



**INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)**

Accreditation - (Cycle - 4)

**PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF
ST.TERESA'S COLLEGE**

**Kochi
Kerala
682011**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA**

Section I:GENERAL INFORMATION

| | | |
|--|--|---|
| 1.Name & Address of the institution: | ST.TERESA'S COLLEGE Kochi Kerala 682011 | |
| 2.Year of Establishment | 1925 | |
| 3.Current Academic Activities at the Institution(Numbers): | | |
| Faculties/Schools: | 9 | |
| Departments/Centres: | 25 | |
| Programmes/Course offered: | 53 | |
| Permanent Faculty Members: | 201 | |
| Permanent Support Staff: | 83 | |
| Students: | 3569 | |
| 4.Three major features in the institutional Context (Asperceived by the Peer Team): | 1. First Autonomous women's college in the state of Kerala 2. College with Potential for Excellence 3. Women's College focusing on holistic development of students and options for the poor | |
| 5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure): | From : 05-08-2019 To : 06-08-2019 | |
| 6.Composition of Peer Team which undertook the on site visit: | | |
| | Name | Designation & Organisation Name |
| Chairperson | DR. SAILABALA PADHI | FormerDirector,BERHAMPUR UNIVERSITY |
| Member Co-ordinator: | DR. ANNE MARY FERNANDEZ | FormerRegistrar,KARUNYA UNIVERSITY |
| Member: | MS. VEENA JAKKENAHALLI SIDDAPPA | Principal,Government Science College Autonomous |
| NAAC Co - ordinator: | MR. B.S. PONMUDIRAJ | |

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

| Criterion 1 - Curricular Aspects (Key Indicator and Qualitative Metrics (QIM) in Criterion 1) | |
|---|---|
| 1.1 | Curriculum Design and Development |
| 1.1.1 QIM | Curricula developed /adopted have relevance to the local/ national / regional/global developmental needs with learning objectives including program outcomes, program specific outcomes and course outcomes of all the program offered by the Institution |
| 1.2 | Academic Flexibility |
| 1.3 | Curriculum Enrichment |
| 1.3.1 QIM | Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum |
| 1.4 | Feedback System |

Qualitative analysis of Criterion 1

St. Teresa's College is a premier institution which has spearheaded women's higher education since 1925. After the third cycle of accreditation the college was awarded "Autonomy" by the Mahatma Gandhi University to which it continues to be affiliated. In keeping with the spirit of autonomy and adhering to the vision and mission, the college has introduced 19 new programs, 29 value added courses and several job-oriented certificate courses in addition to promoting integrated learning by encouraging students to register for on-line MOOC courses.

The curriculum of all the programs were revised keeping in mind the latest national and international trends and adopting feasible models inspired by the Spirit of future work skills 2020, trends in Global higher Education (UNESCO 2009), The American Association for Higher Education and the Kerala Higher Education Council.

All the new programs have a job oriented vocational focus inspired by the needs of the city of Cochin which is an international port with several booming businesses in the areas of health care, information technology, Export trade and rural small and marginal enterprises.

The curriculum of the institution focuses on broad outcomes like inculcating adaptive thinking, design mindset, computational skills and effective communication. The curriculum of all programs incorporates national and world affairs and provide focus on cross cutting issues like gender, environmental sustainability and national development concerns.

The curriculum of most of the programs and courses are designed to focus on value based education, women empowerment, gender sensitization, computational skills, personality development and conscientizing the students towards environmental protection and preservation. All students of the college are expected to participate for 22 hours in community outreach program viz. Teresian Rural Outreach Program (TROP) which provides experiential learning opportunities at the grassroot level. Value education and language courses offered under all the programs at the undergraduate level emphasize on gender sensitization, human values and empathy towards the weaker sections of society.

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| Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2) | |
|--|---|
| 2.1 | Student Enrollment and Profile |
| 2.2 | Catering to Student Diversity |
| 2.2.1 QIM | The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners |
| 2.3 | Teaching- Learning Process |
| 2.3.1 QIM | Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences |
| 2.3.4 QIM | Preparation and adherence to Academic Calendar and Teaching plans by the institution |
| 2.4 | Teacher Profile and Quality |
| 2.5 | Evaluation Process and Reforms |
| 2.5.4 QIM | Positive impact of reforms on the examination procedures and processes including IT integration and continuous internal assessment on the examination management system |
| 2.6 | Student Performance and Learning Outcomes |
| 2.6.1 QIM | Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students |
| 2.6.2 QIM | Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution |
| 2.7 | Student Satisfaction Survey |

Qualitative analysis of Criterion 2

Learner levels are assessed through induction programs, participation in Talent Day, Teresian Week for literary and cultural activities. Performance in session tests, classroom participation, Group Discussions, seminars, term assignments and projects help identify learner levels. Advanced learners are enrolled in Walk with the Legend/ Walk with the Scholar programs which are monitored by the college IQAC. Further, these students are provided opportunities to participate in Teresian International where they are encouraged to enroll in accredited summer courses in UK. Opportunities are provided to take part in the international book festival and the international literary fest sponsored by the Chamber of Indian Industry (CII), they are also given opportunity to write books and journal articles.

Slow learners are identified based on their entry level marks, economic backwardness resulting in language and communication difficulties and backwardness in computational skills. Remedial programs for these students are by way of a Scholar Support Program which includes mentoring, providing simplified learning material, special counselling and participation in zero hour classes.

Student centric learning methods consisting of active classroom participation in debates, case studies, presentations, discussions, hands on workshops, competitions form an integral part of the pedagogy. Computer assisted learning through use of ICT and encouragement to enroll in MOOC courses under NPTEL and SWAYAM are promoted. Experiential learning through participation in TROP and various other field visits are encouraged. Many of the new programs introduced have vocational aspects in built such as the Health and Nutrition Program, the Food Processing Program, the Software Designing Program etc., which directly promotes employment and marketable skills. Emphasis is given to entrepreneurship development through business incubation programs and campus sale outlets. Earn While You Learn Program provides opportunities for the students to cash in on their creative talents.

The college has a very systematized method of preparing its Annual Calendar. The Principal, IQAC,

Controller of Examinations draft a plan of action during the summer vacation which is circulated among the heads of the department and faculty who prepare department level plans for the ensuing academic year. The college prepares its Handbook based on the plan which is approved by the Governing Body, Board of Studies and the Academic Council. The Handbook provides complete information to the students on academic, cultural, sports, extension and extracurricular activities. The examination dates for both internal and external exams, the question paper pattern and the expected learning outcomes are included in college handbook.

Based on the Handbook information the college prepares its detailed timetable and the faculty and Student Union are consulted in formulating the same.

The Curriculum is translated to teaching workloads for individual teachers. Faculty formulate teaching plans for their workload and work under the broad guideline of covering 40% of the curriculum in the 1st and 2nd term and 20% in the last term. The teaching plans are reviewed monthly by the heads of the Department and annually by the Principal. The plans are also shared with the module tutors for follow up. The expected and achieved outcomes are also a part of the individual teacher's diary. However the mechanism for measuring student outcomes based on PO, PSO and CO are not well spelled out and continue to be informal.

Following the award of autonomous status, the college has undertaken major examination reforms. The procedure for exam registration has been automatized. After paying the required fee at the bank the student can register for the examination on -line. The Examination time table is made available to students a month prior to the commencement date. Students can print their hall tickets through the on-line process.

The college has standardized question papers for all the undergraduate and post graduate programs both for the continuous and summative examinations to ensure uniformity in assessment. Model question papers for the sessional and final exams are made available to students with the syllabus at the commencement of the course. The printing of question papers has also been made on- line.

The assessment of answer papers is done by the college faculty, bar code and dummy number system is adopted to provide anonymity for the student. At the undergraduate level the Controller of Examinations appoints external examiners to evaluate 20% of the core subject answer scripts and 10 % of the common subject answer scripts. At the postgraduate level the system of double evaluation is followed. The first evaluation is done by the internal examiner and the second evaluation by the external examiners. The processing of results is also automated to ensure speedy declaration of results. A special software DIGNA DIGITAL (College Management System) is used to ensure transparency of the examination process.

In recent years special re-examinations are being conducted for students missing the original exam due to sickness or other legitimate reasons like participation in sports or inter collegiate, interuniversity competitions. These examinations are conducted in the fifth semester for undergraduates and third semester for postgraduates. This has helped the student to save a year (SAY).

The process for re-valuation is also available on- line and the process is conducted within a short period. The Sessional Assessment and Malpractice Committee is in place to handle grievances and malpractice.

The Program outcomes, program specific outcomes and the course outcomes are spelled out in the syllabus and passed on to the students in their handbooks. These outcomes are broadly as follows: adaptive thinking, design mindset, computational thinking, self-directed lifelong learning, effective communication in English and one another Indian language, Individual and team work, national and world wide affairs and ethics. suitable rubrics are used to evaluate these outcomes. The total assessment of the student is based on final

assessment plus sessional assessment which include course outcome weightages. Further the program educational objectives are measured by way of employer satisfaction survey undertaken annually, placement records of students and finally internal and external audits conducted.

The Program outcomes are regularly reviewed by the Board of Studies, Academic Council and the IQAC. The review process of validating outcomes consists of the following: performance in curricular and extra curricular activities, blue prints consisting of rubrics to measure specific course and program objectives, student progression, placement , feedback from stakeholders, student feedback, and internal and external audits by IQAC and Managements audit of departments. Based on the results of these evaluative processes necessary correction is undertaken by the IQAC through the Boards of Studies and the Academic Council.

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| Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3) | |
|---|--|
| 3.1 | Promotion of Research and Facilities |
| 3.2 | Resource Mobilization for Research |
| 3.3 | Innovation Ecosystem |
| 3.3.1 QIM | Institution has created an eco system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge |
| 3.4 | Research Publications and Awards |
| 3.5 | Consultancy |
| 3.6 | Extension Activities |
| 3.6.1 QIM | Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years |
| 3.7 | Collaboration |

Qualitative analysis of Criterion 3

The College has a history of innovation and entrepreneurship and with autonomy there has been a spate of innovative steps undertaken to make higher education vocational and job oriented with focus on entrepreneurship skills. The Teresian Innovation and Business Incubation Centre (TBIC) is one such initiative. The B. Voc. Program in Food Processing Technology has a retailing unit on campus to provide students with a production floor to shop experience. The Department of Physics has initiated an LED bulb startup which has won the Energy Conservation Award from the government of Kerala in 2018. The college has nurtured a number of entrepreneurs who are now alumnus and display their entrepreneurial skills in the campus during the annual Christmas sales. The Entrepreneur Development Centre (EDC) commenced in 2005 has established links with KITCO, IIT Kharagpur, TIE Kerala to promote entrepreneurship on campus. The Social Entrepreneurship Unit (STEP) Society of Teresian for Environmental Protection provides Earn While You Learn (EWL) opportunities to the students by encouraging manufacture of cloth bags, mobile pouches etc. The Kerala Startup Mission has provided a grant of Rupee 2 lakhs for a boot camp for 200 students and 10 faculty. KSIDC has provided funds for Rupees 5 lakhs for integrating the college extension activities with Kudumbashree and other SHG's. The Department of French has launched its own Travel and Ticketing Desk and handles all the tours for faculty and students. however the IPR protocol needs to be more proactive.

In keeping with the vision and mission of the foundress the college focuses on sustainable livelihood and enhanced human well being through application of knowledge and innovation for transformative action. Towards this end the college has reached out to the neighborhood community through various extension programs. The Teresian Rural outreach Program (TROP) ensures that every student spends 22 hours working with rural schools, women, adolescents, and migrant workers to enhance their communicative skills and provide them with socially useful projects such as waste management, digital literacy and environmental protection. Other outreach programs are conducted by NSS, NCC, YRC, BhoomithraSena (green initiatives) and Society of Teresians for Environmental Protection (STEP). During the current assessment period 1124 outreach activities covering 23,000 beneficiaries have been undertaken. Regular medical camps, blood donation drives, AIDS awareness, plastic eradication, Traffic awareness, tree planting, water conservation are a sample of the activities carried out.

Some of the unique activities carried out are Urjakiran energy conservation drive 2013 to 2018, SWATCH BHARATH ABHIYAN in the adopted villages, e-Jaalakam initiative was adjudged in the Gold category by

the Kerala government for outstanding service in e-governance by academic and research institutions. The college has also partnered with the Kudumbashree Self Help Groups to produce cloth bags.

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| Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4) | |
|---|--|
| 4.1 | Physical Facilities |
| 4.1.1 QIM | The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc |
| 4.1.2 QIM | The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities |
| 4.2 | Library as a Learning Resource |
| 4.2.1 QIM | Library is automated using Integrated Library Management System (ILMS) |
| 4.2.2 QIM | Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment |
| 4.3 | IT Infrastructure |
| 4.3.1 QIM | Institution frequently updates its IT facilities including Wi-Fi |
| 4.4 | Maintenance of Campus Infrastructure |
| 4.4.2 QIM | There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. |

Qualitative analysis of Criterion 4

The college is located in the heart of Ernakulam city and is currently spread over three campus's of 5.76 acres covering the Art's Block, The Central Block and the Science Block. Keeping in mind the expansion requirements the college management had procured 8 acres of land in the suburbs and 1.88 acres of wet land for multidisciplinary research in farming and environmental protection.

The campus is well equipped with 113 classrooms with LCD facilities, 8 Smart Classrooms, 4 Seminar Halls, e-learning center, audio-visual room with videoconference facility, multimedia lab, language lab and business center.

The IT infrastructure consists of 283 computers, 9 copywriters and 59 printers. The Science labs are all well equipped.

The college optimizes the use of its infrastructure between 8.30 am and 3.30 pm. After regular classes are over value added programs, certificate courses and zero hour is conducted. Being centrally located the college is used on weekends and holidays for conducting UPSC, Medical entrance, engineering entrance, Bank recruitment and other such examinations. IGNOU also has a distance education center on the campus.

A community college is also located in the campus with a well equipped lab to train students in Nursing skills for appointment as Health Assistant in hospitals.

Though the main campus is constrained by space, adequate provision has been made for sports and cultural activities. A multi purpose indoor sports facility provides space for training students in basketball, Kho-Kho, yoga, table-tennis, badminton, kabbadi, volley- ball and aerobics. Specialized coaches are appointed to train the students in these disciplines of sports. The college has bagged several prizes at the intercollegiate, district, university, state and national levels.

The Platinum Jubilee Auditorium in the Art's Block is well equipped for cultural activities. The annual

Teresian Week showcases 52 cultural and literary events. Some of the regular co-curricular activities conducted are the talent day, Arts day, College Annual Day, Department Associations and various club activities.

A Diet Clinic in collaboration with the British Biological Ltd. Functions in the Home Science Department. This clinic is equipped with a whole- body scanner to identify obesity.

A modern canteen operates on campus. Lifts and ramps are provided for differently abled students and faculty. The college library located in the main campus covers 1679 sq. ft. over three floors, with a seating capacity of 500 and is equipped with 100004 books. There is an extension library operative in the science campus. The library is fully automated and makes use of software such as SPAN, SPACE AGE, SOUL, KOHA and ILMS. These softwares are user friendly and enable document searches. The Web based OPAC provides students with remote access to the Library. However there is no visible databases in the repository and the current contents are manually displayed.

The e-library has a repository of 3 crore books, 107 e-journals and 7 servers. Login passwords are provided to students and faculty for the UGC INFLIBNET, N-LIST and e-book access. The library has 37 computers, e-readers and lap top loan facility. Through a LAN network access is given to D Space repository. There is an Internet access of 50 MBPS, biometric door security system, RFID books tags prevent pilferage of books. CCTV surveillance also helps to monitor activities in the library.

The library organizes special workshops and seminars for staff and students to inculcate research culture. At the commencement of the academic year orientation programs are conducted for the freshers on the use of the library resources.

To cater to the mobility of differently abled students lifts and ramps are provided. Several facilitating softwares like JAWS, NVDA, SARA instant text reading machines, Pearl portable software with open book scanners all provide access to visually impaired students to the library resources.

The Mother Veronica Library was established in 1925 and it houses 213 rare books which include international, national and local collections. 605 rare books published in 1925 and recently 309 books have been added to this category. The library has e-access to rare book collections and the open source archives provide additional access. The library Archives has 590 collections with journal archives, newspaper archives, 387 Cd/ DVD's in addition to digital archives.

In keeping with the requirements for automation and digitalization the college has equipped itself with 283 computers, 117 projectors, 2 browsing centers, 5 high speed Internet connections of 50 MBPS, 2 of 20 MBPS, 1 of 30 MBPS and 1 of 40 MBPS speeds. There is also an NME connection with 30 MBPS speed. All the software used are licensed and these include Office 365, Knowledge Pro, KOHA, SPSS, Coral Draw, Firewall (Sonic Wall) DIGNA (campus management software. The campus is WIFI enabled. 4 digital displays, fully automated library, bio metric devices, cameras, surveillance equipment and door lock punching facility are some of the digital infrastructure used. Keeping in mind the student strength and the interactive teaching pedagogy there needs to be more interactive devices to enable effective student interaction.

The campus is neat and well maintained. The College Planning Committee comprised of the Principal, IQAC coordinator and Academic deans plan for the college infrastructure and take care of its maintenance. The summer vacation period is utilized for the repair and upkeep of the buildings and equipment. The IT infrastructure and labs are maintained by Instrumentation Maintenance Assistants who are full time employees

of the college. Branded equipment and software are under AMC with the respective companies. Full time gardeners take care of the college green spaces. The Finance Manager monitors the housekeeping staff and overlooks campus maintenance issues.

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| Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5) | |
|---|--|
| 5.1 | Student Support |
| 5.2 | Student Progression |
| 5.3 | Student Participation and Activities |
| 5.3.2 QIM | Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution |
| 5.4 | Alumni Engagement |
| 5.4.1 QIM | The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years |

Qualitative analysis of Criterion 5

The college has an active Student Union which functions under the direct supervision of the two academic Deans. The Student Union plays an active role in facilitating the activities of the various clubs and associations and acts as a nodal point for collectively representing the views of the student community with the faculty and college management. Members of the Student Union are also part of the library advisory committee and it also edits the College Magazine. The Student Union plays an active role in social events, community projects, and outreach activities. The Class representative and the prefects assist the student Union in activities such as the fund-raising drives. The Department of Computer Science has come up with a digital voting system to facilitate Student elections as a paperless 'Green' protocol.

The college organizes a plethora of events and activities for its students both inside and outside the campus. The Teresian Week festival is an important event with several literary and cultural events and competitions. This festival grooms students for the intercollegiate competitions and the college has won the overall Championship at the Mahatma Gandhi University Youth festival 23 times and were declared runner up 8 times. The college was relatively backward in its sports ranking occupying the 33rd position but now the performance of the students has improved, and the college has moved up to the 7th position.

The college has an active and functional Alumni Association viz. Association of St. Teresa's Alumnae (ASTA). It is a registered organization and it plays an active role in the functioning of the college. The college Alumni find a place on the following bodies and activities: Boards of Studies, Advisory Committee, Feedback Collection, Fund mobilization, Scholarships for needy students, Value education, remedial classes. It is notable that they have helped the college to mobilize 30 crore Rupees for the construction of the Central Block.

ASTA meets annually and has chapters in the cities of Delhi, Chennai, Bangalore and Mumbai. ASTA plays an important role in the Annual Christmas sale and several entrepreneurs display their products for sale and fund mobilization. ASTA has instituted an award for Alumni achievers. It also involves itself in CSR activities and has provided an electric buggy to the Railway station in Ernakulam. It has also played a notable role in flood relief activities in 2018.

| Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6) | |
|---|--|
| 6.1 | Institutional Vision and Leadership |
| 6.1.1 QIM | The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution |
| 6.1.2 QIM | The institution practices decentralization and participative management |
| 6.2 | Strategy Development and Deployment |
| 6.2.1 QIM | Perspective/Strategic plan and Deployment documents are available in the institution |
| 6.2.2 QIM | Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism |
| 6.2.4 QIM | Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions |
| 6.3 | Faculty Empowerment Strategies |
| 6.3.1 QIM | The institution has effective welfare measures for teaching and non-teaching staff |
| 6.3.5 QIM | Institution has Performance Appraisal System for teaching and non-teaching staff |
| 6.4 | Financial Management and Resource Mobilization |
| 6.4.1 QIM | Institution conducts internal and external financial audits regularly |
| 6.4.3 QIM | Institutional strategies for mobilisation of funds and the optimal utilisation of resources |
| 6.5 | Internal Quality Assurance System |
| 6.5.1 QIM | Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes |
| 6.5.2 QIM | The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms |
| 6.5.5 QIM | Incremental improvements made during the preceding five years (<i>in case of first cycle</i>) Post accreditation quality initiatives (<i>second and subsequent cycles</i>) |

Qualitative analysis of Criterion 6

The college is owned and operated by the CSST Congregation which is a Christian religious organization. Despite its status as a Christian minority institution it follows a system of governance that is secular with a proactive management which believes in the underlying philosophy of delegated and shared responsibility in a climate of mutual trust. The vision and mission of the college promotes inclusiveness and collaboration for achieving its objective of academic excellence with specific focus on women empowerment and preferential option for the poor.

The governance structure is headed by the Board of Management under which the General Body which is the policy making organ of the college functions. The Advisory committee and the Local Management Committee aid and assist the Board of Management in its functioning. The head of the CSST Educational agency is the head of the Board of Management and the Director of the college represents the manager. The Governing Council consisting of the Principal, Faculty, Alumni and representatives from the university oversees framing

policies and executing them. Under this overall governance structure the Academic Council, Boards of Studies, Finance Committee, IQAC and the UGC Cell function.

The day to day functioning of the college is under the leadership of the Principal who heads the College Council. The College council consists of Principal, Controller of examinations and Heads of Departments. All major administrative decisions are made through interacting with various stakeholders such as Student Union, Staff Association, Parent Teacher Association, Alumni Association and the Advisory Committee.

The IQAC sets standards for curriculum, teaching, learning and testing and works to promote innovation, interdisciplinary and multidisciplinary programs. Teresian Research and Consultancy Cell (TRAC) supports research activities and encourages collaboration with Government aided research institutions.

Faculty members are groomed to take leadership roles and towards this end they are sponsored to attend leadership seminars and workshops. Several in house and external training programs are conducted by the IQAC to inculcate the quest for excellence and pursuance of holistic culture in the campus.

The management of the college is decentralized and participative. To illustrate this the college has cited its Campus Development Project 2015 as a sample case. This project was implemented after the award of autonomous status to the college. The Advisory Board to initiate Organizational development consisted of six committees each of which had four serving faculty taking responsibility to work out strategic plans. Each of these committees consulted the stakeholders viz., retired staff, well wishers of the college, parents, employers etc. and after collating their opinions a final recommendation and decision was made on the future organizational trajectory of the college. Yet another instance of collaboration is the case of various stakeholders being brought together to raise funds to the tune of 30 lakhs for the purchase of 37 cents of land to construct the Central Block.

The college has a clear perspective plan of incremental growth to become the first Women's University in the state of Kerala. Towards this end it has acquired autonomous status in 2014 and has commenced 16 new programs in emerging areas. It has also gone ahead in modernizing its infrastructure and purchasing two additional campuses for the purpose of expansive growth.

The college has a clear-cut plan to keep its programs relevant to the present milieu. The B. Voc courses commenced, the thrust given to entrepreneurship, communication skills, environmental sustainability are all in line with its vision and mission. The college has invested much thought in identifying its growth trajectory by consulting documents such as the "Future Work Skills 2020", "Trends in Global Higher Education" (UNESCO 2009), American Association of Higher Education and the Kerala Higher Education Council. The College has deployed its human and financial resources diligently to satisfy all the recommendations made by the Peer Team in the third accreditation cycle.

All the statutory bodies required under the university and UGC norms for an autonomous college have been fulfilled by the institution. At the Management level the Board of Management, General Body, Planning and Monitoring Board and the Local Management Committee are all headed by the Head of the CSST congregation. The Statutory bodies such as the Governing Council, Academic Council, Boards of Studies, Planning Committee, Finance Committee and the IQAC function under the jurisdiction of the Principal and are the policy framing and executing bodies. The Director represents the management on these bodies. The two Deans have the responsibility of promoting academic excellence, student welfare and other welfare

measures.

The Student Union takes responsibility along with the faculty to organize student activities and promote student welfare. The Student Support Cell, Equal Opportunities Cell, Placement Cell, Council for Value Education, Discipline Cell, Grievance Cell, Parent Teacher Association and Alumni Association are other stakeholder bodies which play an active role in actively realizing the vision and mission of the institution.

All the statutory and non statutory bodies have their minutes recorded and action is taken to ensure that the resolutions are translated into concrete action. Some of these resolutions have resulted in the B. Voc. Program and the Community College for enhancing skill development as envisaged in the NSQF. New programs in Bharathanatyam, Travel and Tour Management, Fashion Designing and PhD. In Fashion Designing and apparel Management in collaboration with industry related partners are other instances of the effectiveness of the college statutory and non-statutory bodies. There is a need to interlink the the IQAC recommendations into the minutes of statutory bodies so as to ensure proper and effective implementation.

The college has implemented several schemes for the welfare of the teaching and non-teaching staff. Many workshops and training programs have been conducted for augmenting the skills of the staff. Group insurance, provision for interest free loans, Financial support for house construction for the NTS, Medical aid, preference for the wards of the staff in admissions, Jobs on compassionate grounds and free annual medical check up are some of the welfare measures provided.

For the faculty, the college ensures timely promotions as per UGC norms, incentives are given for research publications, free WIFI connectivity, tours and picnics, Common celebration of festivals, staff hostel accommodation, Seed money to attend seminars and conferences, leave for extension and community work, Support to take up leadership roles in civic bodies and social organizations, Orientation for faculty and NTS at the beginning of every academic year and periodic training for enhancing digital skills are some of the many measures taken to cater to the well being of the teaching and non-teaching staff of the college.

There is a multi-level appraisal system in place to monitor the progress made by the different components of the college. The Director and the Principal conduct performance appraisal for all the departments, administration and Controller of examinations. These appraisals consist of open interaction to identify the SWOT for the institution. The IQAC organizes the Academic and Administrative (AAA) Audit. The performance of the teaching and non-teaching staff are appraised through self-appraisal format, and feedback from students. The teacher handbooks are audited by the heads of the departments and the principal and individual feedback is provided online through a Teacher Portal interface.

There is a systematic process adopted for budgeting and disbursement of funds. The Director, Principal and Heads of the Departments prepare their estimated budgets before the commencement of the academic year. The Planning Committee allots the budgets after carefully assessing the requirements under each category. The Budget is then forwarded to the Finance Committee which is the statutory body for approving the budget and allocating funds. All the Purchases are made with the due approval of purchase committee. The Head accountant and the principal maintain all the accounts.

The college has a reserve corpus fund to be used as matching grants for all the grants received from Government and UGC. The college has received grants from UGC XII plan, College with potential for Excellence, DST/FIST, DBT Star college and funds for the B. Voc and community college.

The State government Additional Skill Acquisition Program provides funds for the Walk with the Scholar and

Student Support Programs. Funds are also mobilized through the help of well wishers and stakeholders, MLA, MP Local Area Development Program and CSR of the Cochin Shipyard.

The IQAC has played a pivotal role in the enhancement of the academic quality of the institution. After award of autonomous status, the IQAC has organized workshops to train the faculty in syllabus framing with program objectives and specific outcomes of learning. A two day National workshop was conducted on curriculum and syllabus restructuring to ensure scientific course design. The common institutional vision was superimposed on the curriculum to match it with the institution's vision and mission. The Specific outcomes linked with employability as acquired through the Future Work Skills 2020, Trends in Global Higher Education etc. were translated into a common syllabus template to ensure uniformity of curriculum framed for the institution. In these templates each syllabus module was matched with graduate attributes. Faculty were also guided to provide a common blueprint for final assessment of students.

Efforts of the IQAC resulted in review and revision of the syllabus in 2015 and 2018.

IQAC was instrumental in identifying the best practices of some departments and adopting them at the institutional level. The extension Program TROP was one such attempt. The efforts of the IQAC systematized the Program and integrated it into the curriculum through the Academic Council by converting it into a one credit program. Many innovative programs such as the E- Jaalakam, I- connect, Say no to Drugs, BhoomitraSena etc. were actively promoted by the IQAC and the college has been the recipient of many state, regional , National and International awards for these projects.

The teaching, learning and testing process is subject to systematic reviews by the IQAC. This is undertaken through Academic and Administrative Audits. The process of audits is well conceived and executed and comprises peer reviews and external assessments. The peer reviews help in identifying best practices and inspire faculty to make continuous improvements in the process of teaching, learning and testing. The external audits help in maintaining objectivity and consolidating the institution SWOT analysis. The IQAC proactively seeks innovative ideas from students, faculty, employers and alumina. As a result of the feedback major reforms are carried out. The collaborative learning program comprised of Techno-Pedagogy is one such reform which seeks to facilitate blended teaching, learning and testing using Learning Management system. Under this, faculty are trained in the use of MOOC courses and provided a positive incentive for e-content development of courses on SWAYAM and NPTE platforms. Some departments have also commenced using MOODLE for conducting internal examinations. The new Multimedia Lab is fully equipped to facilitate ICT and Techno-Pedagogy.

The college strives to make sustained efforts for continuous improvement and progress. The grant of autonomous status has given a boost to academic activity on campus. 21 new programs have been launched this comprises 8 Undergraduate, 10 postgraduate and 3 M. Phil Programs. In addition 2 new B. Voc. Programs and one Community College have also been commenced. Thus the Programs offered have increased from 25 in the third accreditation cycle to 46 in the present cycle. Enhanced quality of teaching and learning has been facilitated using ICT and MOOCs. International collaborations have been facilitated through the establishment of Teresian International and 17 functional MoU's have been signed for collaborative ventures. The college has formulated a new Environmental Policy with a green protocol for the campus. A social Entrepreneurship unit under STEP has enabled the college to work with self help groups and disadvantaged communities in a more integrated fashion. The Earn While You Learn Project the Innovation and Entrepreneurship Development Centre with 4 incubation centres has give a boost to self-employment prospects for students. The E- Jallakam, BhoomitraSena, Urjakiran, I-connect and " Say No to Drugs " are programs which have won local, regional, national and international awards. In the present accreditation cycle the college had added

infrastructure worth 3,407.42 lakhs and has constructed a new Multi-media lab for 40 lakhs.

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| Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7) | |
|---|--|
| 7.1 | Institutional Values and Social Responsibilities |
| 7.1.2 QIM | Institution shows gender sensitivity in providing facilities such as a) Safety and Security b) Counselling c) Common Room |
| 7.1.5 QIM | Waste Management steps including: • Solid waste management • Liquid waste management • E-waste management |
| 7.1.6 QIM | Rain water harvesting structures and utilization in the campus |
| 7.1.7 QIM | Green Practices • Students, staff using a) Bicycles b) Public Transport c) Pedestrian friendly roads • Plastic-free campus • Paperless office • Green landscaping with trees and plants |
| 7.1.18 QIM | Institution organizes national festivals and birth / death anniversaries of the great Indian personalities |
| 7.1.19 QIM | The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions |
| 7.2 | Best Practices |
| 7.2.1 QIM | Describe at least two institutional best practices (as per NAAC Format) |
| 7.3 | Institutional Distinctiveness |
| 7.3.1 QIM | Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust |

| Qualitative analysis of Criterion 7 |
|---|
| <p>As a Women's college many steps have been taken to ensure the safety and security of students faculty and staff. CCTV camera have been installed for 24-hour surveillance; Security guards are deployed. The movement of students and faculty are recorded through movement registers. Digital hour wise attendance is recorded.</p> <p>Gender Sensitization is an integral part of the curriculum and additionally the NSS and Women's Cell conduct awareness programs on cybercrime. The e-Jaalakam Project helps women to link up to the e- governance portal of the government of Kerala and thus they can reconcile their problems. Two units of counselling are set up in the college with part time councilors available for two days in a week in the A and D blocks of the college.</p> |

All amenities for women students such as enough rest rooms, two common rooms, state of art cafeteria, gym plaza and sick room with first aid and health care facilities are available for the use of the students, faculty and staff.

The College has formulated its own Green Protocol for environmental protection and sustainability. Under this protocol regular green audits are conducted. The campus has adopted the RRR policy for waste management (Reduce, Re-use and Re-cycle) Under this all waste generated on campus is segregated into degradable and non-degradable categories. Waste generation is reduced by avoiding the use of plastics, disposable cup and plates, flex boards and instead using ever silver tumblers and plates, cloth bags and digital display boards. The degradable waste is fed to bio-gas plants on campus. Incinerators take care of the sanitary wastes. The water used in the hostels is recycled to the water purification plant and then used in toilets and for gardening. The NSS Unit has linked up with the Government of Kerala initiative plan@earth to dispose off e-waste.

There are rainwater harvesting structures in the Art's and Science Blocks of the college. Water from the roof tops is harvested into a tank in the Art's block which has a storage capacity of 30,000 litres. In the Science block the water is diverted to a well. All the tarred surfaces have been replaced with interlocking blocks with some space provided for water to sink into the earth.

The college encourages the use of eco-friendly practices. Towards this end it has an organic farming plot to grow vegetables with harvested rainwater and re-cycled water. Faculty and students are encouraged to use public transport, and 29th of every month is observed as "Public Transport Day". Most of the faculty and students i.e. 69% of them use public transport. The college encourages its students to wear Khadi once a week and this is promoted by the department of fashion design. As mentioned earlier the college environment policy and green protocol are all aimed at curbing carbon emission.

The college observes all National Holidays and festivals with special functions, events, competitions and service to society. In a secular fashion all Festivals like Onam, Diwali, Ramzan and Christmas are celebrated with enthusiasm on campus. The Teresian Week Celebrations, College Day, sports day, various club and departmental associations organize special celebrations on day of importance commemorative of Legends and historically significant days in the calendar.

The college maintains transparency in its financial transactions by subjecting its balance sheets both for internal and external audit procedures. The audited accounts statement for 3 years is displayed on the college web site to ensure transparency. All financial transactions are on line thus ensuring total accountability.

The College identifies TROP Teresian Rural Outreach Program as its best practice and has worked over the years in perfecting it and integrating it into the curriculum as a one credit course which is compulsory for all students. TROP is in keeping with the colleges mission of option for the poor and character building for socially responsible citizenship.

The distinguishing feature of the college is its adherence and commitment for holistic education and emphasis on providing a platform for the all-round personality and skill development of its students. Towards this end the college showcases the literary and artistic talents of its students it provides a training ground for negotiating differences, encouraging inclusiveness and total commitment to excellence. The leadership and organization skills of the students are honed through the various curricular, extracurricular and outreach programs. The Teresian week encourages creativity and team spirit. The music club provides training in instrumental, classical and western music. The Teresian Western Choir has won many accolades. The Poets Club, Fine Art's Club, Debating Club etc. are all acclaimed for their display of student talents. The college

has been rewarded with the Mahatma Gandhi University Youth Festival Championship for 23 years in a row.

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Section III: OVERALL ANALYSIS based on Institutional strengths, Weaknesses, Opportunities & Challenges (SWOC) (up to 500 words)

Strength

Strengths:

1. College is strong in providing holistic education
2. The Faculty of the college are well qualified and some are recipients of regional, state and national awards.
3. The College has a truly participative and secular governance system.
5. The college has an excellent social focus and caters to the needs of the local community.
6. Good focus on entrepreneurship and employability skills.
7. College has a laudable Green protocol.
8. Recognised for curricular, extracurricular, cultural and sports at regional, national and international levels.
9. Faculty commitment and bonding with students is laudable.

Weakness:

1. The current campus space limits expansion.
2. College is constrained by the statutes of the university.
3. Limited access to technology for pursuing MOOC's and other self-learning modules.
4. Limited equipment and facilities for research in the common instrument center.

Opportunities:

1. The college has the potential for becoming a University.
2. The college can attract international students.
3. More industry interaction will strengthen the vocational focus.
4. Collaborations and sponsored research programs can be undertaken.
5. The newly procured campus once developed will facilitate increase in the number of PG and research programs.
6. Alumni potential for institutional development.

Threats:

1. The College will have to attain full financial sustainability to achieve its future plan to develop into a university.
2. Being in an eco-sensitive coastal zone College is susceptible to disasters.
4. Heavy dependency on government grants.

Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- The college may acquire more computers to cater to the needs of blended learning, use of MOOCS , MOODLE etc.
- The documentation of various processes may be properly streamlined and maintained as per the various statutory bodies requirements
- The Library may provide a Digital current content analysis on a monthly basis for the Faculty and students
- The library may acquire databases and reference books appropriate to the areas of research
- The existing ICTs needs to be strengthened with emphasis on students interactivity
- Center for women's studies may introduce new programs in Women and Development and Women in Development.
- More focus may be given on adopting a proactive IPR protocol.
- The college must integrate Pos, PSOs, SOs and Cos into teaching and assessment methodology
- The college may implement a complete end to end ERP solution to integrate curriculum, teaching learning and assessment with Pos, PSOs, SOs and Cos.

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

NAAC

| Sl.No | Name | | Signature with date |
|-------|------------------------------------|---------------------|---------------------|
| 1 | DR. SAILABALA PADHI | Chairperson | |
| 2 | DR. ANNE MARY FERNANDEZ | Member Co-ordinator | |
| 3 | MS. VEENA JAKKENAHALLI SIDDAPPA | Member | |
| 4 | MR. B.S. PONMUDIRAJ | NAAC Co - ordinator | |

Place

Date

NAAC