ST.TERESA'S COLLEGE
(AUTONOMOUS)

Internal Quality Assurance Cell

Action Taken Report
2017 – 2018

Internal Quality Assurance Cell
Report 2017-18

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

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

New Initiatives and Other Activities

INITIATIVE 1: Preparation for 4th Cycle Accreditation

Principal Dr. Sajimol Augustine as the Chairman of the IQAC, and the Director Dr. Sr. Vinitha as the Management representative of the IQAC took the lead roles in spearheading the formation of a plan of action for the preparation of the Self Study Report for the post accreditation period of 5 years – 2013 to 2018.

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

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

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

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

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

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

INITIATIVE 2: Reconstitute the IQAC

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

INITIATIVE 3: Data Collection Format

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

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

INITIATIVE 4: Creating a Teacher's Database

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

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

The database has been made available to Mr. Jerin K.P., Office Superintendant. 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 Superintendant, 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 to the submitted to the Mahatma Gandhi University, Kottayam. IQAC also assisted by providing relevant data for the creation of the report to be submitted to the Archdiocese of Verapoly.

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

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

To Facilitate Career Advancement of Teaching Faculty

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

To Enhance Curriculum

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

To facilitate academic advancement

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

To orient Faculty members on Values and Professionalism

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

INITIATIVE 5: Feedback from stakeholders

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

Parent Feedback on the Programme

Alumnae Feedback on the Programme

Course Feedback and Programme Feedback by students

Student evaluation of Teachers

Faculty Feedback on Programme and Course

Employer Feedback on Programme

INITIATIVE 6: Establish ties with foreign universities

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

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

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

PLAN OF ACTION FOR 2018-19

INITIATIVE 1: Undertake Infrastructure Audit

INITIATIVE 2: Administrative and Academic Audit

INITIATIVE 3: Complete and upload SSR

INITIATIVE 4: Complete Green Audit

Faculty Enrichment Programme on CAREER ENHANCEMENT

17 July 2017

Resource Person:
Dr. Jogy Alex, Associate Professor, Department of Chemistry, St. Thomas College, Palai

Venue:
Seminar Hall, Arts's Block,
St. Teresa's College (Autonomous)

ORGANISED BY
THE INTERNAL QUALITY ASSURANCE CELL
St. Teresa's College (Autonomous)
Ernakulam

Coordinator:
Ms. Vidhu Mary John

Convenor:
Dr. Usha Nair

Organising Committee: Teresa Kuncheria

About the Programme

The purpose of the Career Advancement programme is to encourage motivated and talented Teaching staff to pursue their academic careers to a higher level and to commit themselves to the Institution.

About the IQAC

The Internal Quality Assurance Cell (IQAC) of St. Teresa's College has become an integral part of the institution's system and work towards realizing the goals of quality enhancement and sustenance. Over the years, the IQAC has developed a system for conscious, consistent and catalytic improvement in the performance of the college, evolved mechanisms and procedures for ensuring that the objectives of the IQAC as envisaged by NAAC are met and has made a significant and meaningful contribution towards channelizing efforts and measures towards academic excellence.

The IQAC of the College coordinates all quality-related activities by developing an organized methodology of documentation and internal communication. It works to enhance and integrate the various activities of the College and to ensure the adoption and dissemination of good practices. The IQAC spearheads the conduct of the internal and external Academic Audit of the departments, which promotes quality, accountability and transparency. Such Academic Audits foster healthy competition among departments and sharing of good practices.

Faculty Enrichment Programme
on
CAREER ENHANCEMENT

A Faculty Enrichment Programme on *Career Enhancement* organized by the Internal Quality Assurance Cell of the College was held on 17 July 2017 in the Seminar Hall. The purpose of the career advancement programme was to encourage motivated and talented teaching staff to pursue their academic careers to a higher level and to commit themselves to the institution.

The programme began at 2:30 p.m. with a prayer song by Smt. Mary Sruthy Melbin, Assistant Professor, Department of Commerce. Dr. Usha Nair, IQAC Coordinator, delivered the welcome note. She welcomed the resource person Dr. Jogy Alex, Asst. Professor, Department of Chemistry, St. Thomas College, Palai to the event. 59 members of the teaching faculty attended the programme.

Dr. Jogy Alex spoke about the new PBAS (Performance Based Appraisal System) format and gave a comprehensive idea on the criteria listed in the Proforma. The categories that come under Academic Performance Indicators such as Teaching, Learning and Evaluation related activities; Co-curricular, Extension, Professional Development related activities; Research Publications and Academic contributions were discussed.

He spoke in detail on the various aspects of Service period requirement and teachers' contribution to academics and research. He also outlined the process of screening and verification of records/data submitted.

The Q&A session was particularly noteworthy as Dr. Jogy Alex succeeded in clarifying all the doubts and concerns raised by the faculty.

Dr. Mary Liya, Assistant Professor, Department of Economics delivered the vote of thanks.

FACULTY DEVELOPMENT PROGRAMME

ORGANISED BY **IQAC**

ORIENTATION PROGRAMME FOR VALUE ADDED COURSES

VENUE: CONFERENCE ROOM (SOCIOLOGY)
ST. TERESA'S COLLEGE
TIME: 9 AM **DATE:** 17 OCTOBER 2017

The Internal Quality Assurance Cell (IQAC) of St. Teresa's College has become an integral part of the institution's system and works towards realising the goals of quality enhancement and sustenance. Over the years, the IQAC has developed a system for conscious, consistent and catalytic improvement in the performance of the college, evolved mechanisms and procedures for ensuring that the objectives of the IQAC as envisaged by NAAC are met and has made a significant and meaningful contribution towards channelizing efforts and measures towards academic excellence.

Sl. No	Department	Name of the course	Resource person
1.	Management Studies	Digital Entrepreneurship	Mr. Ebbin Jose, Chief Operating Officer & Mr. Vineeth Mungath, SEO Expert, Fun Brains Educational Solutions
2.	Commerce	"Start your Career Journey from the College" ACCA	Mr. Manu Kappan, Managing Director, Kappans School of Accountancy and Management, Ernakulam & Mr. Manu Mubarak Chief Operating Officer, Kappans School of Accountancy and Management, Ernakulam
3.	Commerce	Introduction to Professional Management Accountants Programme	Dr. SGK Sharma CMA, Faculty, Vidyarupa School of Management Studies
4.	Economics	Diploma in Business Journal and Communication	Mr. P Kishore, Special Correspondent (Business), Malayala Manorama
5.	Commerce PG	Global Online Trading Certificate	Mr. Arjun Chacraborty, Chief Executive Officer, TrakInvest-IISc Centre, Bangalore.
6.	Commerce PG	Foundation Programme in Financial Services	Mr. Arjun Manikandan, Hedge School of Applied Economics
7.	Commerce PG	Advanced Certificate in International Business and Logistics	Mr. SS Sreejith, CEO, GIIMS (Global Institute of Integral Management Studies) & Mr. Muhammed Muhayudeen, Associate Director, GIIMS (Global Institute of Integral Management Studies)
8.	Commerce & Commerce PG	Finishing School for Accounting Graduates	Mr. T Jayaraj, Chartered Accountant

IQAC Coordinator:
Dr. Usha Nair

Organising Team:
Smt. Teresa Kuncheria (IQAC)
Ms. Vidhu Mary John (IQAC)
Dr. Reema Kunakose
Dr. Anu Joseph
Dr. Saumya Baby
Smt. Minu Pius
Smt. Jini Justin
Ms. Belinda Emelin Jone

Faculty Development Programme
on
VALUE ADDED COURSES

17 October 2017

The IQAC cell of St Teresa's College organised an Orientation programme on value added courses as part of Faculty Development Program on the 17 of October 2017. Faculties from various departments (Economics, Commerce (Regular), P.G. Department of Commerce and Dept. of Management Studies) attended the programme. The programme began at 9.30 a.m. with prayer song by Ms. Shruthy Melbin, Assistant Professor, Dept. of Commerce. Dr. Usha Nair, IQAC Coordinator delivered the welcome speech. Rev. Dr. Sr. Vinitha, Director and Dr. Sajimol Augustine, Principal offered felicitations. 20 teachers from various departments attended the programme.

Post Graduate Department of Commerce proposed 4 add on – courses. TrakInvest, Hedge School of Applied Economics, Global Institute of Integral Management Studies and Trueworth presented their respective course details.

Session I
Venue: Smart Classroom
Time: 9:30 a.m. to 11.30 a.m.
Topic: Investments and Online Trading

The resource person from **TrakInvest** was Mr. Prem Dev, Associate Officer. The name of the course provided is **Global Online Trading,** which is a 3 months certification program in stock investing, during the course of which 6 modules will be covered. Course Fee is Rs 9,800. The course is conducted in collaboration with Indian Institute of Science, Bangalore.

Mr. Arjun Manikandan (Sr. Marketing Manager) was the resource person representing details of the **Hedge School of Applied Economics.** The name of the course is **Foundation Program in Banking and Financial Services**. The course lays emphasis on the various services provided by banking and financial institutions. The course is charted out for 20 hours. The course requires a batch of 50 students and the fee is per batch Rs 50 000.The certificate issued by them is approved by Kerala state government.

Global Institute of Integral Management Studies gave a presentation **on International Business and Logistics Management**. The resource persons for the presentation were Mr.S.Sreejith(CEO) and Mr. Muhammed (Associate Director). Their course covers 6 subjects and requires 8 hours per subject. The course fee is determined on the basis of number of students in a batch. For a batch of 40 students course fee per student is Rs 5000 plus GST.

Mr. T Jayaraj(Chartered Accountant) represented **Trueworth** and introduced a 10 months course **Finishing School for Accounting Graduates** which focused on practical accounting . The course fee is Rs 2000 per month.

Session I

Venue: Smart Classroom
Time: 11:30 a.m. to 1.00 p.m.
Topic: ***Start your career journey from the College***

Mr. Manu Kappan**,** Managing Director, Kappans School of Accountancy And Management, Ernakulam and Mr. Manu Mubarak**,** Chief Operating Officer, Kappans School of Accountancy And Management were the resource persons**.**

The session started at 11.30 a.m. with the resource person briefing the audience about the highlights of the course, fee structure, job prospects and the examination pattern of the ACCA Course.

ACCA is a global body for professional accountants. ACCA qualification provides students with skills and knowledge relevant to any business, which means you are free to choose which type of finance role and organisation you want to work for. The curriculum is regularly updated to meet the changing needs of the industry. International recognition are the key feature of ACCA. ACCA has a partnership with Oxford Brookes University in UK where by ACCA students can also attain a B.Sc. (Hons) Degree in Applied Accounting from OBU.

The resource person added that to become an ACCA Member, a student must

- Get exemptions* or Pass 14 Papers
- Complete 36 months of relevant work experience in finance or accounting role. This can be done before, during or after studies
- Graduate who have relevant, fully accredited degree from a recognised university can avail exemptions up to 9 papers. Normally B.Com graduates get exemptions up to 4 papers.

Eligibility
Plus 2 with Accountancy or Mathematics (65% in two subjects and 50% for others) or any Degree or those who qualify for Foundation in Accountancy

Session II
Venue: Smart Classroom
Time: 1.30 p.m. to 3.00 p.m.
Topic: ***Introduction to Professional Management Accountants program***

The resource person for the session was Dr. CMA. S G K Sharma, ACMA (IND), FIAAP(UK), CPIFRS, CPAUD, MBA (Ops & Fin), M Phil (Fin), PhD(Fin), ADFM. The session started at 12 noon. The resource person briefed the audience about the highlights of the course, fee structure, job prospects and the examination pattern of the CMA Course.

The CMA exam is divided into two parts:
Part One: Financial Reporting, Planning, Performance and Control
Part Two: Financial Decision Making

This global qualification is provided by IMA® (USA). There are only two exams to pass. The exams are conducted online with 75% of the questions in the form of MCQs and 25% in the descriptive form. No negative marks are awarded. Student Membership will result in a significant reduction in IMA® Fees. The course can be completed in one year. Exams are also conducted also in India. The course will result in better placements. One of the major benefits of the CMA® (USA), is that it allows students to take the exam before they graduate.

There are three (3) exam testing windows are available in year. Exam Testing Windows are: January – February, May – June, September – October.

The exam can be taken on any day except Saturdays, Sundays and Public holidays.

Teachers' Remarks:

The courses CMA and ACCA seem to be very beneficial for the students of Commerce, Economics and Management Studies. It has immense job prospects and is sought after in foreign countries as well. It will be very convenient for the students if these courses are introduced as add on courses for the students.

Orientation Programme for Teaching and Administrative Staff on NEW GUIDELINES FOR NATIONAL ASSESSMENT AND ACCREDITATION PROCEDURES

10 November 2017

Resource Person:
Dr. M. P. Rajan, NAAC Peer Team Member

Venue:
Auditorium, Art's Block,
St. Teresa's College (Autonomous)

ORGANISED BY
THE INTERNAL QUALITY ASSURANCE CELL
St. Teresa's College (Autonomous)
Ernakulam

Coordinator: Dr. Latha Nair R.

Convenor: Dr. Usha Nair

Organising Committee: Ms. Vidhu Mary John, Ms. Teresa Kuncheria

About the Programme

The National Assessment and Accreditation Council (NAAC), the autonomous body established by the University Grants Commission (UGC) of India to assess and accredit institutions of higher education in the country, has launched a revised accreditation framework which became operational in July 2017. The revised framework is ICT enabled, objective, transparent, scalable and robust. The new framework is a subtle combination of System Generated Scores (SGS) with a combination of online evaluation (70%) and Peer evaluation (30%) which would usher in high level of transparency. The workshop aims at introducing the members of the institution to the new framework and providing an overview of the complex process.

About the IQAC

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Orientation Programme for Teaching and Administrative Staff
on
NEW GUIDELINES FOR NATIONAL ASSESSMENT AND ACCREDITATION PROCEDURES

The programme on *New Guidelines for Assessment & Accreditation Procedures* was held on 10 November 2017 at the Arts Block Auditorium.

The Programme began at 10.00 a.m. with a prayer and a formal welcome by Dr. Latha Nair R., NAAC Coordinator and Associate Professor Department of English. She welcomed the Resource person Dr. M.P. Rajan, Peer Team Member & Academic Consultant NAAC, to the programme. Dr. Sr. Vinitha, Director of the college and Dr. Sajimol Augustine M., Principal, Dr. Usha Nair, IQAC Coordinator attended the meeting. 124 members of the teaching and administrative staff, along with the joint coordinators of the IQAC were present at the meeting.

Dr. Rajan elaborated on the specifications of the revised process of A&A and the new Two Window System. He said that applications will be accepted from HEIs during two specified periods in a year: May 1st – June 30th and November 1st – December 31st. These two periods, he stressed, are the two "Windows" open for seeking A&A following all procedural details.

Dr. Rajan spoke of the two levels of metrics. He added that the institution will have three attempts within a window to apply, with the payment of a single fee. Subsequently, a fresh application will have to be submitted to the NAAC, with fresh fee. He spoke in detail of the the process of submission of Institutional Information for Quality (IIQ). The Pre– qualifier stage can be achieved only with the minimum 30% score for QnM. QlM will be reviewed during the onsite visit, he added.

A concurrent Students Satisfaction Survey (SSS) will be conducted online. It will not part of pre-qualifier-Exclusive) but added at the Grade qualifier stage. Dr. Rajan elaborated on the distribution of Metrics and KIs across criteria. The SSR has 136 metrics (Autn) and they are of two kinds Quantifiable facts and figures and Quantitative metrics, with descriptive responses.

The afternoon session was an interactive one. Dr. Rajan answered queries regarding the seven criteria put forward by the members of the teaching staff. The session was productive and Dr. Rajan succeeded in alleviating the concerns and brining clarity to the questions that plagued the members of the NAAC Core Team.

Dr. Kala M.S., Associate Professor, delivered the vote of thanks.

One-Day Workshop on NEW ACCREDITATION FRAMEWORK PRESCRIBED THE NAAC

15 December 2017

Resource Person:
Dr. R. Selvam, Consultant (NAAC Accreditation Process) and External Academic Auditor

Venue:
Seminar Hall, Science Block,
St. Teresa's College (Autonomous)

ORGANISED BY
THE INTERNAL QUALITY ASSURANCE CELL
St. Teresa's College (Autonomous)
Ernakulam

Coordinator: Dr. Kala M. S. Convenor: Ms. Vidhu Mary John

Organising Committee: Dr. Usha Nair, Ms. Teresa Kuncheria

About the Programme

The National Assessment and Accreditation Council (NAAC), the autonomous body established by the University Grants Commission (UGC) of India to assess and accredit institutions of higher education in the country, has launched a revised accreditation framework which became operational in July 2017. The revised framework is ICT enabled, objective, transparent, scalable and robust. The new framework is a subtle combination of System Generated Scores (SGS) with a combination of online evaluation (70%) and Peer evaluation (30%) which would usher in high level of transparency. The workshop aims at providing an in-depth understanding of the accreditation process in the changed circumstance and in equipping the teachers to undertake the task of re-accreditation.

About the IQAC

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One-Day Workshop
on
NEW ACCREDITATION FRAMEWORK PRESCRIBED THE NAAC

A session titled *New Accreditation Framework Prescribed by NAAC* was organized by the Internal Quality Assurance Cell on 15 December 2017 at the Audio Visual Room, Science Block.

The programme began at 9:30 a.m. with a prayer and a formal welcome by Dr. Usha Nair, IQAC Coordinator. She welcomed the resource person Dr. R. Selvam, Consultant for NAAC Accreditation process and External Academic Auditor to the programme.

Members of the teaching faculty and the joint coordinators of the IQAC attended the session.

In the course of his address, Dr. R. Selvam spoke about the revised Accreditation Framework of NAAC which became operational in July 2017. He gave a comprehensive idea about the new framework which is a subtle combination of System Generated Scores (SGS), online evaluation (70%) and Peer Evaluation (30%).

He spoke about the criteria that Higher Education Institutions (HEIs) must comply with when submitting the Institutional Information for Quality Assessment (IIQA) and the fee structure that is applicable to the institution.

He described the process of IIQA Application. He also provided pointers for the preparation of the SSR and advised the audience on the manner in which to fill up the SSR citing, references to key questions. The next part of the process includes the publication of the SSR and related reference documents on the website.

The NAAC, he said, would conduct a Student Satisfaction Survey which would be conducted online. This process would be undertaken independent of the College interference. The institution is only honour bound to provide student details such as name, register number and email IDs. The verification process would be conducted simultaneously.

Based on all these process the Assessment which is system based would be completed. The session continued with the Q&A's wherein Dr. R. Selvam clarified all the doubts and concerns raised by the faculty.

Ms. Vidhu Mary John, Deputy IQAC Coordinator delivered the vote of thanks.

Faculty Enrichment Programme on COLLABORATIVE LEARNING PROGRAMME FOR ACADEMIC ADVANCEMENT OF STUDENTS

20 December 2017

Resource Person:
Ms. Diana Vincent, Managing Trustee, Fourth Wave Foundation

Venue:
Seminar Hall, Art's Block,
St. Teresa's College (Autonomous)

ORGANISED BY
THE INTERNAL QUALITY ASSURANCE CELL
St. Teresa's College (Autonomous)
Ernakulam

Coordinator: Dr. Usha Nair Convenor: Ms. Vidhu Mary John

Organising Committee: Teresa Kuncheria

About the Programme

Collaborative Learning 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. It aims at enabling the students to take full responsibility by working together, building knowledge together, evolving together and improving together.

About the IQAC

The Internal Quality Assurance Cell (IQAC) of St. Teresa's College has become an integral part of the institution's system and work towards realizing the goals of quality enhancement and sustenance. Over the years, the IQAC has developed a system for conscious, consistent and catalytic improvement in the performance of the college, evolved mechanisms and procedures for ensuring that the objectives of the IQAC as envisaged by NAAC are met and has made a significant and meaningful contribution towards channelizing efforts and measures towards academic excellence.

The IQAC of the College coordinates all quality-related activities by developing an organized methodology of documentation and internal communication. It works to enhance and integrate the various activities of the College and to ensure the adoption and dissemination of good practices. The IQAC spearheads the conduct of the internal and external Academic Audit of the departments, which promotes quality, accountability and transparency. Such Academic Audits foster healthy competition among departments and sharing of good practices.

Faculty Enrichment Programme
on
COLLABORATIVE LEARNING PROGRAMME FOR ACADEMIC ADVANCEMENT OF STUDENTS

The Internal Quality Assurance Cell 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.

The programme was launched at the Seminar Hall in Art's Block at 2:30PM and was inaugurated by Ms. Diana Vincent, Managing Trustee of the Fourth Wave Foundation. The I UG students from the Department of English were chosen for the pilot run of the programme.

The inaugural ceremony began with a prayer to invoke the blessings of the almighty. Dr. Latha Nair, Associate Professor, Department of English, delivered the welcome address. The programme was recognised as a necessary step towards incorporating and adhering to the recommendations of the Audit Committee.

The Academic and Administrative Audit of 2016-17 highlighted the need to strengthen the teaching-learning process of the institution. The IQAC sought innovative ideas from students, teachers, employers, alumnae and the administrative and statutory bodies of the institution. The programme was a result of this initiative, aimed at enabling the students to take full responsibility by working together, building knowledge together, evolving together and improving together.

Collaborative Learning 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. IQAC recommended that a Zero Hour be introduced. The Management decided to extend the class hours by an hour thereby providing a time slot of the Programme to take wing.

The IQAC Coordinator, Dr. Usha Nair, delivered the Vote of Thanks.

Faculty Enrichment Programme on ETHICS, VALUES AND SPIRITUALITY

16 March 2018

Resource Persons:
Dr. Joseph I. Injodey, Executive Director,
Rajagiri College of Social Sciences,
Cochin and Professor, Rajagiri Business School,
Rajagiri College of Social Sciences Coordinator,
Rajagiri International School for Education & Research, Cochin

Sri. John Paul, Critique, Social Worker and Filmmaker

Brother Satish and team

Venue: Auditorium, Art's Block, St. Teresa's College (Autonomous)

ORGANISED BY
THE INTERNAL QUALITY ASSURANCE CELL
St. Teresa's College (Autonomous)
Ernakulam

Coordinator:
Ms. Teresa Kuncheria

Convenor:
Ms. Georgia Ann Benny

Organising Committee:
Dr. Usha Nair, Ms. Vidhu Mary John, Ms. Teresa Kuncheria

About the Programme

Professional ethics encompass the personal and professional standards of behavior expected by professionals. The word professionalism takes on a different meaning in the context of an educational institution as teachers share specialist knowledge and skill. The manner in which this knowledge is shared is a moral issue and should be governed by a code of behavior. A teacher must promote learning and the holistic development of the students. Spirituality is an integral part of teaching when one interprets spirituality to mean that which promotes inclusiveness, a willingness to listen compassionately to the needs and concerns of others, a connection to what really matters in our own life, in our relationships, and in our life work and recognition of the interrelatedness of all things.

The programme aims at reminding the teachers on the importance of professionalism, ethics, values and spirituality in the teaching life and to provide them with a deeper understanding of the same.

About the IQAC

The Internal Quality Assurance Cell (IQAC) of St. Teresa's College has become an integral part of the institution's system and work towards realizing the goals of quality enhancement and sustenance. Over the years, the IQAC has developed a system for conscious, consistent and catalytic improvement in the performance of the college, evolved mechanisms and procedures for ensuring that the objectives of the IQAC as envisaged by NAAC are met and has made a significant and meaningful contribution towards channelizing efforts and measures towards academic excellence.

One Day Faculty Enrichment Programme
on
ETHICS, VALUES AND SPIRITUALITY

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.

Dr. Joseph I. Injodey began the first session at 9 a.m on 'Professional Ethics and Spirituality'. Professional ethics encompass the personal and corporate standards of behavior expected by professionals. The teacher's purpose is to promote learning and development of their students, he said. Spirituality, he added, calls for the recognition of the interrelatedness of all things. Dr. Injodey stressed on the importance of teachers being their authentic selves.

He said that teachers are called upon to facilitate in their students an understanding of what really matters in life and in relationships. Students must be , and in our life work and the need to be willing to listen compassionately to the needs and concerns of those around us.

A teacher's ethical stance will govern how he or she instructs and assesses students. Ethics will also play a role in how a teacher interacts with students, with colleagues, with administrators and with the community at large. While ethics may not be the first consideration in identifying a favorite teacher, we see the derivatives of a teacher's ethical stance in our selection. We may identify a teacher as being "fair" because he or she is ethically dedicated to promoting equality or motivated by concepts of justice.

Sri. John Paul emphasized the basis underlying the ethical principles laid down in the treatment of every person as a being of inherent worth. This implies that every child, pupil or student should be approached as a person capable of thinking and learning. The worth of a human being should be respected regardless of sex, sexual orientation, outward appearance, age, religion, social status, origins, opinions, skills or achievements. Sri. John also pointed out that truthfulness is a central value in teaching, in which the teacher is engaged in guiding learners in their encounters with their surroundings and with life itself. Honesty to oneself and to others and mutual respect in all interactions with other people form part of the foundation of a teacher's work.

Brother Satish and team spoke of the need for fairness. He said that it is essential that fairness should prevail in all dealings with learners, as individuals or in groups, and in all activities within the working community. Particular attention should be paid to the promotion of equality and impartiality and the avoidance of discrimination and favouritism. Fairness should also be exercised in the distribution of favours and burdens, in the handling of offences and conflicts and in the evaluation of learners.

Teachers are entitled to their own values and opinions, he added, but they are bound in their teaching by the responsibilities of this undertaking and the norms that apply to it, e.g. the relevant legislation and the curriculum.

ST.TERESA'S COLLEGE (AUTONOMOUS)

FEEDBACK ON CURRICULUM

2017 – 2018

FEEDBACK ON CURRICULUM
ACTION TAKEN REPORT
2017-18

The institution makes certain that the curriculum offered are in keeping with the demands of the time. A systematic procedure is followed to maintain the standard that is the hallmark of the College. The quality sustenance and quality enhancement measures undertaken are:

- Strict adherence to the guidelines issued by the regulatory authorities from time to time
- Gathering feedback from various stakeholders
- Discussing issues related to curriculum in the meetings of Heads of Departments and Academic Deans and sorting out such issues without delay
- Revisiting and revising the curriculum at periodic intervals
- Convening the meeting of various statutory bodies at regular intervals to facilitate the timely approval of revised/updated curricula.

The curricula of all programmes are revised once in three years to ensure relevance. This effort is materialized in the form of feedback that is collected from stakeholders with regard to the curriculum. The IQAC has evolved a formal mechanism to gather feedback on programme from all stakeholders. The Boards of Studies of all departments have renowned experts as external members and they provide feedback on the curriculum.

The steps adopted in the mandatory feedback process are:

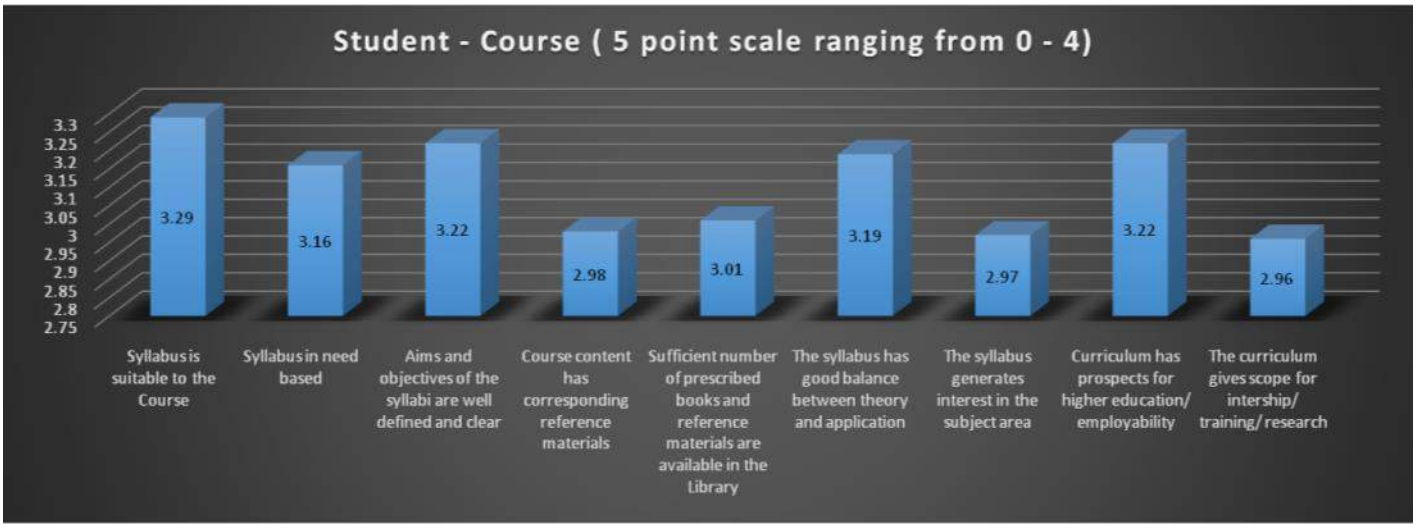
i) Consulting experts from other academic institutions, industries and alumni
ii) Consulting the model curriculum proposed by UGC, the curriculum for NET and SET and the curriculum of reputed institutions
iii) Organizing workshops to prepare the draft curriculum.
iv) Feedback from students, teachers, employers, parents and alumni is taken into account
v) Reviewing and finalizing the draft syllabus in the Board of Studies consisting of the Institute faculty, external experts drawn from reputed academic Institutions, industries and alumni
vi) Seeking the Academic Council‘s and the Board of Management‘s approval of the curriculum.

Keeping in mind the latest developments in the subjects, industry requirements and the societal needs, the IQAC devised structured questionnaires where formal feedbacks on the curriculum are obtained from various stakeholders .The Departments take feedback on class room experience from students on various aspects of curriculum offered to them. Feedback is obtained from the Alumni and Parents during formal meetings. Employers and teachers feedback is collected online.

Student Feedback on Course

Result of the feedback analysis carried out on a 5-point scale-

- Syllabus is suitable to the Course: 3.29
- Syllabus in need based: 3.16
- Aims and objectives of the syllabi are well defined and clear: 3.22
- Course content has corresponding reference materials: 2.98
- Sufficient number of prescribed books and reference materials are available in the Library: 3.01
- The syllabus has good balance between theory and application: 3.19
- The syllabus generates interest in the subject area: 2.97
- Curriculum has prospects for higher education/ employability: 3.22
- The curriculum gives scope for intership/ training/ research: 2.96

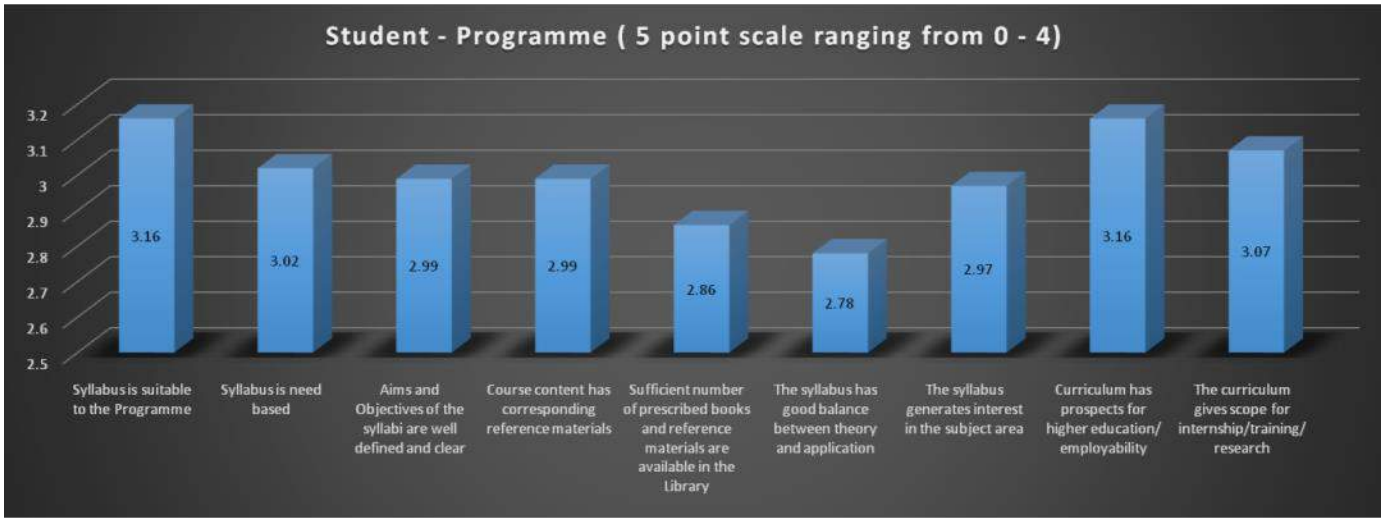


OVERALL	Frequency		Average %
Total Ratings: 1253	Excellent (≥3.75)	**856**	68.32%
	Good (2.50 – 3.74)	**372**	29.69%
	Satisfactory (1.25 – 2.49)	**25**	1.99%
	Unsatisfactory (≤1.24)	**0**	

Student Feedback on Programme

Result of the feedback analysis carried out on a 5-point scale-

- Syllabus is suitable to the Programme: 3.16
- Syllabus in need based: 3.02
- Aims and objectives of the syllabi are well defined and clear: 2.99
- Course content has corresponding reference materials: 2.99
- Sufficient number of prescribed books and reference materials are available in the Library: 2.86
- The syllabus has good balance between theory and application: 2.78
- The syllabus generates interest in the subject area: 2.97
- Curriculum has prospects for higher education/ employability: 3.16
- The curriculum gives scope for intership/ training/ research: 3.07

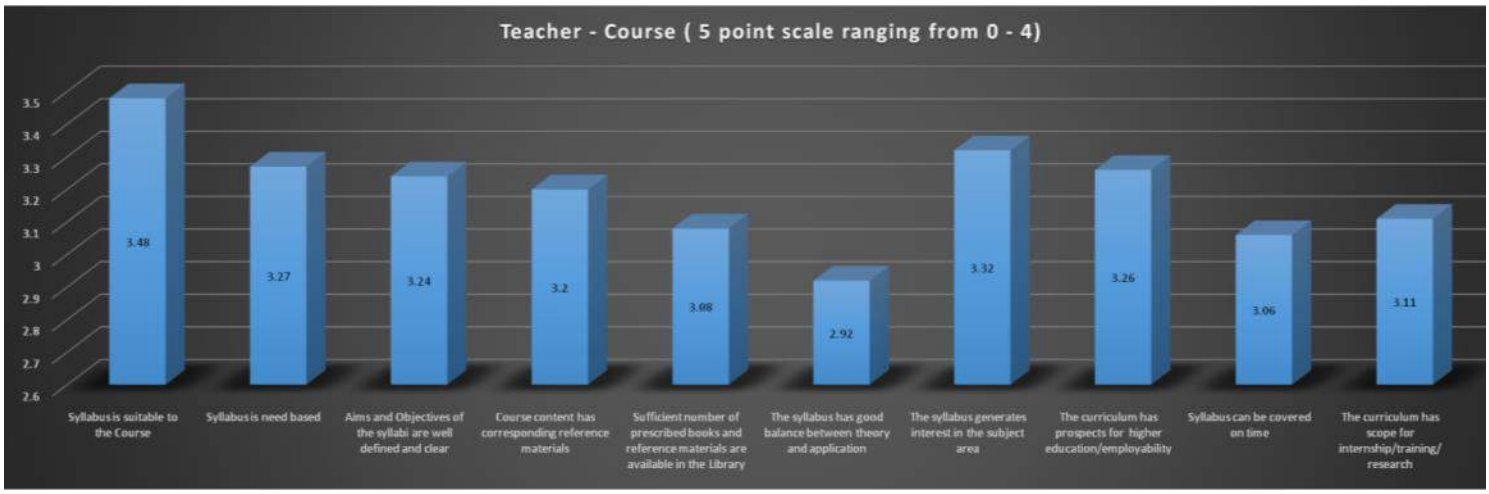


OVERALL	Frequency		Average %
Total Ratings: 1470	Excellent (≥3.75)	**890**	60.54%
	Good (2.50 – 3.74)	**560**	38.10%
	Satisfactory (1.25 – 2.49)	**20**	1.36%
	Unsatisfactory (≤1.24)	**0**	

Teacher Feedback on Course

Result of the feedback analysis carried out on a 5-point scale-

- Syllabus is suitable to the Course: 3.48
- Syllabus is need based: 3.27
- Aims and Objectives of the syllabi are well defined and clear: 3.24
- Course content has corresponding reference materials: 3.2
- Sufficient number of prescribed books and reference materials are available in the Library: 3.08
- The syllabus has good balance between theory and application: 2.92
- The syllabus generates interest in the subject area: 3.32
- The curriculum has prospects for higher education/employability: 3.26
- Syllabus can be covered on time : 3.06
- The curriculum has scope for internship/training/ research: 3.11

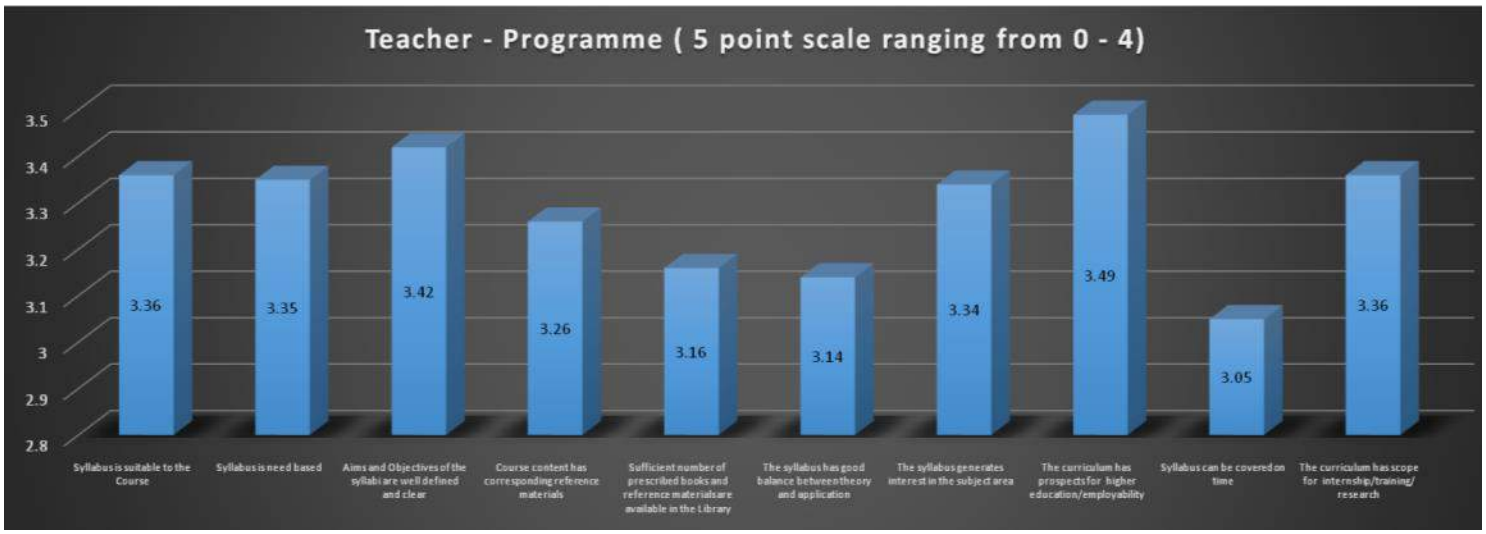


OVERALL	Frequency		Average %
Total Ratings: 285	Excellent (≥3.75)	**220**	77.19%
	Good (2.50 – 3.74)	**55**	19.30%
	Satisfactory (1.25 – 2.49)	**10**	3.51%
	Unsatisfactory (≤1.24)	**0**	

Teacher Feedback on Programme

Result of the feedback analysis carried out on a 5-point scale-

- Syllabus is suitable to the Course: 3.36
- Syllabus is need based: 3.35
- Aims and Objectives of the syllabi are well defined and clear: 3.42
- Course content has corresponding reference materials: 3.26
- Sufficient number of prescribed books and reference materials are available in the Library: 3.16
- The syllabus has good balance between theory and application: 3.14
- The syllabus generates interest in the subject area: 3.34
- The curriculum has prospects for higher education/employability: 3.49
- Syllabus can be covered on time : 3.05
- The curriculum has scope for internship/training/ research: 3.36

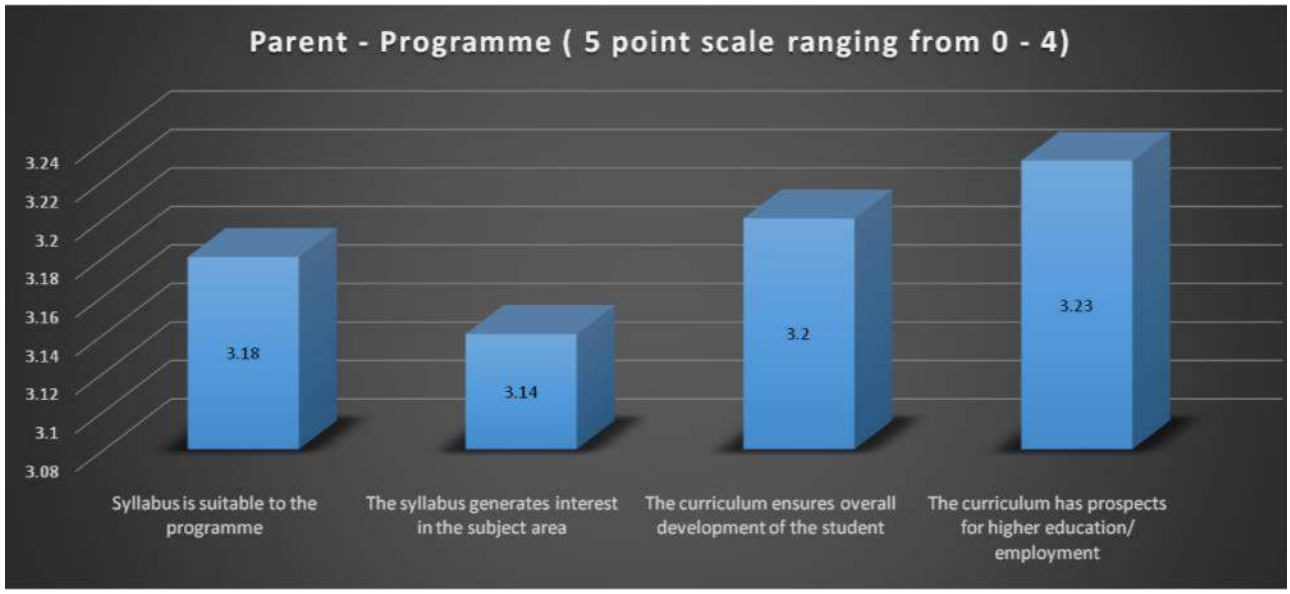


OVERALL	Frequency		Average %
Total Ratings: 77	Excellent (≥3.75)	**60**	77.92%
	Good (2.50 – 3.74)	**17**	22.08%
	Satisfactory (1.25 – 2.49)	**0**	
	Unsatisfactory (≤1.24)	**0**	

Parent Feedback on Programme

Result of the feedback analysis carried out on a 5-point scale-

- Syllabus is suitable to the programme: 3.18
- The syllabus generates interest in the subject area: 3.14
- The curriculum ensures overall development of the student: 3.2
- The curriculum has prospects for higher education/ employment: 3.23

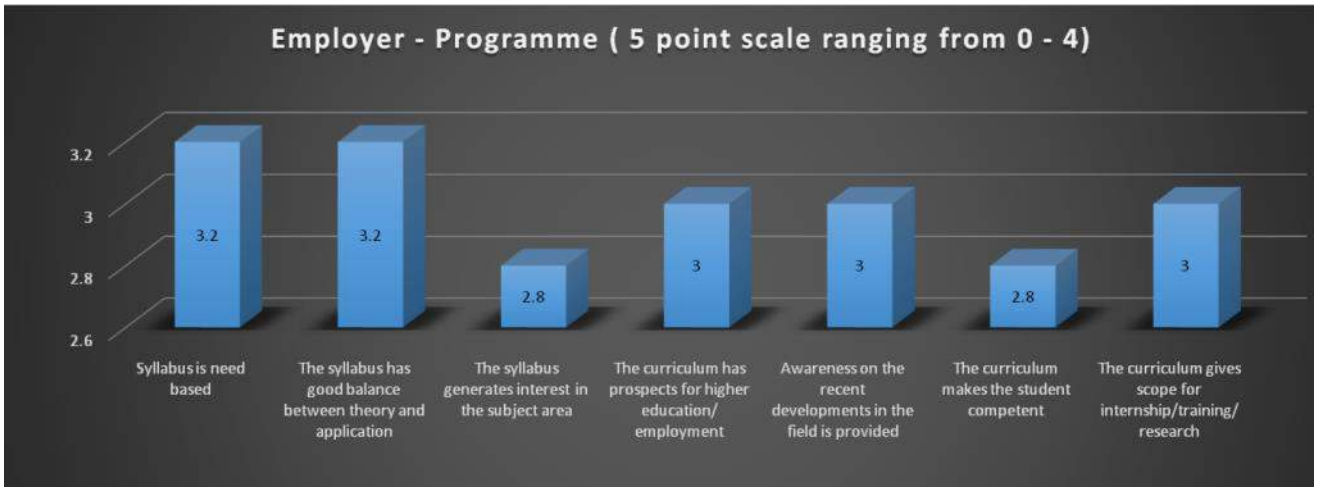


	Frequency		Average %
Total Ratings: 352	Excellent (≥3.75)	**290**	82.39%
	Good (2.50 – 3.74)	**52**	14.77%
	Satisfactory (1.25 – 2.49)	**10**	2.84%
	Unsatisfactory (≤1.24)	**0**	

Employer Feedback on Programme

Result of the feedback analysis carried out on a 5-point scale-

- Syllabus is need based: 3.20
- The syllabus has good balance between theory and application: 3.20
- The syllabus generates interest in the subject area: 2.80
- The curriculum has prospects for higher education/ employment: 3.00
- Awareness on the recent developments in the field is provided: 3.00
- The curriculum makes the student competent: 2.80
- The curriculum gives scope for internship/training/ research: 3.00

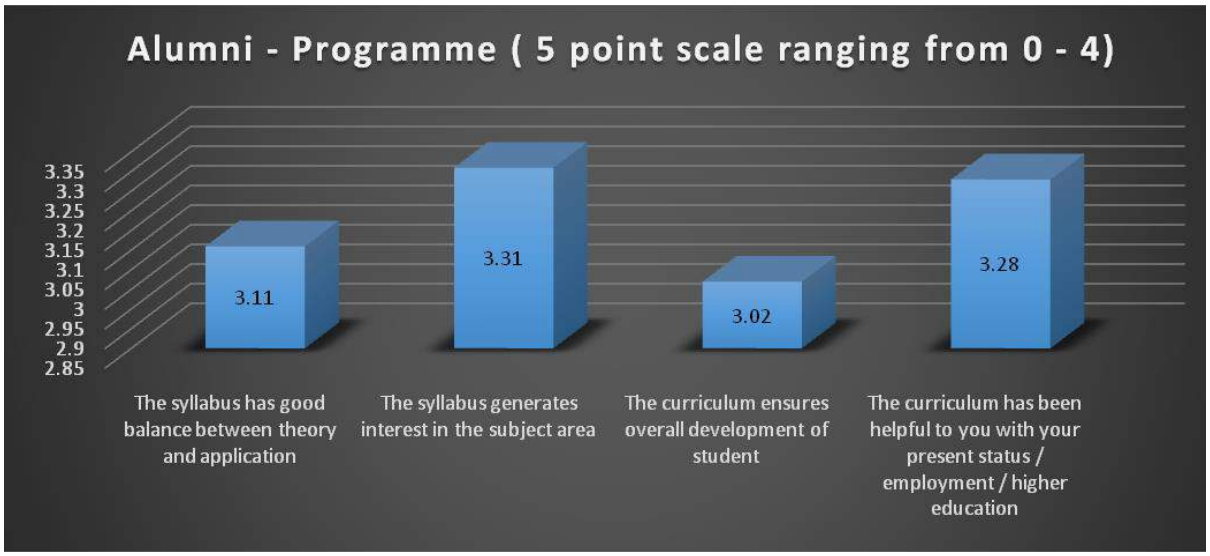


OVERALL	Frequency		Average %
Total No. of Ratings: 15	Excellent (≥3.75)	**12**	80%
	Good (2.50 – 3.74)	**3**	20%
	Satisfactory (1.25 – 2.49)	**0**	
	Unsatisfactory (≤1.24)	**0**	

Alumni Feedback on Programme

Result of the feedback analysis carried out on a 5-point scale-

- The syllabus has good balance between theory and application: 3.11
- The syllabus generates interest in the subject area: 3.31
- The curriculum ensures overall development of student: 3.02
- The curriculum has been helpful to you with your present status / employment / higher education: 3.28



OVERALL	Frequency		Average %
Total Ratings: 94	Excellent (≥3.75)	**73**	77.66%
	Good (2.50 – 3.74)	**20**	21.28%
	Satisfactory (1.25 – 2.49)	**1**	1.06%
	Unsatisfactory (≤1.24)	**0**	

Conclusion

Stakeholders feedback on programmes offered is collected by the IQAC, analysed systematically and the consolidated report is sent to respective departments for appropriate action including curriculum designing and updation. The measures taken include Improving lab and classroom infrastructure and improving the quality of curriculum offered.

ANNEXURE

Sample Feedback Forms

St.Teresa's College (Autonomous), Ernakulam

Programme Feedback form - Alumni

Name of the Programme : bsc home science

Year of Study : 2014-2017

Name of the Student : amina asna m

Objective: To rate your satisfaction with the curriculum to use as feedback for quality improvement of the programme.

Components	Rating	Rating Points
The syllabus has good balance between theory and application	Agree	3
The syllabus generates interest in the subject area	Strongly Agree	4
The curriculum ensures overall development of student	Agree	3
The curriculum has been helpful to you with your present status / employment / higher education	Strongly Agree	4
Reamrks,if any.		
Total Score		**14**
Total Rating	**88%**	***Excellent***

St.Teresa's College (Autonomous), Ernakulam

Programme Feedback form - Alumni

Name of the Programme : B.COM

Year of Study : 2014-17

Name of the Student : SRUTHI K P

Objective: To rate your satisfaction with the curriculum to use as feedback for quality improvement of the programme.

Components	Rating	Rating Points
The syllabus has good balance between theory and application	Agree	3
The syllabus generates interest in the subject area	Agree	3
The curriculum ensures overall development of student	Strongly Agree	4
The curriculum has been helpful to you with your present status / employment / higher education	Strongly Agree	4
Reamrks,if any.		
Total Score		**14**
Total Rating	**88%**	***Excellent***

St.Teresa's College (Autonomous), Ernakulam

Programme Feedback form - Alumni

Name of the Programme : UG Programme

Year of Study : 2014-17

Name of the Student : Ayana Antony

Objective: To rate your satisfaction with the curriculum to use as feedback for quality improvement of the programme.

Components	Rating	Rating Points
The syllabus has good balance between theory and application	Strongly Agree	4
The syllabus generates interest in the subject area	Strongly Agree	4
The curriculum ensures overall development of student	Strongly Agree	4
The curriculum has been helpful to you with your present status / employment / higher education	Agree	3
Reamrks,if any.		
Total Score		**15**
Total Rating	**94%**	***Excellent***

St.Teresa's College (Autonomous), Ernakulam

Programme Feedback form - Employers

Name of the Programme : BCOM

Name of the Student : NIKITA

Year of Study of the Student : 2014-2017

Name of the Employer : FEDERAL BANK

Objective: To rate your satisfaction with the curriculum to use as feedback for quality improvement of the programme.

Components	Rating	Rating Points
Syllabus is need based	Agree	3
The syllabus has good balance between theory and application	Strongly Agree	4
The syllabus generates interest in the subject area	Agree	3
The curriculum has prospects for higher education/ employment	Agree	3
Awareness on the recent developments in the field is provided	Agree	3
The curriculum makes the student competent	Agree	3
The curriculum gives scope for internship/training/ research	Strongly Agree	4
Remarks, if any:		
Total Score		**23**
Total Rating	**82%**	***Excellent***

St.Teresa's College (Autonomous), Ernakulam

Programme Feedback form - Employers

Name of the Programme : BA English Language and Literature

Name of the Student : Malavika C.

Year of Study of the Student : 2014-2017

Name of the Employer : Jain Group of Institutions, Bangalore

Objective: To rate your satisfaction with the curriculum to use as feedback for quality improvement of the programme.

Components	Rating	Rating Points
Syllabus is need based	Strongly Agree	4
The syllabus has good balance between theory and application	Strongly Agree	4
The syllabus generates interest in the subject area	Strongly Agree	4
The curriculum has prospects for higher education/ employment	Agree	3
Awareness on the recent developments in the field is provided	Agree	3
The curriculum makes the student competent	Agree	3
The curriculum gives scope for internship/training/ research	Strongly Agree	4
Remarks, if any:		
Total Score		**25**
Total Rating	**89%**	***Excellent***

St.Teresa's College (Autonomous), Ernakulam

Programme Feedback form - Employers

Name of the Programme : BCOM

Name of the Student : CHIPPY C

Year of Study of the Student : 2014-2017

Name of the Employer : FEDERAL BANK

Objective: To rate your satisfaction with the curriculum to use as feedback for quality improvement of the programme.

Components	Rating	Rating Points
Syllabus is need based	Strongly Agree	4
The syllabus has good balance between theory and application	Strongly Agree	4
The syllabus generates interest in the subject area	Agree	3
The curriculum has prospects for higher education/ employment	Agree	3
Awareness on the recent developments in the field is provided	Agree	3
The curriculum makes the student competent	Agree	3
The curriculum gives scope for internship/training/ research	Agree	3
Remarks, if any:		
Total Score		**23**
Total Rating	**82%**	***Excellent***

St.Teresa's College (Autonomous), Ernakulam

Programme Feedback form - Parents

Name of the Programme : MSc chemistry

Name of the Student : ANJALY K C

Year of Study : 2016-18

Name of the Parent : THANKAMANI

Objective: To rate your satisfaction with the curriculum to use as feedback for quality improvement of the programme.

Components	Rating	Rating Points
Syllabus is suitable to the programme	Strongly Agree	4
The syllabus generates interest in the subject area	Strongly Agree	4
The curriculum ensures overall development of the student	Strongly Agree	4
The curriculum has prospects for higher education/ employment	Strongly Agree	4
Remarks, if any:	good	
Total Score		**16**
Total Rating	**100%**	***Excellent***

St.Teresa's College (Autonomous), Ernakulam

Programme Feedback form - Parents

Name of the Programme : PGDM BA

Name of the Student : _____

Year of Study : 2015-18

Name of the Parent : _____

Objective: To rate your satisfaction with the curriculum to use as feedback for quality improvement of the programme.

Components	Rating	Rating Points
Syllabus is suitable to the programme	Agree	3
The syllabus generates interest in the subject area	Agree	3
The curriculum ensures overall development of the student	Strongly Agree	4
The curriculum has prospects for higher education/ employment	Agree	3
Remarks, if any:		
Total Score		**13**
Total Rating	**81%**	***Excellent***

St.Teresa's College (Autonomous), Ernakulam

Programme Feedback form - Parents

Name of the Programme : B.A.FRENCH

Name of the Student : Aiswaraya.R

Year of Study : 2015-2018

Name of the Parent : Sheeba Rani

Objective: To rate your satisfaction with the curriculum to use as feedback for quality improvement of the programme.

Components	Rating	Rating Points
Syllabus is suitable to the programme	Agree	4
The syllabus generates interest in the subject area	Neither agree nor disagree	2
The curriculum ensures overall development of the student	Agree	4
The curriculum has prospects for higher education/ employment	Agree	4
Remarks, if any:		
Total Score		**14**
Total Rating	**88%**	***Excellent***

St.Teresa's College (Autonomous), Ernakulam

Course Feedback form - Students

Name of the Programme : B.Sc ZOOLOGY

Name of the Course : CELL BIOLOGY AND MOLECULAR BIOLOGY

Year of Study : 2014-2017

Name of the Student : ANGEL

Objective: To rate your satisfaction with the curriculum to use as feedback for quality improvement of the programme.

Components	Rating	Rating Points
Syllabus is suitable to the Course	Strongly Agree	4
Syllabus is need based	Strongly Agree	4
Aims and Objectives of the syllabi are well defined and clear	Agree	3
Course content has corresponding reference materials	Agree	3
Sufficient number of prescribed books and reference materials are available in the Library	Strongly Agree	4
The syllabus has good balance between theory and application	Agree	3
The syllabus generates interest in the subject area	Agree	3
Curriculum has prospects for higher education/ employability	Strongly Agree	4
The curriculum gives scope for internship/training/ research	Agree	3
Remarks if any:		
Total Score		**31**
Total Rating	**86%**	***Excellent***

St.Teresa's College (Autonomous), Ernakulam

Course Feedback form - Students

Name of the Programme : B.VOC FOOD PROCESSING TECHNOLOGY
Name of the Course : FOOD PROCESSING TECHNOLOGY
Year of Study : 2015 -2018
Name of the Student : JYOTHY KRISHNA S

Objective: To rate your satisfaction with the curriculum to use as feedback for quality improvement of the programme.

Components	Rating	Rating Points
Syllabus is suitable to the Course	Strongly Agree	4
Syllabus is need based	Strongly Agree	4
Aims and Objectives of the syllabi are well defined and clear	Agree	3
Course content has corresponding reference materials	Agree	3
Sufficient number of prescribed books and reference materials are available in the Library	Agree	3
The syllabus has good balance between theory and application	Agree	3
The syllabus generates interest in the subject area	Agree	3
Curriculum has prospects for higher education/ employability	Agree	3
The curriculum gives scope for internship/training/ research	Strongly Agree	4
Remarks if any:		
Total Score		**30**
Total Rating	**83%**	***Excellent***

St.Teresa's College (Autonomous), Ernakulam

Course Feedback form - Students

Name of the Programme : B.Sc. Home Science

Name of the Course : Family Resource Management

Year of Study : 2017

Name of the Student : Richa Mary John

Objective: To rate your satisfaction with the curriculum to use as feedback for quality improvement of the programme.

Components	Rating	Rating Points
Syllabus is suitable to the Course	Agree	3
Syllabus is need based	Agree	3
Aims and Objectives of the syllabi are well defined and clear	Strongly Agree	4
Course content has corresponding reference materials	Strongly Agree	4
Sufficient number of prescribed books and reference materials are available in the Library	Strongly Agree	4
The syllabus has good balance between theory and application	Strongly Agree	4
The syllabus generates interest in the subject area	Strongly Agree	4
Curriculum has prospects for higher education/ employability	Strongly Agree	4
The curriculum gives scope for internship/training/ research	Strongly Agree	4
Remarks if any:		
Total Score		**34**
Total Rating	**94%**	***Excellent***

St.Teresa's College (Autonomous), Ernakulam

Programme Feedback form - Students

Name of the Programme : **B. SC MATHEMATICS**
Year of Study : **2015-2018**
Name of the Student : **ALINA E BENSON**

Objective: To rate your satisfaction with the curriculum to use as feedback for quality improvement of the programme.

Components	Rating	Rating Points
Syllabus is suitable to the Programme	Strongly Agree	4
Syllabus is need based	Strongly Agree	4
Aims and Objectives of the syllabi are well defined and clear	Strongly Agree	4
Course content has corresponding reference materials	Strongly Agree	4
Sufficient number of prescribed books and reference materials are available in the Library	Agree	3
The syllabus has good balance between theory and application	Agree	3
The syllabus generates interest in the subject area	Agree	3
Curriculum has prospects for higher education/ employability	Agree	3
The curriculum gives scope for internship/training/ research	Agree	3
Remarks if any:		
Total Score		**31**
Total Rating	**86%**	***Excellent***

St.Teresa's College (Autonomous), Ernakulam

Programme Feedback form - Students

Name of the Programme : BA FRENCH

Year of Study : 2014-2017

Name of the Student : AMRUTHA MARY ANTONY

Objective: To rate your satisfaction with the curriculum to use as feedback for quality improvement of the programme.

Components	Rating	Rating Points
Syllabus is suitable to the Programme	Strongly Agree	4
Syllabus is need based	Strongly Agree	4
Aims and Objectives of the syllabi are well defined and clear	Strongly Agree	4
Course content has corresponding reference materials	Strongly Agree	4
Sufficient number of prescribed books and reference materials are available in the Library	Agree	3
The syllabus has good balance between theory and application	Agree	3
The syllabus generates interest in the subject area	Strongly Agree	4
Curriculum has prospects for higher education/ employability	Agree	3
The curriculum gives scope for internship/training/ research	Strongly Agree	4
Remarks if any:		
Total Score		**33**
Total Rating	**92%**	***Excellent***

St.Teresa's College (Autonomous), Ernakulam

Programme Feedback form - Students

Name of the Programme : **BA English Language and Literature**
Year of Study : **2015-2018**
Name of the Student : **Dan Maria Danty**

Objective: To rate your satisfaction with the curriculum to use as feedback for quality improvement of the programme.

Components	Rating	Rating Points
Syllabus is suitable to the Programme	Strongly Agree	4
Syllabus is need based	Strongly Agree	4
Aims and Objectives of the syllabi are well defined and clear	Strongly Agree	4
Course content has corresponding reference materials	Strongly Agree	4
Sufficient number of prescribed books and reference materials are available in the Library	Strongly Agree	4
The syllabus has good balance between theory and application	Agree	3
The syllabus generates interest in the subject area	Agree	3
Curriculum has prospects for higher education/ employability	Strongly Agree	4
The curriculum gives scope for internship/training/ research	Agree	3
Remarks if any:		
Total Score		**33**
Total Rating	**92%**	***Excellent***

St.Teresa's College (Autonomous), Ernakulam

Programme Feedback form - Teachers

Name of the Programme : BCOM FINANCE & TAXATION

Year of Evaluation : 2018

Name of the Teacher : ANILA TITUS

Objective: To rate your satisfaction with the curriculum to use as feedback for quality improvement of the programme.

Components	Rating	Rating Points
Syllabus is suitable to the Programme	Strongly Agree	4
Syllabus is need based	Strongly Agree	4
Aims and Objectives of the syllabi are well defined and clear	Agree	3
Course content has corresponding reference materials	Agree	3
Sufficient number of prescribed books and reference materials are available in the Library	Agree	3
The syllabus has good balance between theory and application	Strongly Agree	4
The syllabus generates interest in the subject area	Agree	3
The curriculum has prospects for higher education/employability	Strongly Agree	4
Syllabus can be covered on time	Strongly Agree	4
The curriculum has scope for internship/training/ research	Strongly Agree	4
Remarks if any:		
Total Score		**36**
Total Rating	**90%**	***Excellent***

St.Teresa's College (Autonomous), Ernakulam

Programme Feedback form - Teachers

Name of the Programme : B A ENGLISH LANGUAGE AND LITERATURE

Year of Evaluation : 2017-18

Name of the Teacher : DR. BEENA JOB

Objective: To rate your satisfaction with the curriculum to use as feedback for quality improvement of the programme.

Components	Rating	Rating Points
Syllabus is suitable to the Programme	Agree	3
Syllabus is need based	Agree	3
Aims and Objectives of the syllabi are well defined and clear	Strongly Agree	4
Course content has corresponding reference materials	Strongly Agree	4
Sufficient number of prescribed books and reference materials are available in the Library	Neither agree nor disagree	2
The syllabus has good balance between theory and application	Agree	3
The syllabus generates interest in the subject area	Strongly Agree	4
The curriculum has prospects for higher education/employability	Strongly Agree	4
Syllabus can be covered on time	Strongly Agree	4
The curriculum has scope for internship/training/ research	Strongly Agree	4
Remarks if any:		
Total Score		**35**
Total Rating	**88%**	***Excellent***

St.Teresa's College (Autonomous), Ernakulam

Programme Feedback form - Teachers

Name of the Programme : B.SC.BOTANY

Year of Evaluation : 2018

Name of the Teacher : LIZA JACOB

Objective: To rate your satisfaction with the curriculum to use as feedback for quality improvement of the programme.

Components	Rating	Rating Points
Syllabus is suitable to the Programme	Strongly Agree	4
Syllabus is need based	Strongly Agree	4
Aims and Objectives of the syllabi are well defined and clear	Strongly Agree	4
Course content has corresponding reference materials	Strongly Agree	4
Sufficient number of prescribed books and reference materials are available in the Library	Strongly Agree	4
The syllabus has good balance between theory and application	Strongly Agree	4
The syllabus generates interest in the subject area	Strongly Agree	4
The curriculum has prospects for higher education/employability	Strongly Agree	4
Syllabus can be covered on time	Agree	3
The curriculum has scope for internship/training/ research	Strongly Agree	4
Remarks if any:	Overall the syllabus of B.Sc. Botany programme is highly suitable for the students who opt Botany as their core subject	
Total Score		**39**
Total Rating	**98%**	***Excellent***

St.Teresa's College (Autonomous), Ernakulam

Course Feedback form - Teachers

Name of the Programme : B.A. SOCIOLOGY

Year of Evaluation : 2014-15

Name of the Course : Methodology and Perspectives in the Social Sciences

Name of the Teacher : ELIZABETH ABRAHAM

Objective: To rate your satisfaction with the curriculum to use as feedback for quality improvement of the programme.

Components	Rating	Rating Points
Syllabus is suitable to the Course	Strongly Agree	4
Syllabus is need based	Agree	3
Aims and Objectives of the syllabi are well defined and clear	Strongly Agree	4
Course content has corresponding reference materials	Strongly Agree	4
Sufficient number of prescribed books and reference materials are available in the Library	Strongly Agree	4
The syllabus has good balance between theory and application	Strongly Agree	4
The syllabus generates interest in the subject area	Strongly Agree	4
The curriculum has prospects for higher education/employability	Agree	3
Syllabus can be covered on time	Strongly Agree	4
The curriculum has scope for internship/training/ research	Strongly Agree	4
Remarks if any:		
Total Score		**38**
Total Rating	**95%**	***Excellent***

St.Teresa's College (Autonomous), Ernakulam

Course Feedback form - Teachers

Name of the Programme : MA ENGLISH LANGUAGE AND LITERATURE

Year of Evaluation : 2017-18

Name of the Course : DIMENSIONS OF THE POSTMODERN

Name of the Teacher : DR. BEENA JOB

Objective: To rate your satisfaction with the curriculum to use as feedback for quality improvement of the programme.

Components	Rating	Rating Points
Syllabus is suitable to the Course	Agree	3
Syllabus is need based	Strongly Agree	4
Aims and Objectives of the syllabi are well defined and clear	Strongly Agree	4
Course content has corresponding reference materials	Agree	3
Sufficient number of prescribed books and reference materials are available in the Library	Agree	3
The syllabus has good balance between theory and application	Strongly Agree	4
The syllabus generates interest in the subject area	Strongly Agree	4
The curriculum has prospects for higher education/employability	Strongly Agree	4
Syllabus can be covered on time	Strongly Agree	4
The curriculum has scope for internship/training/ research	Strongly Agree	4
Remarks if any:		
Total Score		**37**
Total Rating	**93%**	***Excellent***

St.Teresa's College (Autonomous), Ernakulam

Course Feedback form - Teachers

Name of the Programme : B.SC HOME SCIENCE

Year of Evaluation : 2018

Name of the Course : Food Science

Name of the Teacher : Dr.Betty Rani Isaac

Objective: To rate your satisfaction with the curriculum to use as feedback for quality improvement of the programme.

Components	Rating	Rating Points
Syllabus is suitable to the Course	Strongly Agree	4
Syllabus is need based	Agree	3
Aims and Objectives of the syllabi are well defined and clear	Strongly Agree	4
Course content has corresponding reference materials	Agree	3
Sufficient number of prescribed books and reference materials are available in the Library	Agree	3
The syllabus has good balance between theory and application	Strongly Agree	4
The syllabus generates interest in the subject area	Strongly Agree	4
The curriculum has prospects for higher education/employability	Strongly Agree	4
Syllabus can be covered on time	Agree	3
The curriculum has scope for internship/training/ research	Strongly Agree	4
Remarks if any:		
Total Score		**36**
Total Rating	**90%**	***Excellent***

Institutional Review of the Exam Process
conducted by
INTERNAL QUALITY ASSURANCE CELL

2nd May 2018

St. Teresa's College has successfully completed the fourth academic year under the autonomous scheme. All the examinations have been conducted as per the examination calendar, adhering to the rules and regulations specified in the Manual of Examinations of St. Teresa's College and as per the norms and regulations of Mahatma Gandhi University, Kottayam to which the College is affiliated.

As part of its quality improvement initiatives and mindful of the fact that the conduct of end semester examinations was a responsibility that was new to the hereto affiliated College, the IQAC felt that there was an urgent need to evaluate the examination process of this fledging autonomous institution. To this end, the process of collecting feedback from the major stakeholders- students, question paper setters, invigilators, evaluators, camp officers and exam cell- involved was undertaken on 19th July 2017.

The following areas came under scrutiny:
1. Question Paper setting / Question Bank / Scrutiny
2. Exam Schedule
3. Allotment of duties / Supervision list
4. Invigilation Process/Answer script/Seating Arrangement/Scribe/ students with special needs
5. Valuation camp / Scheme preparation / internal & external valuation

Based on the feedback collected, the IQAC formulated the following recommendations.

Recommendations

1. Question Paper setting / Question Bank / Scrutiny
    - Provide adequate time for preparation of question bank. All modules should be represented as per the blueprint. Questions to be graded as easy, difficult and medium.
    - Care should be taken to avoid repetition of questions. Any old question paper left over should be cancelled or scrutinized before re-printing.

2. Exam Schedule
    - Exams for UG and PG to be conducted simultaneously in morning and afternoon. Practicals for III DC and II PG to be conducted after theory exams, by April. Practical exams should be over by May to ensure timely generation of consolidated marksheet including supplementary.
    - In case of hartal/strike, a standing instruction may be given that the scheduled exam will be conducted on the following Saturday.
    - Practical examination dates to be included in exam timetable.
    - Dates of professional exams like CA should be considered before putting exam timetable

3. Allotment of duties / Supervision list
    - There must be clear definition of the duties (Invigilation Committee, Squad, Malpractice Committee, Camp Officers) to be carried out by the members of various committees formulated for the conduct of examinations and valuation. Said duties must be outlined, documented and officially communicated to the concerned members.
    - Invigilation
        - Supervision list should avoid having more than 3 teachers per dept on same day.
        - List of duties to be disclosed 10 days before the commencement of examination.

4. Answer script/Seating Arrangement/Scribe/ students with special needs
    - Seating arrangement to be planned in such a manner as to prevent malpractice.
    - Barcodes to be printed on the exam sheet so that stickers may be avoided. University pattern for printing barcode may be adopted.
    - Eligibility of scribe should be strictly scrutinized. Compulsory supervision for students with scribe.

5. Valuation camp / Scheme preparation / internal & external valuation
    - CV camp should be conducted as per university guidelines relieving teachers of all other duties
    - Prospective camp officers should be briefed and notified early regarding camp activities
    - Question papers to be delivered to the departments at the earliest to avoid delay in scheme preparation.
    - Representative from exam cell should be assigned to deliver and collect answer sheets from external examiners.
    - A more streamlined external valuation payment process to be facilitated.
    - Moderation to be considered to avoid failures by 1 or 2 marks
    - Valuation Camp Office to be provided with adequate technological support.

Action Taken on Feedback

The above recommendations were placed in an Internal IQAC meeting attended by the Director, Principal, Controller of Examinations and other members. Subsequent to the discussion, decisions were taken and the following reforms have been implemented.

1. Departments were instructed to strictly adhere to the blueprint provided in the syllabus and this was verified during scrutiny.
2. PG and UG exams scheduled for the same day and were conducted during the forenoon and afternoon sessions respectively.
3. Practical examination schedule was included in the examination timetable.
4. Invigilation duty list published on staff notice-board ten days prior to the commencement of examinations.
5. Orientation conducted for first-time invigilators by the Controller's office on 8th October 2017. This will be a regular practice.
6. The process of issuing false numbers and barcoding of answer booklets was initiated with the PG batch during odd semester as a trial run and effectively adopted for all batches during the even semester.
7. Camp Officers were notified of their duties at the first General Body meeting of the academic year. The following were the members nominated for the year:
   - Dr. Sajitha Kurup (Overall charge)
   - Smt. Ann Thomas
   - Smt. Anju George
   - Dr. Meera Jan Abraham
   - Smt. Lissy Jose

   Non teaching staff
   - Smt. Sneha Jacob
   - Sri Jeslin George P J
   - Sri. Joseph Joshua
   - Ms. Christeena Baby
8. Question papers were delivered to the department for each exam, one hour after the commencement of the examination for the day, to facilitate speedy preparation of valuation scheme.
9. Administrative staff members, Sri. Jeslin George and Sri. Joseph Joshua assigned with the duty of delivering and collecting papers from external examiners.
10. A desktop and printer were installed in the camp, and the question papers and schemes can now be issued from the camp itself.

ST. TERESA'S COLLEGE (AUTONOMOUS), ERNAKULAM

ACADEMIC CALENDAR
2017-18

DATE	EVENT
01-Jun-17	Reopening Day - Regular Classes begin for Sem III & V UG, Sem III PG
	UG Aptitude Test
02-Jun-17	Faculty Recruitment Interview
03-Jun-17	Orientation for non-teaching staff
	UG Publication of Provisional Rank list and editing
05-Jun-17	World Environmental Day Celebration
	First Term Fees without Fine for II UG
	Teaching staff - Presentation of Annual Action Plan
06-Jun-17	Publication of final rank list
	Admission to physically disabled, cultural and sports quota
	First Term Fees without Fine for III UG
07-Jun-17	Amrita Institute blood donation camp
	First Term Fees without Fine for II PG
08-Jun-17	UG Publication of allotment list
09-Jun-17	Personality Development Programme for students (III DC, II DC, II PG)
12-13 June 2017	UG Admissions
13-Jun-17	ASTA Meeting
14-Jun-17	Management Quota Admissions UG
15-Jun-17	Regular Classes begin for Sem I UG
	First Term Fees for II UG with fine Rs.5/-
16-Jun-17	First Term Fees for III UG with fine Rs.5/-
16-17 June 2017	UG Orientation Programme
19-Jun-17	Vayanadinam - Talk by Veevankutty
	First Term Fees for II PG with fine Rs.5/-
21-Jun-17	International Yoga Day in association with NSS and Sports Dept.
26-Jun-17	First Term Fees for II UG with fine Rs.10/-
	Venda - Say No To Drugs, The international day against drug abuse and illicit trafficking
27-Jun-17	First Term Fees for III UG with fine Rs.10/-
29-Jun-17	First Term Fees for II PG with fine Rs. 10/-
29 June - 1 July 2017	12th International and 48 Annual ELT@I Conference
03-Jul-17	Regular Classes begin for Sem I PG
04-Jul-17	Association Inauguration and Fresher's Day
05-Jul-17	Orientation Programme for parents of I DC students
6-7 July 2017	Talents Display by I DC

07-Jul-17	Golden Jubilee Memorial Library inauguration of Library Club, Vayana Souhrudham and Pearl Portable Camera for Visually Challenged
	External evaluation UG 4th Semester
07-Jul-17	Inauguration of diploma course in Financial Journalism
10-Jul-17	Inauguration of Kalabhavan Add-On course
12-Jul-17	Kaleidoscope 2017 by fashion technology
12-Jul-17	Planning forum - Session on research and policy making by Prof. Ajith (Alaska Uni)
14-Jul-17	One day Workshop on Skill Enhancement for II DC students
14-Jul-17	Felicitation of PhD holders
14-Jul-17	Orientation Programme for Research Scholars
17-Jul-17	Career advancement talk for Permanent Faculty
18-Jul-17	Malayalam writer Sri. Bennamin interaction and panel discussion with Malayalam students
19-Jul-17	Selection and New Cadet enrollment for NCC
19-Jul-17	STAR Scholarship distribution, Sr. Rosalind Memorial Quiz scholarship prize distribution
20-Jul-17	FDP Interview
21-Jul-17	Union Election
24-28 July 2017	First Sessional Exams for UG Sem III, V and PG Sem III
26-Jul-17	Finance Committee meeting
	Career Option talk
	III DC Orientation by Maria Chakkuny
27-Jul-17	One day Seminar on Molecular Spectroscopy
28-Jul-17	Nutrition and Wellness Programme by Dept. of CND
31-Jul-17	Union Installation
01-Aug-17	Union/Arts Club Inauguration
3-5 Aug 2017	Spiritual Retreat for Students
7-11 Aug 2017	First Sessional Exams for UG Sem I and PG Sem I
08-Aug-17	International Workshop on Research Methods and Academic Skills
08-Aug-17	Ms. Annie Vallamattom Memorial Competition for Students
09-Aug-17	Transgender Programme arranged by Sociology Dept.
09-Aug-17	Rally for Rivers Awareness Programme
09-Aug-17	PTA Meeting
09-Aug-17	BOS -Meeting Home Science Dept.
12-Aug-17	Annual General Body Meeting
14-Aug-17	Graduation Ceremony PG 2015-17 batch
	Inter-collegiate Patriotic Song Competition
15-Aug-17	Independence Day Celebration
16-Aug-17	Open House for UG Sem V and PG Sem III
17-Aug-17	Open House for UG Sem III
17-Aug-17	Erudite Lecture Series
	IQAC Meeting
21-Aug-17	Library Advising Committee Meeting
22-Aug-17	Academic Council Meeting

	Blood Donation Camp
23-Aug-17	Open House for PG Sem I
24-Aug-17	Green Protocol Awareness Session
	Giridhar Eye Awareness Programme
	Seminar on Exploring the Arctic by Dr. Anu Gopinath
	MHRD Independence Day Talk
	Guest Faculty Interview
	Ente Harithabhavanam Talk and Seed Distribution
26-Aug-17	French Fest
	National Seminar on Analysis and Algebra
29-Aug-17	IQAC Meeting
	General Body Meeting
	Guest lecturer Economics FIP Interview
30-Aug-17	Onam Celebration
	Open House for UG Sem I
31-Aug-17	Staff Association Onam Celebration
31 Aug to 7 Sept 2017	Jaivam 2017 - Saptadina Camp
09-Sep-17	Walkathon - World Suicide Prevention Day
13-Sep-17	I DC PTA General Body Meeting
14-Sep-17	Green Protocol Awareness Session
14-Sep-17	Meet The Great Achievers - Yusuff Ali M.A
14-Sep-17	M.Phil interview
16-Sep-17	Onam Celebration by STARS
18-25 Sept 2017	Second Sessional Exams for UG Sem I, III, V and PG Sem III
19-Sep-17	British High Commission Meeting
20-Sep-17	PTA Quiz
22-Sep-17	National Seminar on GC-MS,LC-MS and NMR Spectroscopy
23-Sep-17	Intercollegiate fest - La Fete Francophone
26-Sep-17	Interview Guest Lecturers
26-28 Sep 2017	Second Sessional Exams for PG Sem I
03-Oct-17	Second Term Fees for I UG without fine
04-Oct-17	Second term fees for II & III UG without fine
05-Oct-17	Second term fees for I & II PG without fine
	National Seminar on Indian Securities Market and Investor Protection
05-Oct-17	Hearing at MG Univesity on PG Grading System
06-Oct-17	General Body Meeting
07-Oct-17	Seminar on Bioenergetics by Dr.Krishnaraj M.V
13-Oct-17	Blessing of Central Block by Emeritus Bishop Rev.Dr Francis Kallarackal, Rev.Sv.Chris, Rev.Sr.Dr. Grace Rose
	Second term fees for I UG with fine Rs.5/-
16-Oct-17	Food Technology Seminar
	Study holidays starts for UG Sem III, V and PG Sem III
	Second term fees for II & III UG with fine Rs.5/-
17-Oct-17	Second term fees for I & II PG with fine Rs.5/-

	Seminar on Curriculum by Reema (NAAC)
19-20 Oct 2017	TRAAC Seminar
20-Oct-17	Study holidays starts for UG Sem I
23-Oct-17	Second term fees for I UG with fine Rs.10/-
26-Oct-17	Second term fees for II & III UG with fine Rs.10/-
26-Oct-17	Executive Meeting of Management Association
27-Oct-17	Second term fees for I & II PG with fine Rs.10/-
01-Nov-17	APJ Abdul Kalam B'Day Celebration and Kerala Piravi Celebration
2-3 Nov 2017	National Workshop on Microscale Techniques in Experimental Organic and Physical Chemistry
04-Nov-17	Vidhyadhanam Scholarship Distribution
	Hamlet Unmasked - Interactive Workshop
07-Nov-17	Personal Branding Workshop - Brand Called you
	Amanuensis, a V.C.Harris Remembrance
9-10 Nov 2017	Life Guidance Session for III UG and II PG students
11-Nov-17	STARS Picnic
13-Nov-17	Programme by Sub Treasurary Signature Digitalization
14-Nov-17	Launch of Teresian Publishing House
	Book Release - Advanced Inorganic, Organic and Environmental Chemistry, and Advanced Organic Chemistry
	I Can Orientation for BMS and PGDM final year students
15-Nov-17	State Level Interdisciplinary Seminar on Environmental Sustainability - Changing Phases; Book Release on Environmental Studies
	Career Guidance Cell Session for II and III UG students
18-Nov-17	National Seminar on Macro Economic Developments in India: Policy Perspectives
20-25 Nov 2017	Teresian Week
21-Nov-17	Placement Drive with Sutherland's
22-Nov-17	Alumni X'Mas Sale Registration
	Career Guidance session III DC and II PG
23-Nov-17	Entrepreneurial Training Programme III DC Science
24-Nov-17	PTA Meeting
	Public Lecture on Transnational Feminism with Special Focus on South Asian Feminism
29-Nov-17	Seminar on Sports Nutrition
04-Dec-17	Wipro Placement Drive
	Intercollegiate competition, National Milk Day Celebration 2017
06-Dec-17	State Level Seminar on Advances in Research, ReAP
	ELLUSION awareness programme
7-8 Dec 2017	National Level Annual Physics Symposium
	International Literary Festival
13-Dec-17	Annual X'Mas Sale
13-19 Dec 2017	Second Sessional Exams for PG Sem I, First Sessional Exam for UG Sem II, IV, VI, PG Sem IV
14-Dec-17	i-connect Launch and Urjakiran Programme
15-Dec-17	UGC Sponsored National Seminar on Rising Cancer:A Raising Concern

	Result Publication UG Sem I, III, V, PG Sem III
16-Dec-17	STEP inauguration by Thomas Issac
18-Dec-17	Stain the Stigma, Logo Launch
	National Seminar on Science and Society in Modern Kerala
20-Dec-17	Collaborative Learning Programme for advanced learning
	Pass Board Meeting
21-Dec-17	Governing Council Meeting
	College Xmas Celebration
22-Dec-17	Xmas Celebration Teaching Staff
	Study holidays starts for PG SEM I
23-Dec-17	Xmas celebration Non-Teaching Staff
03-Jan-17	Third term fees for I UG without fine
04-Jan-17	Third term fees for II & III UG without fine
	IQAC Internal Meeting
	International Lecture Programme on Emerging Trends in Solar Energy
05-Jan-17	Third term fees for I & II PG without fine
	General Body Meeting
08-Jan-18	PTA Meeting
09-Jan-18	Final Exam Starts For Pg Sem I, Open House UG Sem IV & VI, PG Sem IV
10-Jan-18	Honouring Karshakasree Award Winner Swapna James, Inauguration of Plant Nursery
11-Jan-18	Anti-Drug awareness class organised by DD Office
12-Jan-18	Talk on Leadership by Wisconsin University Vice Chancellor
12-13 Jan 2018	2 Day National Conference on Impact of GST on Indian Economy
15-Jan-18	Bird's Club Inauguration
	Third term fees for I UG with fine Rs.5/-
	Third term fees for II & III UG with fine Rs.5/-
16-17 Jan 2018	Ekta 2K18 Widening the Horizons of Home Science
17-Jan-18	Arcadia The Shakesperean Fest
	National Road Safety Week 2018
	Walk With A Scientist: Student Scientist Interactive Programme Series 1
	Thyroid Testing Camp
	Alumni Meet
	Malayalam Dept. BOS Meeting
	Third term fees for I & II PG with fine Rs.5/-
18-Jan-18	Placement Drive
19-Jan-18	BOS Meeting
19-20 Jan 2018	Beginnen 2K18
20-Jan-18	Semester break- PG Sem I
	Panache Intercollegiate Competition
21-Jan-18	Jesus Youth Musical Workshop
23-Jan-18	Jesus Youth Musical Concert
23-Jan-18	Seminar on Food Adulteration: Concerns and Challenges
25-Jan-18	Third term fees for I UG with fine Rs.10/-
	Walk With A Scientist: Student Scientist Interactive Programme Series 2

	Achievers Day
	Eye Camp
26-Jan-18	Third term fees for II & III UG with fine Rs.10/-, Republic Day
29-Jan-18	Foundress's Day, Third term fees for I & II PG with fine Rs.10/-
29-31 Jan 2018	PSYART Workshop
31-Jan-18	Dr. Sr. Bertille Endowment Lecture Series
	Say No to Drugs
	Gandhi Samadhi, Reopening Day for PG Sem I
01-Feb-18	Mother Digna Inter-Collegiate Debate Competition
02-Feb-18	Stain the Stigma, Stand-Up Comedy by Kannan Gill
02-Feb-18	Placement Training
02-Feb-18	Blessing of STEP Work center
03-Feb-18	Programme Rendezvous-unleash the social wolrd
03-Feb-18	Programme Ardhvais-let the mind explore
05-Feb-18	Karthika Memorial Light Music Competition
5-6 Feb 2018	International Seminar Dhwani
06-Feb-18	National Seminar on Gender Sesitization
06-Feb-18	One Day Seminar on Impact of GST on Macroeconomy
06-Feb-18	Physics Dept. BOS Meeting
07-Feb-18	Sport's Day
08-Feb-18	Organic Trust Meeting
08-Feb-18	Incubation Centre Workshop for Students
09-Feb-18	Spoken Hindi Workshop
9-10 Feb 2018	UGC Sponsored International Conference on Innovation and Challenges in Food Processing Sector
10-Feb-18	Job Fair
13-Feb-18	Second Sessional UG Sem VI, IV & II, PG Sem IV
14-Feb-18	Second Sessional UG Sem VI, IV & II, PG Sem IV
	Wipro Placement Drive
15-Feb-18	Second Sessional UG Sem VI, IV & II, PG Sem IV
	Placement Drive
	PTA Meeting
16-Feb-18	Second Sessional UG Sem VI, PG Sem IV
	UGC Sponsored National Conference on Current and Emerging Technologies in Crypto-Currency
	Ideation Workshop by Incubation Center
17-Feb-18	Second Sessional UG Sem VI, PG Sem IV
19-Feb-18	Inauguration of STEP Work Centre
21-Feb-18	National Seminar on the Politics of Food
22-Feb-18	Budget Analysis
23-Feb-18	Inter-collegiate Business Quiz
23-Feb-18	Placement Drive
23-Feb-18	Women Achievers in Science
26-Feb-18	Stain the Stigma-National Level PR Campaign
27-Feb-18	College Day

28-Feb-18	Last Working day for II PG, III DC, Association Validictory
01-Mar-18	Women's Day Celebration
	Medical Camp
	First Sessional PG Sem II
02-Mar-18	First Sessional PG Sem II, Study Holidays starts for UG Sem VI, PG Sem IV
5-8 March 2018	First Sessional PG Sem II
07-Mar-18	International Seminar on Digital Marketing
	Fashion Show at Town Hall
08-Mar-18	Seminar on Women Empowerment as part of International Women's Day
12-Mar-18	Supplemetary Exam UG VI Sem, PG IV Sem
13-Mar-18	Training for students as Food Safety Supervisors
14-Mar-18	Governing Council Meeting
	Final Exam UG Sem VI, PG Sem IV
15-Mar-18	Final Exam UG Sem VI, PG Sem IV
	Staff Tour
16-Mar-18	Final Exam UG Sem VI, PG Sem IV
	Orientation for Teachers
17-Mar-18	Study Holidays starts for UG Sem IV
19-Mar-18	Final Exam UG Sem VI, PG Sem IV
20-Mar-18	Final Exam UG Sem VI,PG Sem IV, CV Camp Starts For UG & PG
21-Mar-18	Open House PG Sem II,Final Exam UG Sem VI,PG Sem IV
22-Mar-18	Final Exam UG Sem VI, PG Sem IV
23-Mar-18	Final Exam UG Sem VI, PG Sem IV
26-Mar-18	Final Exam PG Sem IV
27-Mar-18	Final Exam PG Sem IV
28-Mar-18	Study Holidays starts for UG Sem II
29-Mar-18	Final Exam PG Sem IV
30-Mar-18	Final Exam PG Sem IV
02-Apr-18	Second Sessional PG Sem II, Final Exam UG Sem IV, PG Sem IV
03-Apr-18	Second Sessional PG Sem II, Final Exam UG Sem IV, PG Sem IV
04-Apr-18	Second Sessional PG Sem II, Final Exam UG Sem IV, PG Sem IV
05-Apr-18	Second Sessional PG Sem II, Final Exam UG Sem IV, PG Sem IV
06-Apr-18	Second Sessional PG Sem II, Final Exam UG Sem IV
09-Apr-18	Final Exam UG Sem IV, Practical Exams Starts For PG
10-Apr-18	Final Exam UG Sem IV
11-Apr-18	Final Exam UG Sem IV
13-Apr-18	Study Holidays starts for PG Sem II
16-Apr-18	Final Exam UG Sem II
17-Apr-18	Final Exam UG Sem II
18-Apr-18	Final Exam UG Sem II
19-Apr-18	Final Exam UG Sem II
20-Apr-18	Final Exam UG Sem II
23-Apr-18	Final Exam UG Sem II, Practical Exam For UG Starts
25-Apr-18	Final Exam PG Sem II

26-Apr-18	Final Exam PG Sem II
27-Apr-18	Final Exam PG Sem II
28-Apr-18	Office Audit
30-Apr-18	Final Exam PG Sem II
01-May-18	Final Exam PG Sem II
02-May-18	Final Exam PG Sem II
03-May-18	Final Exam PG Sem II
04-May-18	Final Exam PG Sem II
	Admission Online Demo
05-May-18	Final Exam PG Sem II
22-May-18	Pass Board Meeting
23-May-18	Governing Council Meeting
25-May-18	Result Publication of UG and PG
	PTA Meeting
28-May-18	External Audit of Exam Cell
31-May-18	Academic Retreat for Teachers
02-Jun-18	External Office Audit
04-Jun-18	College Re-opening Day