentalists were up in arms against the proposal of the Southern Railway to cut down 189 trees located on the Old Railway station premises as they think that such move would upset the ecology of the bird sanctuary located on the adjacent land.

The villagers of Ochanthuruth were screened for eye defects in an eye camp organised by the NSS volunteers of the college. A blood donation camp was organised in collaboration with Cochin South Rotary club. The camp was a great success as 50 students donated blood. The NSS volunteers of St. Teresa's College participated in a medical camp for the differently abled organized at St. Albert's School, Ernakulam. The camp was conducted by Vayomitram.

The coastal areas of India were severely affected by the cyclone Ockhi. In Ernakulam, Chellanam and Vypin were area's most affected by these destructive winds. Our NSS volunteers, along with NCC cadets, visited the houses in Chellanam to enquire the condition of people living there and to help them as well as possible.

5. Educating Transgender

On November 18th, 2017, the department launched the skill development programme for transgender 2017-18, where classes will be given to members of transgender community in communication skills in English. The programme was inaugurated by the Ernakulam District Collector Shri. K Mohammed Y. Safirulla, IAS, who said that the course will be an impetus for other agencies to take up such initiatives in the future.

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	115	3	Management	117
Laboratories	30	-	-	30
Seminar Halls	6	-	-	6

No. of important equipment purchased (\geq 1-0 lakh) during the current year.	17	10	Management Fund	27
Value of the equipment purchased during the year (Rs. in Lakhs)	1,20,00,000	9,65,709	Management Fund	129.65 L
Others				

4.2 Computerization of administration and library

- Transfer Certificates are generated using computer software.
- Software applications have been installed in order to facilitate Treasury transactions and the management of Provident Fund of employees.
- Wi-Fi facility and CCTV camera are installed in the library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25	Rs.26717	15	Rs.7558.35	40	Rs.34275.35
Reference Books	1288	Rs.1321246.39	465	Rs.377667.31	1753	Rs.1698913.70
e-Books	-	-	-	-	-	-
Journals	67	Rs.78341	18	Rs.25960	85	Rs.104301
e-Journals	NILST, DELNET	Rs.19470	-	-	-	Rs.19470
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify): <i>Books donated by organisations</i>	776	-	-	-	776	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Dept.	Other
Existing	248 Computers 38 Laptops 3 Servers	2	4	2	2	19 Comp	82 Comp	147 Comp
Added	12 Computers 7 Laptops	1	1	-	-	1 Comp	4 Comp	7 Comp
Total	260 Computers 45 Laptops 3 Servers	3	5	2	2	20	86	154

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

- ICT Training program and workshop for teachers and III DC students of Botany was organized. Latex training was given to teachers and students of the Maths Department.
- e-Governance training programme was conducted on 26-09-2017
- Statistical Computation Using R for Students and Teachers and Statistical Analysis Using SPSS from were conducted.
- Two days Workshop on Python Programming was given to M.Phil students during 5-6 Feb 2018.
- Faculty member Georgia Ann Benny attended a one-day National Programme on Technology Enhanced Learning organized by NPTEL, IIT-Madras and FISAT sponsored by the Ministry of HRD, Government of India at FISAT on 20-07-2017.
- A Two-day workshop on SPSS Data Analysis was organized for the students of II M.A. Sociology at the Department of Sociology, St. Teresa's College on 19 February 2018 and 22 February 2018.
- A workshop for Non-Teaching staff for Enhancement of IT skills in collaboration with APTECH was organized on 3, 17, 24 February 2018.

4.6 Amount spent on maintenance in lakhs:

i) ICT	-
ii) Campus Infrastructure and facilities	Rs. 4,83,919
iii) Equipments	Rs. 97,470
iv) Others	Rs. 40,06,474
TOTAL	Rs. 45,87,863

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, 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.
- Four 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
2773	396	134	57

(b) No. of students outside the state

69

(c) No. of international students

0

Men		Women	
No	%	No	%
		3360	100%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
981	244	25	1779	9	3038	1114	237	37	1700	9	3097

Demand ratio: 5:1 Dropout % 1.07%

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

- Students are allowed to access library for preparing for CSIR-UGC Net examinations.
- The Department of Economics offer Advanced Learners Class catering to the need of students who wish to pursue higher studies.
- The Department of English, St. Teresas College (Autonomous), Ernakulam and Spectra Educorp jointly conducted a crash course for UGC NET Paper 1 from 5-05-18 to 12-05-18. Classes were handled by expert faculty, study materials were given and mock tests conducted.
- The students of the French department are given coaching to write DELF exams conducted by the French Embassy.
- UG Mathematics students were given coaching for competitive exams in the month of February by qualified teachers
- Periodical Mock test and discussion for IIT- JAM and UGC-CSIR-NET are conducted by the Physics Department.
- PG syllabus for Zoology has been set with special paper on Molecular Biology to help the students to clear the CSIR/UGC NET-JRF Examinations. The teachers discuss the question papers and topic for CSIR/NET in class.
- On the 14th of January 2018, the Career guidance Cell organized a session with TIME to conduct a mock test for bank or government job aspirants for free for the students of our college and also delivered a talk on “How to get a Government Job” to the aspirants.
- The Career Guidance Cell, in association with Career Launcher, Ravipuram introduced their BANK+ Staff Selection Commission coaching to the students

No. of students beneficiaries 218

5.5 No. of students qualified in these examinations

NET	15	SET/SLET	3	GATE	2	CAT	3
IAS/IPS etc	0	State PSC	1	UPSC	0	Others	18

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. Mrs. Asha Sunil, counsellor and the torch bearer of the young minds of our college spares her valuable time on Tuesdays and Wednesdays to boost the confidence level of the students. She has 8 years of experience in counselling individuals of various ethnic and socio economic backgrounds, including children, adolescents and adults. This academic year 89 had the opportunity to make use of the counsellor's expertise. Apart from the individual cases she also addressed 42 sessions of classes highlighting on the topics like personality development, mental health, self confidence and stress management. In certain cases, to solve issues we even seek the help of the students' parents and counseling sessions are given to them too. A separate room is allotted for personal counselling.

For the smooth functioning of the counselling cell we also have a teacher representative from each department. A General body meeting was held on the first week of June and Mrs. Tessy Joseph (Department of physics), Mrs. Alphonsa Vijaya Joseph (Botany Department), Mrs. Sabeena Bhaskar (Department of French) are selected as Teachers in-charge of the counseling cell for the Academic year 2017-18.

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

- An interdisciplinary student-scientist interactive program series "Walk with a Scientist" was initiated by the departments of Chemistry and Botany. The program aims in exposing students to the frontier research areas and in helping them to decide on a career path by interactions with eminent scientists from academics and industry. The first program was organised on 17/1/2018 in collaboration with the department of botany.
- The Finmark trainers conducted a programme on various certificate courses .Vidyarupa School of management studies conducted a career guidance programme
- A Seminar on Career Guidance and Personality Development was organized with Smt. Rakhee Vijay Nair, HR Consultant & Career Coach.
- A Career Counselling workshop was held in December 2017 for students of the college in association with the Placement cell. Eminent Toastmaster GM- Usha Devarajan was the resource person
- Career oriented programme iCan was conducted
- Class on Careers in Sociology for the students of the department on 21-08-2017 by Dr. Biju Vincent, Assistant Professor in Sociology at SSUS, Kalady
- On 20-07-2017 selected students of II BA and III BA Sociology had a one-hour interactive session with Heba Abdul Azeez (B.A. Economics 2013-16) on higher education outside Kerala and preparing for the civil service examinations
- Seminars on higher education and careers in social sciences outside Kerala (resource persons: Sangeeth Sugathan, Research Associate, Ajeevika NGO Ahmedabad, Hari A. Sunil, research scholar, University of Kerala and Priya Davis, student of MSW-CODP at

TISS Guwahati on 05-01-2018

- A seminar on “Career as Company Secretary” was conducted for the II B.Com class, by the subject expert Dr. K.H.Shajahan, Department of Corporate affairs ,Govt of India and Prof.Lijo faculty member of ICSI[The institute of company secretaries of India] on 23 rd June 2017.

No. of students benefitted

1782

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
31	562	121	106

5.8 Details of gender sensitization programmes

- St.Teresa’s college is one of the women’s colleges to be selected by the Kerala State Women’s Development Corporation Ltd, Dept of Social Justice, Government of Kerala, to receive financial assistance for conducting programmes as part of Women’s cell
- 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.
- The Women’s cell of the college was able to conduct a number of programmes (total of 9 programmes) for the all round development of the students of the college. The activities and programmes included classes on personality development, health awareness, awareness on child sexual abuse, online safety, visit to the institute catering to the needs of the elderly and those in need of palliative care, cultural programmes, and dangers of drug abuse.
- As part of the Women’s Cell initiative against child abuse and violence against women, called BODHINI, an awareness programme on online safety and body safety was conducted for the students on 29th November, 2017. Bodhini’s second session was graced by the presence of Mr.Blaze, a professional expert in hacking and software development, who imparted his knowledge on “How to Stay Safe Online”
- Talks were conducted for students on various women-related issues by experts. Mrs. Priya, a Psychologist spoke on “How to handle rape victims or people living under threats due to cyber bullying or abuse.” She said we must listen to them calmly and should not be judgemental about them. If we cannot handle seek medical help or counselling. Ms Sreelekshmi another psychologist spoke on the topic how can we help affected people to handle their stress.
- As part of the International Women’s Day celebration, a ‘Vattamesha Samelanam (round table meeting) was conducted in the college. Dr. AMC Deeptip Kumar (Former Vice Chancellor, Kalady Sanskrit University) did a presentation on the issues faced by women. Discussions focused on the issues faced by women and the importance of women's work.

- In order to encourage the students to pursue research in science, women scientists from different scientific fields are invited to give lectures and interact with students. The first of the series of the program “Women Achievers in Science” was held on 23-2-2018. Dr. Rani Joseph, Emeritus Professor of Department of Polymers Science and Rubber Technology, CUSAT and Dr. Sheela Berchmans, Chief Scientist and Head, Electrodiscs and Electrocatalyst Division, CSIR, CECRI were the distinguished guests. They gave motivational talk about the journey so far in their scientific careers and also discussed the latest research developments in their labs.
- The Final Year students of the Department of Communicative English launched the Public Relations Campaign, ‘Stain the Stigma’, on menstrual hygiene and taboo at the Arts Block of the College at 11:30 am on Monday (18/12/17). The Campaign ‘Stain the Stigma’ focuses on spreading awareness regarding the importance of menstrual hygiene and removing the conventional taboo associated with menstruation among people in the society. The students will be conducting various awareness sessions targeting different age groups in schools, orphanages and other relevant institutions.
- On 29th November 2017, the Department of French organized a session for the students to inculcate in them the sense of being self-sufficient and independent. Successful women executives from the Marriott Hotel, Kochi; Marriott Courtyard Airport Hotel; and Le Meridien shared their life experiences and talked about how important it is for a woman to be independent and have a successful career. The resource persons were Ms. Rowena Rocha, Human Resources Manager, Kochi Marriott, Ms. Suganthi Vipin, HR Manager, Le Meridien, Kochi, Ms. Chinnu Jimmy, Multiproperty Marcomm Manager for Marriott Kochi and Marriott Courtyard, Kochi, Ms. Jihan Jaleel, Executive Housekeeper, Kochi Marriott, Ms. Nicky Ester, Marcomm Manager, Le Meridien, Kochi
- The Department of Physics reached out to the society by equipping the inmates of Valsaya Bhavan Vaduthala , a charitable home of Vimalalayam, by conducting classes on soft skill development and Hands on Training in craft-making using non degradable wastes by students.
- A talk on "Gender Sensitization” by Mr. Ryphon Joseph, Coordinator and Counsellor, Family Aposthalate Centre, Kaloor was conducted on 10-10-2017
- The college offers regular scholastic support are arranged for the inmates of Nirbhaya Bhavan, a govt. aided rehabilitation centre
- Workshop on Transgender issues and Transgender fashion show was organized by the Department of Sociology on 09-08-2017. Well-known television personality Ms. Pearly Mani was the Chief Guest at the event. Many members of the transgender community took part in the event as well as the fashion show.
- The Department of Zoology conducted a session on Thyroid disorders and a thyroid camp was organized for the students and teachers. Talk on Poly Cystic Ovarian Syndrome was organized on 23.01.2018.

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	314	Rs. 332965
Financial support from government	585	Rs. 2705032
Financial support from other sources	-	-
Number of students who received International/ National recognitions	40	-

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. More number (18) of toilets were constructed in science block
2. Waste bins (steel) were kept in each block
3. Water purifiers are maintained properly
4. Instructions were given to cleaning staff to clean the toilets after every interval

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:

- 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 ensure 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
- Collaborative Learning initiative was launched by the IQAC in collaboration with

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 was inaugurated in order to meet the demands of autonomy and ensure adequate physical infrastructure. This bridged 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.

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	314 needy students benefitted from over 10 institutional scholarships by the faculty, alumni and benefactors. Noon meal programs have been instituted for deserving students.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done: Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		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 Annual General Body Meeting of AstA was held on 13th August 2017 in the College. The new officer bearers were selected that day.
- AstA conducted its first major event, the Onam Celebrations at Abhaya Old Age Home, Kalamassery. The event on 28th September 2017 saw the participation of 70 people, including Dr. Sr. Vinitha, Director of the College, Dr. Sajimol Augustine M, Principal and AstA members.
- The Annual Christmas sale was conducted.
- The annual alumnae's gathering was conducted.
- The Wednesday sale started by AstA to ensure healthy, nutritious home cooked food for the students every Wednesday is a successful venture. The stall is being run by Mrs. Ether Rosarin.
- Alumnae of the department occasionally visit the department and inform students of various career and higher education options available within and outside the state.
- The Physics Alumni offer scholarships to 4 meritorious and financially deserving students of Rs. 1000 each.
- The 1978 batch of Zoology alumni sponsored for essential needs in the department, they donated Rs. 10000/- to the department as sponsorship for birds club activities.
- AstA in collaboration with the Speaker's Forum of St. Teresa's College conducted the 41st Mother Digna Ever Rolling Trophy Inter Collegiate Debate Competition on the 3rd of February 2018.
- AstA also gave financial support to the activities of the college and needy women, total amount Rs. 235,000.

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.
- The PTA members gave valuable feedback and suggestions pertaining to the curriculum as well as the effective functioning of the college.
- The PTA Central Executive committee members visited the house of Sri. Anush - the non teaching staff of the department of Physics, who passed away unexpectedly on 13th July 2017. They handed over Rs.35000/- to the family of Sri. Anush.

6.13 Development programmes for support staff

- The Management and the IQAC systematically plan and organise professional development programmes for the non-teaching staff.
- Orientation Programmes were organized for Teachers and Non-teaching 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 BhoomitraSena (Nature) Club, STEP and the NSS.

- The Green protocol programme of the College was inaugurated and released
- The college has opened a new work centre, Society of Teresians for Environment Protection (STEP) in the Arts block. An exhibition was also conducted displaying eco-friendly products.
- The Department of Zoology and Bhoomithra Sena Club, St. Teresa's College (Autonomous), Ernakulam observed Environment day – 2017 on Friday, 16th June, in connection with the Environment Day – 2017 celebrations. The programme was supported by Kerala State Council for Science, Technology and Environment (KSCSTE) and the focal theme was “Connecting People to Nature”.
- As part of the environment-friendly initiatives of St. Teresa's College and specifically in connection with the Ente Haritha Bhavanam project, the Bhoomitra Sena Club in collaboration with the Department of Botany organized a one-day seminar for students on Sustainable Farming on 10 January 2018.
- The BMC of St. Teresa's college for the academic year 2017-18 implemented the energy conservation campaign. As part of this project the student members of BMC of our college, under the guidance of Pro. Meera Jan, Bindhuja Menon and Anju N.B pasted the energy and water conservation stickers all over the college.
- 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.
- The BMC club supported the production of eco-friendly bag making tutorials for IGNOU's Massive Open Online Course (MOOC) on Environment Sustainability in collaboration with the NGO Shakthi Kerala.
- Bhoomitra Sena Club of St. Teresa's College took a major step to recycle the paper waste produced in all over the college. According to this project, called the 'one step to save more (OSSM)' project, the BMC of St. Teresa's decided to distribute one cardboard box to each department of the college to collect the recyclable paper waste.
- Resource persons/Experts/guests who visited the college were given Bhoomithra bags, designed by the students and stitched by Kudumbashree members. As part of the Suchitwa Mission, the BMC and STEP society annually make an excellent contribution towards environmental protection by promoting the use of foldable cloth bags made from upcycled textile wastes and steel cups in and around campuses in Ernakulam. A fresh start every year is made by the sale of Bhoomitra sanchis, steel cups and Prakriti college bags to the freshers of each year thereby implementing Green Protocol throughout the campus.
- STEP- Society of Teresians for Environment Protection – a social entrepreneurship unit consisting of around 100 students and faculty in St. Teresa's College - have designed eco-friendly cloth sanitary napkins which can be made from people's own old textiles. Such napkins will be of the type which can be opened out and dried in the sunlight.
- The Bhoomithra Club joined hands with ASTA to implement green protocol in the sale. Plastic carry bags were prohibited, and students provided paper bags made out of chart

papers and newspapers respectively. A total of 445 bags were sold and they raised an amount of Rs. 1165, this encouraged the entrepreneurs to eschew the use of plastic bags.

Criterion – VII

7. Innovations and Best Practices

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

- The IQAC of St. Teresa's College, in association with the Department of English, initiated the launch of the Collaborative Learning Programme for Academic Advancement of Students on 20 December 2017, to strengthen the teaching-learning process of the institution.
- 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 establishment of the Office for Disability Services.
- Instalment of solar panels and a new elevator to the main auditorium are noteworthy infrastructural developments in the campus, as part of an endeavour to increase accessibility and remain eco-friendly.
- Inauguration of the New Central Block
The newly constructed Central Block of our college was inaugurated on 13 Oct by Rev. Dr. Sr. Chris CSST, Superior General. Three UG departments have started functioning at the new block.

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

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 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.

OTHER:

A SWOC analysis was conducted

Under the leadership of IQAC, the college formulated a Research and Consultancy Policy

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 to issues in society and function as agents of transformation through awareness campaigns, focused action etc. It strives

- To create a culture that infuses extension as a core ingredient of true education through the Teresian Rural Outreach Programme (TROP) which was instituted in 2009,

institutionalised over time and integrated with curriculum in 2017-18.

- To foster inter – connectedness, kinship and eco – justice through the activities of Bhoomitra Sena Club, NSS and various student groups.
- To mould socially conscious and responsible individuals through innovative projects like e- Governance project e- Jaalakam, energy conservation project-i -connect, project against drug abuse- Venda, project for addressing issues related to menstruation- Stain the Stigma, projects for the disabled, children , women etc. Many of these have seen students budding into Samaj Shilpis where they are master trainers for various civic groups including Govt agencies such as Suchitwa Mission.
- Under the umbrella of TROP, all the departments of the college take up a theme, adopt an area in and around Cochin including coastal areas and conduct activities there appropriate to their area of specialization. A noteworthy segment in which extension activities have excelled is in environment conservation particularly solid waste management. Activities such as promotion of eco friendly alternatives to plastic carry bags- ‘Bhoomithra Sanchis’ throughout Kerala and also other parts of India through IGNOU’s course on sustainable development have won the college the best BMC club 2017 award in Central Kerala instituted by Dept of Environment and Climate Change, Govt of Kerala. Another successful project is the Swachh Bharath Summer Internship project that was implemented in Cheranallur in Ernakulam Dist which won letter of appreciation from Governor of Kerala Justice Sadaashivam.

2. Teresian Entrepreneurship

St. Teresa’s College has a long tradition of promoting entrepreneurship among students and alumni through its Annual Christmas sale which gives visibility and recognition to alumni entrepreneurs as well as other female run enterprises. The sale which started twenty five years has now grown in popularity and currently more than 200 women entrepreneurs are given an opportunity to network and showcase their products. This promotional culture widened to encourage students in the campus through formation of an Entrepreneurship Development Club in 2005. The main objective of the club was to give exposure to various aspects of entrepreneurship to students during their course of study. Over the years, the club has organized many such programmes in collaboration with KITCO, IIT Kharagpur, Tie Kerala etc. Such activities crossed a new milestone in April-May 2016 when a social entrepreneurship unit called STEP -Society of Teresians for Environmental Protection-was initiated in the campus.

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

7.4 Contribution to environmental awareness / protection

The Bhoomitra Sena Club and the Society of Teresians for Environment Protection (STEP) have made a commendable contribution to environmental awareness / protection. The College crosses yet another milestone by expanding their work space for love for nature. The college has opened a new work centre, Society of Teresians for Environment Protection (STEP) in the Arts block. An exhibition was also conducted displaying eco-friendly products.

Bhoomitra Sena Club of St. Teresa’s College was awarded the Best Bhoomitra Sena Club among the colleges in Central Kerala for the year 2016-17. The award, instituted by The Department of Environment and Climate Change, Government of Kerala was given during the Ozone Day celebrations and included the trophy and a cash prize of Rs.25000/- from Advocate

K Raju, Honourable Minister for Forests, Animal Husbandry and Zoos, Kerala. Shri VS Sivakumar, MLA, Thiruvananthapuram presided over the function.

The Green Protocol guidelines were prepared by the Bhoomithra Sena Club with the support of Suchitwa Mission, Government of Kerala. To implement the Green Protocol in the campus, the first year students were provided an eco-friendly cloth college bag and a cloth carry bag. The students were also given steel cups to make the campus free of plastic and paper cups.

‘Ente Haritha Bhavanam Project’, brainchild of the District Collector and a joint initiative of Ernakulam District Administration, District Suchitwa Mission and St. Teresa’s College, Ernakulam has provided a unique platform for college students to contribute to environmental protection from their own homes. The project was introduced to the Second Year students of the college on World Environment Day by the District Collector K. Mohammed Y. Safirulla.

Ezhikkara Environment Management Project is a project jointly implemented by the Department of Economics with BMC. This time the focus was on initiating behavioral change among students and Kudumbashree for a plastic reduction strategy. For this, training was imparted to students and Kudumbasree members on stitching cloth bags and using principles of behavioral economics for design of sustainable development policies and initiating attitudinal change.

Preventing ecological degradation for sustainable development in Kothad island, Cochin Backwater. BMC FIC Dr. Nirmala Padmanabhan is Co-coordinator of a project, which is being implemented by NGO Shakthi Kerala. The project implemented under Science Popularization Programme of KSCSTE aims at identifying the plastic menace at Kothad Island – a coastal village in Ernakulam District through conduct of waste audit and initiating behavioural change among students and villagers to strive for a scientific waste management strategy based on segregation and reduction particularly plastic waste.

Students of St Teresa’s College, Ernakulam under the guidance of Ernakulam District Administration, the District Suchitwa Mission and the Pelican Foundation implemented the Green Protocol in religious festivals. Over 80 students from various departments of the college came forward to implement the Green Protocol at Malayattoor during the Pilgrim season associated with Easter. During the pilgrim season, students approach the pilgrims at the beginning of their ascent to the Malayattoor hill making them aware of the motive to manage/ban plastic at major pilgrimage sites. This is followed by students pasting labels on water bottles that the pilgrims carry collecting ten rupees per bottle. This amount is refunded when the pilgrims return with their labeled bottles after their day at Malayattoor. Through this simple procedure we could reduce plastic waste at Malayattoor by about 50 percent in 2017.

Adoption of Green Protocol as a Waste Production Strategy Among Latin Churches in Cochin Corporation. The present study is undertaken to identify the adoption of green protocol as a waste production strategy among Latin churches in Cochin Corporation. The study goes further to also examine the type of waste generated and disposal methods employed in these institutions.

As part of the Clean Paravoor Green Paravoor programme, awareness session on issue of plastic

waste was conducted Dr. Nirmala Padmanabhan FIC. BMC as a part of the programme organized by Parur Municipality and Ernakulum Suchitwa mission.

Dr Nirmala Padmanabhan FIC, BMC led awareness session on issue of plastic waste and demonstrated eco friendly alternatives to plastic carry bags to members of National Service scheme Unit no 483 of Sreekrishna high school Guruvayur at the 7 day camp at VRMMHSS Thykkad. All student members present made zero cost T shirt bag as an alternative to plastic carry bags.

STEP- Society of Teresians for Environment Protection – a social entrepreneurship unit consisting of around 100 students and faculty in St. Teresa’s College - have designed eco-friendly cloth sanitary napkins which can be made from people’s own old textiles. Such napkins will be of the type which can be opened out and dried in the sunlight. These can certainly be a potential solution particularly in rural areas.

As part of BMC activities of the academic year 2017-18 the Bhoomitra Sena Club of St.

Teresa’s College took a major step to recycle the paper waste produced in all over the college.

Student volunteers of Ente Haritha Bhavanam project of the Bhoomitra Sena Club and NSS volunteers of St. Teresa’s College Ernakulam along with representatives of Cochin Shipyard Limited conducted a cleaning programme at Children’s Park, Ernakulam as part of the ‘Swachhta hi Seva’ campaign signalled by the Central Ministry of Drinking Water and Sanitation.

The BMC club supported the production of eco-friendly bag making tutorials for IGNOU’s Massive Open Online Course (MOOC) on Environment Sustainability in collaboration with the NGO Shakthi Kerala.

A major activity of BMC of St. Teresa’s college for the academic year 2017-18 was the energy conservation campaign.

The faculty in charge of Bhoomitra Sena Club, Dr Nirmala Padmanabhan attended the protest meeting at Mangalavanam bird sanctuary to protect it from the decision regarding the cutting of 189 trees located on the old Railway Station road.

Students of St.Teresa’s College, faculty representatives of BMC, Dr. Nirmala Padmanabhan and Mrs. Linda Luiz and other environmentalists joined hands on the evening of 17 August 2017 to protect Mangalavanam bird sanctuary from the decision regarding cutting 189 trees located on the old Railway.

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 145 scholars and 32 research guides • Collaborations with 4 international universities • Productive extension activities acknowledged at regional, state, national and international levels • Dynamic student community with high potential for self-empowerment • Highly committed and responsible PTA • 27 self-financing 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 32 lakhs printed and online books and journals
WEAKNESSES
<ul style="list-style-type: none"> • Consultancy and industry linkage needs to be strengthened • Arts, science and central blocks are in three 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

- Organize inter and intra institutional workshops/seminars on quality related themes related to the 7-criteria outlined by NAAC.
- Review the new Self Study Report (SSR) format and facilitate the preparation of the same.
- Facilitate the career advancement of faculty members.
- Organize activities and events that will promote skill-enhancement for teaching and non-teaching staff.
- Facilitate building career paths and enhancing competencies of students.
- Collect and compile feedback responses from students, parents and other stakeholders.
- Develop a new suitable format for departments to submit monthly data required for compilation of Annual Quality Assurance Report.
- Undertake Infrastructure Audit
- Administrative and Academic Audit
- Complete and upload SSR
- Complete Green Audit

Name: Dr. Usha Nair



Signature of the Coordinator, IQAC

Name: Dr. Sajimol Augustine M.



Signature of the Chairperson, IQAC

Annexure I

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
