

## REPORT ON ORIENTATION FOR NEW FACULTY MEMBERS

The college organized a two day Orientation Session for new faculty members in the Arts Block Auditorium on 6<sup>th</sup> to 7<sup>th</sup> June,2013. The resource person was Dr.Kala M.S, Senior Faculty,Department of Physics and Mrs.Sudha Balachandran, Retired Faculty, Department of Malayalam. Twenty faculty members with less than two years experience attended the programme.

They were wonderful orators who talked with zeal and purpose. The session although began with a formal tone, gradually shifted to a more comfortable zone and everyone thoroughly enjoyed it. The speakers shared their experiences as to how their career began as teachers of this prestigious institution and finally how they were moulded into better human beings by the life experiences they gained here. The young teachers also shared their views and challenges they face. The faculty members were sensitized regarding their role as educators and the immense responsibility they had in transforming and moulding the young minds.

**Outcome:** The Orientation Programme for the new faculty members instilled the core values of the institution and passed on the traditions of the college to them. This programme inspired them to aim for quality and standards of Excellence in every field of their activity which is the hallmark of the institution.



## REPORT ON IT TRAINING FOR NON TEACHING STAFF

The college organized a one day hands on training on MS Office for non teaching staff in the Computer Lab of the College on 7<sup>th</sup> June, 2013. The resource persons were Mrs. Sheeba Emmanuel and M. Sangeetha, Faculty of Department of Computer Applications. Thirty non teaching staff attended the programme.

The objectives of the workshop were to train the non teaching staff regarding the basics of data entry and data processing using MS Office and to familiarise them with the basic principles of using computers for office management. The hands on workshop was an excellent opportunity to familiarise the office staff with MS Office and was well appreciated by them.

**Outcome :** This particular programme was an instrumental in equipping the non teaching staff to computerise the various arenas of administration, examination, documentation, electronic communication which definitely enhanced the overall quality of College Office.



## REPORT ON TRAINING FOR IQAC REPRESENTATIVES OF VARIOUS DEPARTMENTS

As documentation becomes more and more integral in academic institutions, a training was convened for IQAC members, including student representatives of each department .Administrative experts and IQAC Coordinators elaborated on details of how to meticulously collect details and proof of academic and co curricular activities of Staff and students before uploading the AQAR each month .

The training was organized in the Audio Visual Room, Science Block on 19<sup>th</sup> June ,2013.Twenty two faculty and student members attended the training. The faculty and students found the training programme very useful as it created a uniform platform to clear doubts and ensured uniformity in documentation process of the college.

**Outcome:** The participants were inspired to see their role as facilitators rather than merely instructors of the knowledge building process. The programme facilitated an effective collaboration and sharing of new ideas and solutions to the barriers that hinder quality in Higher Education and provided insights on modern practices in education . This programme resulted in the enhancement of the quality of better documentation and programme planning.



**DEPARTMENT OF HISTORY**  
**NATIONAL SEMINAR (2013)**

The department of history St. Teresa's college organized a UGC sponsored national seminar on the topic **"Indian Environmental : Lessons from History"** on 25<sup>th</sup> and 26<sup>th</sup> November, 2013 at 9.00 am. The key resource persons were Dr. M.R. Raghavan Varrier, Dr. K.V Kunjikirishnan, Dr.Pius Malekandathil, Dr. P. Vasumathy Devi and Dr. Sebastian Joseph. There were paper presentations during the afternoon sessions of Day 1 and Day 2.



## REPORT ON ONE DAY SEMINAR ON WOMEN IDENTITY AND REPRESENTATION

The College aims at the integral formation of intellectually creative, emotionally mature , morally responsible, spiritually enlightened and socially committed and truly liberated young women who will reposition themselves as self reliant and responsible individuals who would transform society. It is certainly a well known fact that values are caught , not taught. Therefore to live values so that they are caught by the students, much effort is taken to groom the non teaching faculty as well.

The college organized a one day Seminar On ‘Women Identity and Representation’ for the Non teaching staff of the college on 16<sup>th</sup> October,2014 .The resource persons were Senior Retired Faculty, Smt.Philomina and Dr.Sr.Ancita. Thirty two non teaching staff attended the programme.The non teaching faculty appreciated the talks and were inspired to work in tune with the mission and vision of the College.

**Outcome:** This programme resulted in identifying ways and means of empowering and transforming the participants into socially committed citizens .The participants were oriented towards the goal of the college which would mould them as self reliant and responsible women who would transform our society.



## REPORT ON ONE DAY SOFT SKILL WORKSHOP FOR NON TEACHING STAFF

Soft skills are a combination of people skills, social skills, communication skills, character or personality traits, attitudes, career attribute, social intelligence and emotional intelligence quotients among others that enable people to navigate their environment, work well with others, perform well, and achieve their goals with complementing hard skills. Soft skills include common sense, the ability to deal with people, and a positive flexible attitude.

A one day workshop was conducted for Soft skill training of selected 28 non teaching staff on 18<sup>th</sup> October 2014 .The venue was Main Block Auditorium. The trainer was Dr. Edwin Xavier, Former Principal, St.Paul's College, Kalamassery, through an activity oriented session which imparted the nuances of soft skills to the non teaching staff. The workshop was a huge success.

**Outcome:** The programme enabled the participants to handle stress and enjoy the fun, laugh amidst problems, team work and mutual support. Overall the programme helped them to gain confidence and courage to face various problems in life.



## **REPORT ON ONE DAY PROGRAMME ON STRUCTURING AND DESIGNING THE SYLLABUS**

Renewing and updating the curriculum and syllabus is an essential ingredient in any vibrant Academic System. Realising the need and relevance of this exercise in maintaining the standards of Higher Education, on 30<sup>th</sup> October 2014, a one day programme was organised in the Arts Block Auditorium, St. Teresa's College on Structuring and Designing of Syllabus for the faculty members. 138 teachers attended the same. The resource person was Dr. Rajan Gurukkal, Former Vice Chancellor of M.G University, Kerala, a great Academician.

The objectives of the programme were to introduce the faculty to UGC stipulations in Syllabus Restructuring, how to identify the lacunae in the present syllabus and develop a curriculum suitable for our stake holders to achieve global standards in their respective discipline. The faculty greatly appreciated the session.

**Outcome:** The session enabled the participants to design a curriculum which would provide quality, integral education which is career oriented. The programme ignited the spark to mould our students and train them to cater to the needs of the nation at the same time giving them world class exposure in their respective disciplines.





## REPORT ON ONE DAY TRAINING PROGRAMME ON MENTORING

Mentoring is a learning and development partnership between someone with vast experience and someone who wants to learn. Interaction with an expert may be necessary to gain proficiency for almost all students. Mentorship involves psychosocial support, career guidance, role modeling, and communication. The significance of mentoring in the higher education arena is even more relevant today.

A one day training programme on Mentoring was organised on 20<sup>th</sup> January 2015 at the Arts Block Auditorium for all faculty members. 133 faculty attended the same. The resource person was Dr. Justin Padamadan, renowned Psychologist and Orator. He elaborated on the difference between coaching and mentoring, specific mentoring skills and introduced useful mentoring exercises. The faculty gained insights on the role of a mentor and the process of mentoring very effectively and were motivated to take it to the student community.

**Outcome:** The training enabled teachers to inculcate the values of social consciousness, moral awareness and responsibility. The faculty were given tips on handling Gen 'X' in the 21<sup>st</sup> century. The teachers were enabled to identify the potential and talents of students and instill confidence in them. Listening skills were practiced by the participants by various activities.



## REPORT ON ONE DAY SEMINAR ON PROFESSIONAL ETHICS FOR TEACHERS

The College motto – The Fear of the Lord is the beginning of wisdom ( Prov 9.10 ) The verse is a reminder to teachers and students that true wisdom comes from God and is given to those who have reverential Love for God. The College envisions a life oriented education that empowers students to work for the integrity of creation as envisaged by the Foundress , Mother Teresa Of St Rose of Lima. A guideline to stream the thoughts and work of the faculty and students in necessary to carry this noble ideals forward in this fast changing society where the lines that demarcate the good and bad, the right and wrong are subtly disappearing .

Hence a one day seminar on Professional Ethics for Teachers was organised on 25<sup>th</sup> March, 2015 for the Faculty.133 faculty attended the same. The venue was Arts Block Auditorium. The faculty were addressed by Professor M.G Sethuraman, Department of Chemistry, Gandhigram University.

The faculty members were sensitized regarding their role as educators and the immense responsibility they had in transforming and moulding the young minds.

**Outcome:** The teachers were inspired to decipher the thin line demarcating ethical and unethical practices and be genuine and committed. The core values of Commitment, continued learning and healthy relationships with fellow teachers, parents and students were stressed upon. Teachers were oriented to extend their role beyond class room as guides and counsellors to create an atmosphere that is conducive to learning and to improve the quality of education system.



## REPORT ON ACADEMIC RETREAT

Before the beginning of the new academic year 2016-17, all the faculty attended an Academic Retreat on 26<sup>th</sup> and 27<sup>th</sup> May, 2016. The venue was Platinum Jubilee Auditorium. A total of 179 faculty members attended the same. The sessions were led by Dr. Samuel Johnson K. VIT University, Chennai and team. His areas of expertise are Multiple Intelligence, Mind Mapping, Brain and Learning, Educational Technology, Alternative Teaching Methodologies, Experiential Learning, Out-Bound Training and Finishing Skills. He gave an overview regarding these areas and stressed on importance of applying these in higher education sector.

**Outcome:** Academic retreat paved way for teachers to have a regular self assessment and to re energise themselves, recognize student strengths and create opportunities to have specific feedback from students which will help them improve their future endeavours.



## **REPORT OF SEMINAR ON 'NANOTECHNOLOGY IN MOLECULAR MEDICINE'**

The seminar was organized in the Department of Zoology on 27<sup>th</sup> January 2016. Seminar was inaugurated by Rev. Dr. Sr. Vinitha, Director, St. Teresa's College, Ernakulam. The key note address was delivered by Dr. Ullas Moni, Assistant Professor, Amrita Centre for Nanoscience and Molecular medicine. He elaborated on the current relation between nanoparticles and its usage in molecular medicine. He also illustrated the various types of new equipments which is used in the field of molecular medicine. About 120 students from the Department of Zoology benefitted the same. The seminar was concluded at 3.00pm with interaction and evaluation.



**Dr. Ullas Moni, Assistant Professor, delivering his key note address**

## REPORT ON IT SOFT SKILL TRAINING FOR NON TEACHING STAFF

Soft skills are a cluster of productive personality traits that characterize one's relationships in a milieu. These skills includes communication abilities, language skills, personal habits, cognitive or emotional empathy, time management, teamwork and leadership traits. IT Soft skills is often used an umbrella term for skills under three key functional elements: people skills, social skills, and personal career attributes in relation to the digital world.

An IT soft skill training class was arranged in the Audio Visual Room, Department of Sociology for the non teaching staff on 16.9.2015. The resource person was Ms. Raji S Pillai, Department of Computer Applications . The Non teaching staff benefitted immensely from the training programme .

**Outcome:** Often the non teaching staff has to interact with students ,parents ,colleagues , teachers and authorities. This soft skill training related to IT helped them to be able to successfully interact with different types of people, convey their ideas ,manage their time which are essential for ensuring quality of the administrative system.



### REPORT ON ORIENTATION FOR NEW FACULTY MEMBERS (2016-17)

The mission of St Teresa's College is to promote a College/community/Society/ Nation where spiritual, moral, and genuine human values are lived and witnessed. The College also empowers the students to contribute to the transformation of the society through an openness to reality and living the challenges of being socially conscious and morally responsible. The mission and vision of the College has to be deeply imbibed by the new faculty members if they are to guide the students in the way St Teresa's College envisions. Therefore, an orientation programme was organised for Junior faculty members on 2<sup>nd</sup> and 3<sup>rd</sup> June 2016. Fifty four teachers attended the same. The venue was Arts Block Auditorium. The Resource persons were Dr.Lakshmi Devi Menon, Former Faculty, Dept. of English and Smt .Sheela K.R, Former Faculty, Dept.of Botany. The faculty were much benefitted by the series of sessions provided and were motivated to take it to the student community.

**Outcome:** It has become a best practice followed by the institution to orient junior faculty members to facilitate their assimilation into the fabric of the institution. This practice helps in boosting the morale of the teachers, transform them to Teresian teachers and inspire them to perform better as teachers, researchers appropriate to the current needs of the academic system.



## REPORT ON WORKSHOP ON ANGER AND STRESS MANAGEMENT FOR NON TEACHING STAFF

The mission of St.Teresa's Collge includes creating a climate for Human and academic excellence with an openness to learning, research and development of professional skills.The college also promotes peace and Harmony through an intercultural and interreligious dialogue.

The workshop on Anger and Stress Management was lead by Smt.Juliet Vendadt, Librarian and Soft skill Trainer .The workshop was held at the Arts Block Auditorium on 3<sup>rd</sup> June 2016. 35 non teaching faculty attended the same. The Non teaching staff greatly benefitted from the workshop.

**Outcome:** The programme brought out tips and ways of managing anger and stress which is an important psychological component that can affect the working system negatively , if left unmanaged. The participants were made aware of effective stress management which is essential for overall well being of themselves and thus improve the quality of the institution.





## REPORT ON FACULTY DEVELOPMENT PROGRAMME

St .Teresa's College seeks to synergize women and those prevented from exercising their right to be human , through enlightening them regarding their basic human rights and helping them to achieve the same. Enlightening and empowering teachers have a ripple effect since the ideas are carried forward to the students through the faculty members, Therefore On 24<sup>th</sup> June 2016 ,a one day Faculty Development Programme was organised for the teaching faculty of the college.103 teachers attended the same. The Resource persons were Sr.Vineetha , Director of the college and Dr. Achuth Shankar S. Nair, Director, Department of Bio Informatics, University of Kerala.

The faculty members were sensitized regarding their role as educators and the immense responsibility they had in transforming and moulding the young minds.

**Outcome:** The programme helped to encourage the teaching faculty for developing their skills in key areas of expertise. This helped them to improve their technical and professional knowledge and effectiveness of teaching and learning, conduct of examinations and proper evaluation system. The programme also discussed opportunities to develop research projects thus build the capacity of the education system in which they are part of.



## Programme Chart

### DAY 1

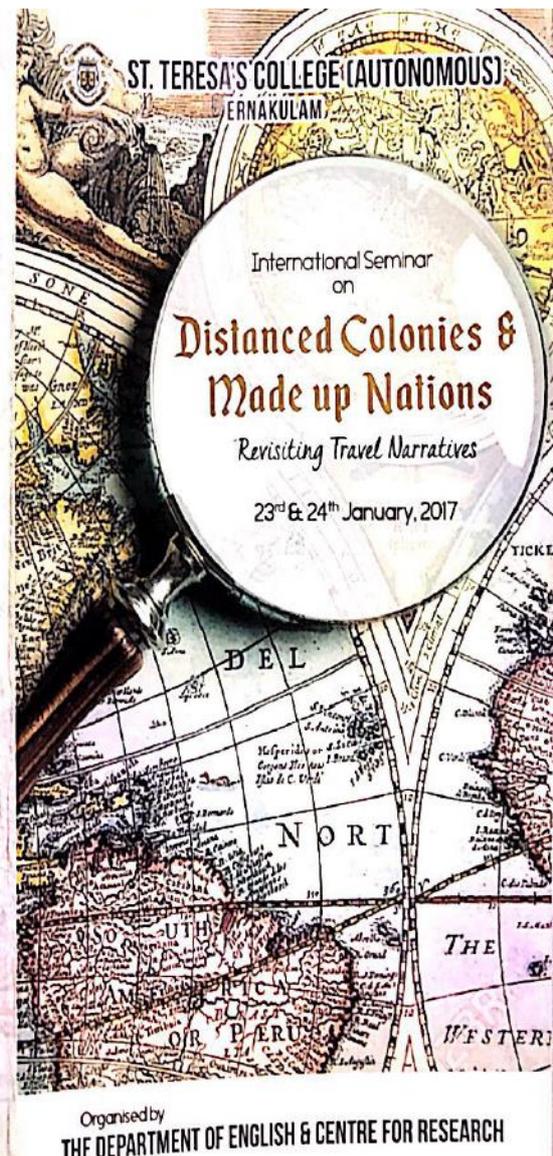
**23<sup>rd</sup> January 2017**

- 08:30 am - 09:30 am Registration
- 09:30 am - 10:00 am Inaugural Session
- 10:00 am - 10:30 am Tea Break
- 10:30 am - 11:30 am  
**Keynote Address**  
**Dr. Ana Christina Mendes**  
*Ph.D. Cultural Studies, English Literature*  
Assistant Professor In English Studies at School of Arts and Humanities, University of Lisbon
- 11:30 am - 12:30 pm Paper Presentations
- 12:30 pm - 01:30 pm Lunch Break
- 01:30 pm - 02:30 pm  
Plenary Session I  
**B/Elated Travellers: India through Colonial and Postcolonial Lenses**  
(With special reference to Kerala)  
**Dr. Sandhya. P. Pai**  
*Ph.D. in Culture and Gender Studies*  
St Joseph's College for Women, Allepey
- 02:30 pm - 03:30 pm Paper Presentations

### DAY 2

**24<sup>th</sup> January 2017**

- 09:00 am - 10:00 am  
Plenary Session II  
**Passage to India: Manoel de Oliveira's Um Filme Falado ( A Talking Picture)**  
**Dr. Ana Christina Mendes**
- 10:00 am - 10:30 am Tea Break
- 10:30 am - 11:30 am Paper Presentations
- 11:30 am - 12:30 pm  
Performance  
**Chavittu Nadakam**  
(or foot stamping drama, Indo-European and Classical Dravidian Tamil-Malayalam dance drama) by  
**Kreupasanam National Heritage Study Centre, Allepey**
- 12:30 pm - 01:30 pm Lunch
- Valedictory Function
- For More Information Contact:  
**Dr. Tessy Antony C**  
Organising Secretary, Head Department of English  
Mobile: 9846095953  
Email : els2017stc@gmail.com



ST. TERESA'S COLLEGE (AUTONOMOUS)  
ERNAKULAM

International Seminar  
on  
**Distanced Colonies &  
Made up Nations**  
*Revisiting Travel Narratives*  
23<sup>rd</sup> & 24<sup>th</sup> January, 2017

Organised by  
**THE DEPARTMENT OF ENGLISH & CENTRE FOR RESEARCH**

- An **International seminar series** called “**Distanced Colonies & Made up nations**” was conducted on the **23<sup>rd</sup> and 24<sup>th</sup> of January, 2017**. The chief guest of the seminar series was **Dr. Anna Christina Mendez**, Assistant Professor, University of Lisbon. The lecture by Dr. Ana Christina Mendez attempted to examine the representations of multiple temporalities of globalization with reference to the evolving time scapes in the developing India as mentioned in the British Indian writer Rana Dasgupta’s non-fictional book, *Capital: The Eruption of Delhi* (2014), which is a compelling survey of Delhi’s encounter with capitalism or economic globalization. Dr. Ana began with an introductory video to the text. A plenary session was conducted by **Dr. Sandhya P.Pai**, Associate professor, St Joseph’ s College, Aleppey. She spoke about orientalism and re orientalism. A number of paper presenters presented their papers on the various subject areas of Travel Discourse.





**FACULTY ENRICHMENT PROGRAMME -UGC XII PLAN  
RESEARCH DATA ANALYSIS AND SPSS TRAINING  
DEPT.OF HOME SCIENCE  
(20.2.2017 -24.2.2017)**

**20.2.2017 Monday (SESSION 1)**

8.30 am-12.30 pm	Data Coding and Entry	Ms.Sangeetha Chandran Academic Counsellor St.Paul's college, Kalamassery
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**(SESSION 2)**

1.30 pm - 5.30 pm	Data Processing using Excel	Smt.RajiS.Pillai Academic Counsellor Sacred Heart college, Thevara
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**21.2.2017 Tuesday(SESSION 3)**

8.30AM-12.30 AM	Introduction to SPSS	Mr.John Michael Raj, Faculty-CMC,Vellore
1.30 pm - 5.30 pm	Basic Data entry and Analysis using SPSS	Mr.John Michael Raj, Faculty-CMC,Vellore

**22.2.2017 Wednesday (SESSION 4)**

8.30AM-12.30 AM	Measures of Central Tendency and Dispersion	Mr.Saravanakumar Faculty-JIPMER,Pondicherry
1.30 pm - 5.30 pm	Large and Small Sample Tests using SPSS	Mr.Saravanakumar V Faculty-JIPMER,Pondicherry

**23.2.2017 Thursday (SESSION 5)**

8.30AM -12.30 AM	Calculating Advanced Statistics using SPSS	Dr. M.J Alice, Former Principal,AIMS,Kochi
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1.30 pm - 5.30 pm

Regression and ANOVA using SPSS

Dr. M.J Alice,  
Former Principal,AIMS,Kochi

**REPORT ON THE WORKSHOP ON  
RESEARCH DATA ANALYSIS AND SPSS TRAINING FOR TEACHERS  
DEPARTMENT OF HOME SCIENCE,  
ST.TERESA'S COLLEGE,  
ERNAKULAM**

**(CAPACITY BUILDING PROGRAMME FOR TEACHERS-UGC XII PLAN)**

The Department of Home Science, St. Teresa's College, Ernakulam conducted a four day workshop on Research data analysis and SPSS training from 20<sup>th</sup> February to 24<sup>th</sup> February, 2017. The venue was Audio Visual Room of the department of Home Science, St. Teresa's college (Science Block).

The resource persons were: Ms. Sangeetha Chandran, Academic Counsellor, St. Paul's college, Kalamassery; Smt. Raji S. Pillai, Academic Counsellor, Sacred Heart college, Thevara; Mr. John Michael Raj, Faculty, Dept. of Biostatistics, CMC, Vellore; Mr. Saravanakumar V, JIPMER, Pondicherry and Dr. M.J Alice, Former Principal, AIMS, Kochi.

The objectives of the workshop were the following:

- To enrich the faculty regarding the basics of data entry, data processing and graphical representation of data using Microsoft Excel.
- To familiarise teachers on the latest version of SPSS and basic principles of statistical computation.
- To train the faculty regarding simple and advanced statistics using SPSS.

On 20<sup>th</sup> February, the first session on Data Coding and Entry was handled by Ms. Sangeetha Chandran, Academic Counsellor, St. Paul's College, Kalamassery. Basics of constructing effective questionnaires, coding closed and open ended questionnaires were introduced. A brief overview of excel and entry of different types of data were demonstrated. Insertion and deletion of rows and columns, copying of texts etc were also dealt with.

Afternoon session on the same day on Data Processing using Excel was handled by Smt. Raji S Pillai, Academic Counsellor, Sacred Heart College, Thevara. Advanced options in

Excel like pivot table ,construction of graphs, charts, grouping, constructing formulas and data analysis were practiced.

On 21<sup>st</sup> February, Mr. John Michael Raj ,Faculty,CMC Vellore introduced the basics of SPSS. Data view, variable view and creation of data sets were demonstrated. The resource material and model data set were used for the training. Descriptive statistics Fischer Exact Test, Mann Whitney test, Wilcoxon Signed Ranks test were also dealt with.

On 22<sup>nd</sup> February, Mr.Saravanakumar handled sessions on Basic statistical analysis like measures of central tendency and dispersion .Large and small sample tests using SPSS including t test, chi square etc were practiced.

On 23<sup>rd</sup> February, Dr.M J Alice revised the entire sessions especially for the benefit of research scholars and teachers with special emphasis on advanced statistics ,ANOVA and regression. New data sets were provided to the participants to evaluate the effectiveness of the SPSS training workshop.

Hands- on Training was imparted to the learners by all the resource persons. All the faculty members and research scholars of the department participated in the workshop and benefitted tremendously.Certificates were also distributed to the participants.



Session 1: Data Coding and Entry by Ms. Sangeetha Chandran



Session 2: Data Processing using Excel by Smt. Raji S.Pillai



Session 3: Introduction to SPSS by Mr. John Michael Raj



Session 4: Measures of Central Tendency and Dispersion by Mr. Saravanakumar V



Session 5: Calculating Advanced Statistics using SPSS by Dr. M.J Alice



## REPORT ON ORIENTATION FOR NEW FACULTY MEMBERS(2017-18)

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

The newly inducted faculty members, most of whom are from various other institutions and have pursued studies elsewhere need to be oriented about the values and that St .Teresa's college stands for. They need to be oriented about the life and teaching of the Foundress. So as to imbibe her qualities which have inspired St. Teresa's College thus far. Hence an orientation programme was organised for Junior faculty members on 5<sup>th</sup> and 6<sup>th</sup> June ,2017 at the Arts Block Auditorium.68 faculty members attended the same. Management representatives gave the guidelines for the newly appointed teachers and enlightened them about the tradition and values of the CSST education system. The faculty members were deeply moved by the life and vision of the Foundress, and vowed to transfer the ideals that the College stood for to the student Community.

**Outcome:** Representatives of management took this initiative that introduced the new faculty to both the institutional policies and culture. They were reminded about their critical role in the success of the students and the need for getting involved in research activities. This programme actually helped them to get a great start in building their teaching port folio.

