



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1. Name of the Institution **ST. STEPHEN'S COLLEGE, PATHANAPURAM**

- Name of the Head of the institution **Dr. KOSHY P. M**
- Designation **DDO**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **04752352385**
- Mobile no **9447087260**
- Registered e-mail **ststephenspathanapuram@gmail.com**
- Alternate e-mail **ssciqac1964@gmail.com**
- Address **Maloor College P.O,
Pathanapuram, Kollam**
- City/Town **Pathanapuram**
- State/UT **Kerala**
- Pin Code **689695**

2. Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Rural**

• Financial Status	Grants-in aid
• Name of the Affiliating University	University of Kerala
• Name of the IQAC Coordinator	Sandhu John Sajan
• Phone No.	9496335576
• Alternate phone No.	04752352385
• Mobile	7012924622
• IQAC e-mail address	ssciqac1964@gmail.com
• Alternate Email address	sandhujohnsajan@ststephenspathanapuram.ac.in

3.Website address (Web link of the AQAR (Previous Academic Year)

<https://ststephenspathanapuram.ac.in/aqar/>

4.Whether Academic Calendar prepared during the year?

- if yes, whether it is uploaded in the Institutional website Web link:

Yes

<https://ststephenspathanapuram.ac.in/academic-calendar/>

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	83	2004	16/09/2004	15/09/2009
Cycle 2	B	2.80	2015	01/05/2015	30/04/2020
Cycle 3	B++	2.91	2022	14/06/2022	13/06/2027

6.Date of Establishment of IQAC

10/07/2006

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Ecorestoration and biodiversity enhancement of kallada river through people participatory programme	Directorate of Environment and Climate Change, Thiruvananthapuram	2019-2022	1319000
Institution	DST FIST	Department of Science and Technology	2019-2024	5000000

8.Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year **3**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Green campus initiatives in the institution

Improving the aesthetics of college by developing and maintaining the garden

ICT Facilties and smart classrooms

conduct more seminars, develop research climate in the college

introduction of new courses in the college

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Gree campus initiatives	Seperate parking area outside campus, conduct of energy and environment audits
improving the infrastructure	seperate examination block, renovation of labs
Nil	renovation of zoology museum
more courses in the college	new post graduate course in Botany, certificate courses etc introduced in the college.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC	10/03/2023

14. Whether institutional data submitted to AISHE

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Year	Date of Submission
2021-2022	18/01/2023

15. Multidisciplinary / interdisciplinary

For enrollment of more students, we are very much interested in starting new courses in multi discipline but the Government is not sanctioning due to policy issues. New courses are proposed to

enroll more students in attractive programs offered by Centre for continuing education Kerala (CCEK.). The institution is very much interested to have self-financed courses in various disciplines but the University of Kerala is not permitting such courses in the Aided sector at present. Our college is providing multidisciplinary programs and we have 5 five degree courses in science faculty and 3-degree programs in arts faculty. Also, we have 5 post-graduation degree programs in science.

16.Academic bank of credits (ABC):

Large numbers of our students are participating in online MOOC courses from SWAYAM and NPTEL to avail of Academic Bank Credit. A process is initiated to equip our students, especially those from rural backgrounds to cope with the modern academic world. The courses offered by CCEK are a Professional diploma in industrial instrumentation & fire and safety (PDIFS) and a Professional Diploma in Shipping and logistics (PDSL).

17.Skill development:

Vocational skills obtained through short-term courses will enhance our students to increase productivity and improve their standard of living. We have vocational courses affiliated with Centre for continuing education Kerala (CCEK). The best practice proposed by us like 'Kaushal Vikas' which aims at taking initiatives for skill development among the students. We have interactive classrooms, multidisciplinary courses, and online infrastructure for empowering our student's skills.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Quality and equitable education for all through the Indian knowledge system is followed by our institution and which is envisaged very well in the College motto, "Sacrifice, Serve and Save". We imbibe our culture, tradition, heritage, customs, language, indigenous traditional knowledge, etc; to the generation for better values in life.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

We are trying to propose a student-centric teachinglearning methodology planned to achieve stated objectives and outcomes. At present the University is providing us the curriculum and colleges have no freedom in designing or proposing. We expect the new education policy will give greater freedom to the institutions to have outcome-based education at the interest of students.

20.Distance education/online education:

The college has established a MOODLE platform to perform online classes for the students. This facility empowers our faculties to develop and design classes and also evaluate the students. Seminars have been conducted to give the modern trends of online education, methodology, and technical expertise to teachers. Faculties have been received training from Kerala Higher Education Council. Other online platforms such as Google classroom, Zoom, Google meet, YouTube videos, audio lectures, blogs, etc are also used by our faculties. The college offers the facilities of ICT enabled teaching learning environment for the students through MOODLELMS, SWAYAM/NPTEL, Virtual Labs, and edx.

Extended Profile**1.Programme**

1.1	261
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	929
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	141
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	325
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	48
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	56
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	35
Total number of Classrooms and Seminar halls	
4.2	18.96
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	117
Total number of computers on campus for academic purposes	

Part B**CURRICULAR ASPECTS****1.1 - Curricular Planning and Implementation**

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

St. Stephen's College, Pathanapuram being an affiliated college follows the syllabus prescribed by the University of Kerala. On the basis of University calendar, each department prepares an academic calendar in the beginning of every academic year to ensure the smooth functioning of teaching-learning activities.

Career orientation programme, induction and bridge course is conducting to the freshers. Centralised procedure is following to conduct the internal examinations and also to take curriculum feedback of students, teachers and alumni.

Attendance marking is undertaking through a centrally managed software. Smart Class Room facility is available in the college. The college library is well stocked with books, magazines, journals and online facilities like INFLIBNET & N-LIST. The College has a well - equipped Language Lab also.

Faculty members use Learning Management Systems and platforms like Moodle, Google Classroom, YouTube channels, etc. Remedial classes are providing for the slow learners.

DST-FIST funded science laboratories and Computer lab facility ensure academic research in the institution. College is a Local Chapter of NPTEL courses and offers various certificate courses. College is also working as Center for Continuing Education, Kerala. (CCEK).

Many PG & Research students have published papers in reputed journals and present papers in seminars.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://sscacademic.in/

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Each departments preparing Academic Calendars at the beginning of each semester in line with the University's calendar. All the classes and examinations are planned as per the calendar, thus ensuring complete adherence. The Institution, right from the admission, monitors the progress of the students, and the departments constantly keep track of their students' progression. This helps in continuously evaluating the student. The unit tests are also conducted for the students by all the departments for the Slow Learners following the criteria set by the College. The college level internal examination committee strictly conducts one internal examination for UG students and two internal examinations for PG students before the commencement of their university

examination.

Course- wise assignments are taken from the students. The departments maintain the internal and end-semester question papers and upload them to the college websites as well. The Continuous Internal Evaluation (CIE) also conducting according to the norms of the parent university which includes the endsemester examination. This keeps the student on constant evaluation. The university end semester examinations are conducted in the college with the involvement of all the faculty members.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NIL

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University **Setting of question papers for UG/PG programs** **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses** **Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

7

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

159

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The College integrates contemporary concerns on Environment, Sustainability, Gender, Ethics and Human values by conducting seminars, awareness programmes, annual observance of Important Special Days and organising Invited talks by experts.

All U.G. students, except B. Com., have language courses -

Writings on Contemporary Issues, Environmental Studies and Disaster Management. Core Courses like, Gender Studies, Postcolonial Literatures, 20th Century Malayalam Literature in English Translation for B.A. English, Environmental Economics and Disaster Management for B.A. Economics, Environmental Studies, Informatics and cyber laws, Business Regulatory Framework and company Administration for B. Com., 'Environmental Science' for B.Sc. Botany, Green Chemistry for B.Sc. Chemistry, Ecology, Ethnology and Biodiversity for B.Sc. Zoology deal with these issues.

Energy Physics, the Open course of the Department of Physics, gives awareness on environmentally sustainable energy resources.

The Human Resource Development and Placement Cell and Entrepreneurship Development Club of the college organizes classes by experts to instil leadership qualities and workplace skills in students.

Environment Management Training Programme and Urja Kiran- an energy conservation awareness programme conducted by the department of botany helped to create consciousness among the general public about efficient management of all forms of energy.

Nature Club, Biodiversity Club and Energy Conservation Club are functioning in the college.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

317

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://ststephenspathanapuram.ac.in/feedback-2/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://stsstephenspathanapuram.ac.in/feedback-2/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

300

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

53

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The faculty advisors of the first-year students collect the details of curricular and co curricular achievements/abilities of

students at the time of admission itself. Bridge Course for newly admitted students is conducted every year before the commencement of the first semester classes to prepare them for undergraduate classes. Previous academic records and the marks obtained in the first continuous evaluation are considered to identify advanced and slow learners. Remedial classes are conducted after assessing the learning difficulties of the students with compensatory strategies for specific learning weaknesses or disability. The advanced learners are given special care for nurturing their interest in the subject. Special coaching is given for PG students preparing for NET. Special care is given for PH - students in the college which is evident from the consistent increase in the number of PH students in UG and PG streams. INFLIBNET facility available in the institution helps the students. Short - Term Certificate/ Add-On courses are conducted at the institution and also encourages to enrol SWAYAM/NPTEL courses for equipping the students with vocational skills. Extension/ outreach programmes are organized by the departments of the institution with the participation of students to make them socially committed.

File Description	Documents
Paste link for additional information	NII
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
929	48

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Includes active participation of students through Group Discussion, Quiz, ICT aided seminar presentations, assignments. Visits: Institutional visits, Industrial visits, Visits to

Research Centres, and Lab visits are conducted regularly under the auspices of Departments . Various clubs like Nature club, Tourism Club, Bio-diversity Club etc. help the students to learn through co-operative activities. Student Initiative Programmes: Peer Teaching provides opportunities for students to get into the various nuances of a topic by explaining it to their peers. Students organized Exhibitions and Poster Presentations are arranged..The Student seminars are organized wherein the papers are presented by students on syllabus-based topics. Skill Enhancing Programmes: Commerce Square organized by the Department of Commerce is an initiative to enhance the marketing ability of the students. It also provides the students with an opportunity to learn consumer behavior. Inspire, aspire scholarships. Student projects funded by govt. agencies. To encourage scientific temper among our students, renowned personalities are invited as guest speakers. Green Initiatives: To make the students environment conscious, World Wetland day, International ozone day, World Environment day, etc are observed. Cleaning drives are observed as part of Gandhi Jayanthi and Swatch Bharat Programme. .

File Description	Documents
Upload any additional information	View File
Link for additional information	https://ststephenspathanapuram.ac.in/clubs-forums/

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Learning Management systems like MOODLE and G suit for Education are effectively employed to transact the learning objectives and to simplify the creation, distribution and the grading of assignments in a paperless way. Google meet, Zoom, YouTube videos uploaded by the faculty etc. are used to conduct the online classes. Institution provides a Moodle platform to increase the efficiency of the teaching - learning process. Students are encouraged to join NPTEL - SWAYAM courses to increase their knowledge base. NPTEL videos are used in the teaching learning process as well. INFLIBNET facilities available in the institution help the students to have access to a wide variety of international journals and resource materials along with other

Library resources. PG students are provided with INFLIBNET user credentials. UG students are also given the user credentials on their demand. e-PG Pathshala resources are also used in the teaching learning process for UG and PG students. Students are encouraged to make short videos as part of their assignments for continuous evaluation. The above-mentioned methods ensure the enthusiastic participation of students in the learning process and help the teachers in tracking the gradual progress of the students

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

47

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

48

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

25

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

413

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

IQAC prepares an Academic calendar according to the University calendar which is endorsed by the Staff Council. The schedule contains the dates of the internal test and evaluation process. The Academic Calendar is circulated among the faculty members and the same is informed to the students. Before every internal assessment, the meeting of CLMC and Centralised Internal Examination Committee is conducted. Question papers set based on the Outcome at the department level are submitted Online to the Centralised Internal Examination Committee, which takes care of the fair conduct of examination. The results are published on the notice board within a week. The CE marks are uploaded only after it is signed by the students. Those students who could not take the exams due to valid personal inconveniences are allowed a retest, (conducted by the department), only after producing a request from the parent duly endorsed by the Principal. Teachers are allotted examination invigilation duty by the Centralised Internal Examination Committee. Once all internal marks have been collected, a PTA meeting is called to inform parents/guardians of the academic progress of their wards. The institution maintains an Online attendance portal and attendance is uploaded on a daily basis.

File Description	Documents
Any additional information	View File
Link for additional information	https://ststephenspathanapuram.ac.in/internal-examination/

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Internal Assessment is monitored by the College Level Monitoring Committee (CLMC) and the Department Level Monitoring Committee (DLMC). Before every internal assessment, the meeting of the Department Level Monitoring Committee is conducted. Internal Assessments of all the semester examinations are conducted by the Centralised Internal Examination Committee. Question papers are set at the department level and handed over to the Centralised Internal Examination Committee, which monitors the fair conduct of exams. The invigilation duties for the teachers are allotted by the committee. Attendance Consolidation: Attendance is consolidated every month with the aid of Online attendance portal and published in the department notice board. Re-tests: The

students who could not take the exams due to personal inconveniences are allowed a retest, (conducted by the department) with the permission of the Principal. Class Tests: Class tests are conducted by the concerned teachers to assess the progress of the students. Grievances related to the conduct of examinations or valuation of answer scripts may be reported to the concerned teacher at first level and further to, HoD and Principal. Scrutiny of answer papers, revaluation and improvement exams are conducted with the approval of DLMC

File Description	Documents
Any additional information	View File
Link for additional information	NIL

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Board of Studies (BoS) constituted by the University of Kerala, prepares the syllabus taking into consideration the suggestions put forward by teachers. The BoS prepares programme outcomes for each programme to be attained by the learners by the conclusion of each course. The syllabus prepared as such by the BoS is discussed meticulously by each department and course outcomes are delineated accordingly keeping in mind the transfer of knowledge to occur which indeed is the efficacy of the course. The POs, PSOs and Cos thus analysed and consolidated by each department are uploaded in the college website. Orientation programme for the first-year students organised by the institution, is a platform for discussion regarding the syllabus - POs, PSOs and Cos. Students are made aware of the various academic avenues possible before them after the successful completion of the course. COs are explained exhaustively by the teachers in the introductory classes of each course. Students are assisted with e resources and supplementary study materials from the College Library which enable them to accomplish these outcomes. The College Calendar gives details regarding each programme and course and also displayed on the website.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://ststephenspathanapuram.ac.in/posps/os-cos/
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The POs and PSOs for all programmes and COs for each course are prepared considering the outline provided by the University of Kerala. The methods chiefly used to assess whether students have attained the Course Outcomes include the participatory levels of students in curricular/ co curricular activities, marks scored for internal exams, their participation in seminars, their ability to handle assignment topics and their performances in the final examination. A detailed Blueprint is prepared at the department level to assess the attainment of COs, PSOs while setting Question papers for the Internal Examination and selecting topics for assignments. A student's Grade Point (GP) is taken as the benchmark to measure whether the Course Outcome has been achieved or not. Students with a GP of 9 or above are considered to have achieved all the outcomes of the courses. A student with a GP between 8 - 9, 7 - 8 and 6 - 7 is deemed to have achieved 85%, 75% and 65% respectively of the course outcome. Students with GP between 4 and 6 are deemed to have achieved 50% of the course outcome. Students with a GPA less than 4, do not pass the course.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NIL

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	NII

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://ststephenspathanapuram.ac.in/uploads/2022/12/SSS-2021-22.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

115.95

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non-government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://envt.kerala.gov.in/wp-content/uploads/2020/01/22-08-19-G.O.Rt-No.-82-Envt..pdf

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

We have an active research forum consisting of doctoral degree holders and other academicians. The forum frequently conducts debates and discussions related to recent scientific advancements and trends and the outcomes are shared to research scholars, faculty and students. The department of Botany has introduced an innovative initiative in conserving and providing the details of the plant by QR code. The college was awarded the FIST by the Department of Science and Technology, Government of India for fostering science and technology developments. Now our institution has 9 research guides and 14 research scholars doing their research in various interdisciplinary areas. Intellectual Property Rights (IPR) seminars and webinars were conducted frequently for stakeholders which impart knowledge regarding patent, copyrights and other areas of new innovations and inventions. We conducted energy audits more frequently and have distributed LED lights for

the last several years and given proper guidance to the public regarding the energy conservation measures. The newly introduced course in Logistics under Centre for Continuing Education (CCE) of Government of Kerala and newly sanctioned M.Sc. Botany with specialization in Ethnobotany and Ethnopharmacology courses of University of Kerala helps the students to attain an additional and traditional expertise and place better chances and opportunities. The Library and Information Science department of our institution efficiently and effectively provides updated as well as recent knowledge and solutions for various wide and gap areas of stakeholders by utilizing INFLIBNET and Digital information systems.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ststephenspathanapuram.ac.in/new-initiatives-for-plant-systematics-and-conservation/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

2

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	https://ststephenspathanapuram.ac.in/#
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

20

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

11

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

During the year 2021-2022, NSS and NCC units actively participated in different Covid-19 related programmes. Environmental Day, Reading Day, Teachers Day, Ozone Day, Cargil Vijaya Divaswere

observed in the college. Anti-Dowry campaign and Anti-Drug Campaign programmes are also conducted during the year.

File Description	Documents
Paste link for additional information	https://ststephenspathanapuram.ac.in/wp-content/uploads/2021/12/Criteria-3.4.1.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

21

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1237

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

2

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

- The campus is spread over 41.08 acres. The college has 5 separate blocks to cater to 8 UG, 5 PG programmes and 2 Research Centre. The College Chapel serves as the nerve centre for ethical development.
- The total carpet area of the Central Library is 300 square meter with a reading space with 100 reading seats, stack section and reference section.
- Online platforms like MOODLE, Google Classroom & G-meet are used.
- St. Stephen's College Campus consists of 10 Staff rooms, 35 class rooms, 19 ceiling mounted LCD projectors, 19 smart classrooms out of which 8 provided with interactive smart boards, 1 Auditorium (1000 seating capacity), 2 seminar halls, 12 Major science labs, 2 Research labs, 2 Computer labs, 1 language lab, Zoological museum, Biodiversity Park, Butterfly Park, Herbarium, Administrative office Room, Principal's office, Manager's office, Visitors' launch, separate rooms for NCC, NSS, Women's Cell, Gymnasium and Health club, Canteen, 12 toilets for staff, 1 exclusive ladies waiting block with attached washrooms and rest rooms, specially designed toilet and ramp facility for physically challenged students, Green House, Main Library, Digital Library and Language Lab, Parking Area for staff and students, 2 Volley Ball Court, Cricket/ Football Court, 1 College Bus, Sports' Hostel, and a Generator.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://youtu.be/434kj1-NKvc

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Our college has a sports hostel supported by the Kerala State Sports Council. The students being recruited to the University of Kerala by the Kerala State Council are directed to join the Sports Hostel of St. Stephen's College and admitted under various graduate courses.

Sports

Stadium/ Court

Dimension

Events being played/ used

Volley Ball Court - I

18m length X 9m width

Volleyball

Volley Ball Court - II

18m length X 9m width

Volleyball

Playground

(Space for 200m Track and

Field)

75m length X35m

Athletics, Cricket

Outdoor badminton court

13.5 x 6.25 m

Badminton

Indoor Court

13.5 x 6.25 m

Badminton

Gymansium

15.2m X25.6 m

Fitness centre

Cultural Activities:

The College Union organizes arts day and college day which provide the students ample opportunities to develop and showcase their talents in co curricular activities.

Festivals like Onam, Christmas, Kerala Piravi (state formation festival) are vibrantly celebrated in tune with the cultural sentiments of the state.

Gymnasium & Yoga

The gymnasium facility of the college has been regularly used by sports students .The college auditorium also acts as the venue for conducting Yoga for up to 200 students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart

class, LMS, etc.

17

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

18.96

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The books in our library are indexed, categorized according to subjects and classified according to the Dewey Decimal classification system. KOHA(Version 16.05.05.000) integrated library automation software is used in the Library. Grandha is another library software used in the library which also provides mobile access to search the library catalog, schedules, books and resources. Library has a special facility called WEB OPAC which allows the user to search library holdings from any location with internet access. A user can access the bibliographic details of a book from the WEB OPAC. Nearly 22 Databases are actively used in

the library. All books are bar coded and a reference ID is given. The issues and returns are also automated. Online journals and INFLIBNET are available. All students and staff of the college can access the N-list- inflibnet for e-books and e-journal.

Name of the ILMS

software

Nature of automation

(fully or

partially)

Version

KOHA

Fully Automated

16.05.05.000

Features of Koha :

Koha is an open source Integrated Library System (ILS), used worldwide by public, school and special libraries.

Koha at Ststephens is streamlined with dedicated cloud servers ensuring 24x7 access.

Koha is built using library standards and protocols Multilingual and multi-user support

Koha's OPAC, circulation, management and self-checkout interfaces are all based on standards compliant.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	NII

4.2.2 - The institution has subscription for the **A. Any 4 or more of the above following e-resources e-journals e- ShodhSindhu Shodhganga Membership e- books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

2.32

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

40

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

All departments are provided with computers with internet facilities. The network infrastructure is designed in such a way that it ensures high-level data security through the installation of anti-virus software and firewalls. The institution is equipped with 112 computers and 5 laptops. Peripheral devices like printers, photocopiers, and scanners are also provided.. A well-equipped digital library with 38 computers with an internet connection is available in the college. All PG and final year UG classrooms are furnished with LCD projectors for making teaching-learning methods more effective. The departments of Physics and Mathematics have sophisticated computer labs with an appropriate number of computers for doing their work. The department of English has a multipurpose Language Lab. Online attendance system is accessible in all departments. The entire campus is monitored by CCTV facility .Wi-Fi is available in the college campus. All departments and college Library are networked through unlimited broadband internet connection. The IQAC of the College has a computer with LAN and internet connectivity to facilitate documentation and communication management system. It is equipped with an LCD projector and a printer cum scanner. The College office is partially automated under LAN connectivity. The College has a seminar hall with IT facilities. Open access system is followed in the Library. Information about upcoming events in the college is available on the college website which is updated regularly.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL

4.3.2 - Number of Computers

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

18.96

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- **Laboratories are properly maintained by each department. Stock verification is done by the faculty and Lab assistants in charge of it.**
- **St.Stephen's College has a sufficient number of computers which are used in offices, various departments and in the Computer Laboratory. The students can access them in the Computer Laboratory at the time of computer practical**

classes. Computers are properly serviced and reused for the proper functioning of academic and non-academic purposes and to minimize e-waste.

- The classrooms are well furnished and are provided with whiteboards. Maintenance of the classrooms including furniture, doors, windows, and cleaning is done on a regular basis. Classrooms are opened, closed, and cleaned daily by supporting staff.
- Librarian initiates the requirement and maintenance of the library facilities with the help of library assistants. The Library Advisory Committee plays an active role for the smooth and efficient functioning of the library. Books, manuscripts, and reports are maintained with special care by the library assistants and they ensure a dustfree atmosphere in the Library.
- The Department of Physical Education monitors the maintenance of sports equipment and service of sports facilities at least once a year. Professionals are hired for special sports training and field maintenance.
- The College Bus provides additional travelling facility to students and staff.
- There are security personnel round the clock on the campus who ensure the safety and security of all infrastructure and the gardens, entry points, etc. All areas are covered under CCTV surveillance for safeguarding the assets.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NII

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

604

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

58

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Data Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to Institutional website	https://ststephenspathanapuram.ac.in/uploads/2021/12/Yoga-Activity-report-2016-2021.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

190

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

190

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

32

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

60

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

68

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

26

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Student council plays an important part in the student life in our college. It is meant to inculcate leadership quality as well as political aptitude in students. The student council is elected

every year following the guidelines set by Lyngdoh Committee as well as the University of Kerala. The elections are being conducted in parliamentary method where two representatives each from every UG class and one representative each from PG classes are elected. The office bearers are then chosen from this group. A staff advisor is also appointed to supervise the activities of the union. The College Union and its office bearers oversee various cultural, political, sports and other extra-curricular activities within that academic year. Annuals Arts Day, Annual Sports Day and other co academic events are organized under the leadership of the College Union, especially the office bearers. The annual college magazine is also produced under the leadership of the elected Magazine Editor in particular and College Union as a whole. The students union raises complaints on behalf of the student community in college and university level in order to make sure that the best is offered to students. Representation from the student council is also present in various committees of the college like IQAC. Each department of the college also has its own departmental associations with its own office bearers who are in charge of various departmental level .

File Description	Documents
Paste link for additional information	https://ststephenspathanapuram.ac.in/college-students-union/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template))	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The alumni association of St. Stephen's college is named STEPHANI ALUMNI ASSOCIATION and since its inception had been a vital participant in the functioning of the college. The Alumni Association is vibrant and their enthusiastic participation in the activities had been a valuable asset to the college. Executive Committee of the association meets annually to chart the activities of the association for that year. Each department of the college has separate chapters of the Alumni Association facilitating a stronger bond for each alumnus with college. The Alumni Association organizes get-togethers and events to allow the coming together of former students. The college Alumni Association is registered under the number KLM/TC/72/2015.

The STEPHANI ALUMNI ASSOCIATION keeps a good liaison with the Principal, HoDs, and PTA representatives. The Association contributes to infrastructure development, encourages extracurricular activities and provides career guidance and support to the students. In addition to this, the Department of Physics, Chemistry, Zoology, Botany and Commerce conducted their regular annual meet. The association works to foster camaraderie among the old students and build a strong and lasting relationship with the Alma Mater. They actively contribute to the institutional, academic and infrastructural developments of the College. Besides all these activities our Alumni association actively participates in charity.

File Description	Documents
Paste link for additional information	https://ststephenspathanapuram.ac.in/alumni-login/
Upload any additional information	View File

**5.4.2 - Alumni contribution during the year E. <1Lakhs
(INR in Lakhs)**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of the institution is democratic, blending the traditional and current. The governing body includes the Manager, the Principal, and the management representatives who have been actively involved in the administration of the college. There are clearly stated policies for infrastructural development, teacher and employee recruitment and quality assurance reflecting the vision and mission of the institution.

The principal is the head of the institution with responsibilities percolating down through the heads of the Departments, faculty, and the non-teaching staff into the students. The decision-making bodies are the Governing Body, IQAC and the college Council.

There is adequate student representation in all statutory and administrative bodies. The faculty imparts quality education, keeping in line with the objectives of the institution. The overall growth of students into ideal personalities by developing academic, social and physical skills through various club activities, academic and cultural programmes of the college.

IQAC takes initiative in planning and implementing the various quality improvement strategies of the college through the Departments and other statutory bodies and various cells. Performance appraisal reports of the teachers, feedback

collection, analysis and subsequent action, forms part of the regular functioning of the college.

File Description	Documents
Paste link for additional information	https://ststephenspathanapuram.ac.in/vision-mission/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college practices an inclusive, decentralised and participatory approach in its institutional activities. It promotes an environment of solidarity, oneness and mutual respect which ensure the smooth functioning and growth of the institution. The day-to-day activities of the college is managed by the Principal, College Council, Heads of the Departments, Class teachers, administrative staff and the support services. Routine and extraordinary decisions are taken by the college council and discussed in general staff meetings for implementation.

Case Study

The IQAC has developed an effective methodology for implementing yearly strategic action plan of the college. Since the beginning of the academic year, action plan from the departments and various clubs had been collected within a stipulated time of one month. This has been followed by meeting with faculties of the department and co-ordinators of various clubs in a scheduled timeframe for an elaborate discussion. Later action plans has been scrutinized in accordance with the vision and mission of the institution. Then the plans and proposals had been discussed in college council and thereby formulated the strategic yearly action plan of the college.

File Description	Documents
Paste link for additional information	https://ststephenspathanapuram.ac.in/strategic-plans/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

We had a strategic plan focused on the general theme "Teaching ,Learning and Research activities in the college".Our faculty utilised variant modes of online teaching such as Classroom, Google Meet, YouTube Channel ,LMS(personalised moodle links).Our college has now established a centralized MOODLE platform incorporating all faculty and students. In our college, MSc and final year Degree classrooms were now ICT enabled which accounts for 19 out of 35 classrooms. We have a Language Lab with the latest multimedia facilities, aimed at improving communication skills of the students. Our College is an Active SWAYAM Local Chapter (SPOC ID: 2572) and our PG students and faculty actively benefit from these courses. Our college offered 5 add-on/certificate courses through various departments. Among 48 faculty members, we have 24 Ph.D. holders,5 faculty members of the college have acquired guideship during this academic year accounting to a total of 8 approved research guides in our college .We have an active well facilitated research centre in the Zoology department with 19 ongoing research scholars and produced 2 PhDs in the ongoing academic year.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://ststephenspathanapuram.ac.in/strategic-plans/
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Governing Body: The college has a well-functioning organizational structure managed and administered by the Mount Tabor Diara, Pathanapuram. The highest authority in the organogram of the institution is the Manager of the institution. The Governing Body is the apex body regarding the matters in policy making.

The Principal: The next key person of the organogram is the Principal, who is the executive head of the institution entrusted with the responsibility of managing the day-to-day affairs of the college assisted by the College Council in academic matters.

IQAC: The IQAC formulates policies with a broad vision which are implemented by different departments, academic committees, co-curricular clubs and auxiliary bodies in the college.

Administration: the routine office administration is managed by the Chief Superintendent under the supervision of the Principal.

Library: The college has an established and well-organized library which functions under the direct governance of the principal.

Appointment and service rules: The appointment and promotion of permanent staff of the college are governed by the provisions of University of Kerala Regulations and UGC Regulations. All the employees are bound to follow Kerala University Statutes and Kerala Service Rules issued by the Government of Kerala.

File Description	Documents
Paste link for additional information	<u>NIL</u>
Link to Organogram of the institution webpage	<u>chrome-extension://efaidnbmnnibpcajpcglclfefindmkaj/https://ststephenspathanapuram.a.c.in/uploads/2021/12/Organogram-of-St.-Stephens-College-Pathanapuram.pdf</u>
Upload any additional information	<u>View File</u>

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and

B. Any 3 of the above

Support Examination

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college focuses on financial security and welfare of its staff for empowering their morale. It intended to create efficient, healthy, loyal and satisfied staff for the institution. All these welfare measures would generate a better working environment in the institution.

Government welfare schemes

- **Provident Fund**
- **Mediclaim**
- **Pension scheme**
- **Group Insurance Scheme**
- **State Life Insurance**
- **Maternity and Paternity Leave**
- **Medical reimbursement**

Institutional Welfare Schemes

- **Free Wifi**
- **Institutional mail Id**

- **Washing Places**
- **Women Rest Room**
- **Canteen facility**
- **Car Parking facility**
- **Free Accomodation for faculty when required**
- **Adequate and sufficient wages (contract basis)**
- **Fire And Lab safety**
- **Awards and acknowledgement for new Ph.D holders**
- **Regular workshop on learning Management System for effective teaching-learning process**

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

16

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The teachers are evaluated based on their performance mainly in teaching learning and Evaluation related activities, Co-curricular and Professional Development related and Research related. Every year a Performance Appraisal by the teachers in standardized proforma issued by the University of Kerala is circulated among the teaching faculties which is filled out and then submitted to the IQAC attested by the Principal. When a promotion falls due to a teacher, the IQAC through the Principal requests the University to constitute a Steering committee which comprises two subject experts selected by the University and also the HOD and the Principal. Based on the evaluation of his/her PBAS proforma, the overall performance of the teacher is evaluated and suggestions are given to improve the services. Appraisal forms are then submitted to the University for approval for promotions. A file is also maintained by the IQAC. Further, at the end of each semester, feedback forms are issued to the students to collect information about the teaching process. The teachers also maintain a work diary for recording day to day activities which shall be verified by the Heads of respective departments and later submitted to the Principal in the end year.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution regularly conducts internal and external financial audits . The following agencies conduct regular financial audit in the Institute:

Internal Audit: The internal audit is done by the office staff comprising the superintendent, the head accountant, and the staff in charge of accounts. This is done in the case of the daily income and expenditure statement regarding fees, caution deposit, grants for students etc. This is verified by the principal.

External Audit: It is conducted by the following agencies

(a) Accountant General, Govt of Kerala-AG conducts statutory audit for all financial and accounting activities of the Institute. All observations/objections of AG are communicated through their report which will be dealt with utmost care and the required additional documents/bills/vouchers will be produced before the Auditors in time.

(b) Directorate of Collegiate Education, Govt of Kerala-The audit team verifies utilization of funds received from the Central and the State governments which include grants from UGC, NAAC, RUSA, DIST-FIST, KSCSTE, KSHEC and other government agencies.

(c) Chartered Accountant of the Institute- CA conducts regular accounts audit and issues certified Annual Financial Statements. All Utilization Certificates to various grant giving agencies are also countersigned by the Chartered Accountant.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1.58

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Resource mobilization policy focuses on achieving the goals and target of the institution ensuring accountability and transparency. The college receives funds mainly from UGC, RUSA, DST-FIST, KSCSTE, KSHEC, State government for NSS, PTA, alumni, management etc. The concerned committees of the college have the responsibility for assessing, planning, implementing and supervising the fund raising activities of the college. For central government funds, the FIST committee, RUSA committee and purchase committee jointly allocates funds to various departments for developmental activities, for academic resources such as books and journals and for infrastructure development which includes labs, equipment purchasing, networking etc. The amount for each department is distributed on the basis of the proposals received from each department. The Management/ PTA/ Alumni funds and other contributions are utilized to meet the developmental needs, for giving salary to guest faculty, to give scholarships for needy students etc. For optimum utilization of the available resources, the stakeholders are informed about the sanctioned budget and are directed to keep a record of all the financial transactions. On behalf of the principal the Head Accountant maintains the accounts of all these financial transactions.

File Description	Documents
Paste link for additional information	https://ststephenspathanapuram.ac.in/wp-content/uploads/2021/12/Institutional-strategies-for-mobilisation-of-funds-and-the-optimal-utilisation-of-resources-6.4.3.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC devised several measures to improve the performance of the institution which were successfully implemented in the college.

1. MODERNISATION IN THE COLLEGE: The college infrastructure has improved significantly with the construction of a digital computer lab thereby upgrading the college library into a completely digital library. Moreover the renovation in the Heritage building was another milestone in this direction. Standardized uniform

attendance software was adopted in order to ensure the maximum participation of the students in the learning process. Internet connection was upgraded periodically and all the departments have Wi-Fi facility which helps the faculties for their teaching note preparation.

2. DEVELOPMENT OF LEARNING MANAGEMENT SYSTEM: The college has developed LMS software for effective teaching learning process. Faculty members were trained in this program on a variety of course design, course structure, content management, and blended learning techniques. It is very useful for sharing course materials with learners or interactive videos with embedded questions to assess a student's ability to understand various concepts. All departments have LMS programmes for both undergraduate and postgraduate students, from first semester to final semester. Certificate courses are also conducted through this platform.

File Description	Documents
Paste link for additional information	https://online.ststephenspathanapuram.in/
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC has initiated several measures to review teaching, learning process and implemented several reforms to evaluate student's learning outcome. All these come together under the umbrella term Quality Enhancement Programmes. These include granting of Patent to one faculty ,approval as Research Supervisors by 5 faculties, capability enhancement e-learning workshops, accomplishing NPTEL certificates, achieving ASPIRE scholarship by Post Graduate students and so on.

Academic Audit: The institution regularly reviews its teaching and learning processes through a comprehensive process carried out at various levels through structures formulated by the institution, culminating in an academic audit at the end of each academic year. Academic audit refers to a systematic method of checking the quality of teaching in educational institutions. It helps ensure

and improve the quality of the education system. Further, the college is given the opportunity to understand the shortcomings of various processes and systems and culminates in improving the quality of education. This includes the evaluation of all curricular and co-curricular programmes and departmental and club activities, eventually helping the institution to maintain high levels of education in the long term. In addition, this should include all departmental activities and processes and the documentation that supports them.

File Description	Documents
Paste link for additional information	http://ststephenspathanapuram.ac.in/wp-content/uploads/2022/12/guideship.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://ststephenspathanapuram.ac.in/aqar/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equity & Sensitization Programmes

various clubs like Women's Club, Gender Champion club etc. function in our college providing a platform for students irrespective of their sex to discuss their problems, find solutions and arrive at fruitful results of gender equality and sensitization. Activities like seminars, workshops, debate and discussions, arts performance etc. are conducted for making them aware of various gender issues. These programmes enable them to overcome the barriers of inequalities and bring in the spirit of oneness.

Specific Facilities Provided for women

1. Safety and security

- Hostel facilities
- Women's Cell to ensure promotion and protection of girls.
- Anti Sexual Harassment and Anti Ragging Committee consisting of faculty members and Sub Inspector of Police.
- Grievance Redressal Cell for redressing the grievances of various stakeholders of the college.
- A complaint box for collecting the complaints and suggestions related to the college.
- A suggestion box in the website to initiate students to convey their suggestions and ideas.
- A canteen functioning as a place of relaxation and refreshment
- Surveillance Cameras installed in all blocks for the safety of the students
- A health Centre equipped with various medicines and first aids.
- Facilities for practicing self defense mechanisms

+Yoga training for our female community.

+ 'food festival'

- Anyone who enters the campus should complete a security check process done by the security of the college.
- Special toilets, ramp facilities and wheelchairs are also available for differently abled

b). Counselling:

c). Common Room

File Description	Documents
Annual gender sensitization action plan	http://ststephenspathanapuram.ac.in/wp-content/uploads/2023/02/Default-Folder-3.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://ststephenspathanapuram.ac.in/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy
Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

A Stephanian Green Policy was formed and the student clubs NSS, NCC and Nature Club see to it that the campus is kept clean.

Solid Waste Management

The following measures are undertaken:

Awareness on segregation of waste ultimately blue, green and red dustbins are used.

NSS volunteers provided 'Penakkoodu' to each department to collect used pens.

College conducts a training programme on paper bag making every year for College students and local people to reduce the use of plastic bags.

Encourage the use of steel food containers and steel cups.

Replacement of flex boards with LED display boards.

Handing over of non-biodegradable wastes like bottles, cans, plastics, broken glassware, tins etc to scrap dealers for recycling periodically.

Installation of two incinerators in the girl's toilet for the safe disposal of sanitary napkins.

Liquid waste management

Practical labs like Chemistry, Botany and Zoology have taken measures to ensure that all the chemicals are diluted before discarding in wash basins.

Teachers encourage students for the minimal use of chemicals in laboratories.

E-waste management

Awareness programmes are initiated on e-waste management.

The non-functional computer equipment and its spare parts are safely handed over to scrap dealers.

The cartridges of laser printers are refilled and used.

UPS batteries are recharged and repaired by technicians.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting
Bore well /Open well recharge Construction of tanks and bunds Waste water recycling
Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following

- 1.Green audit**
- 2. Energy audit**
- 3.Environment audit**
- 4.Clean and green campus recognitions/awards**
- 5. Beyond the campus environmental promotional activities**

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

C. Any 2 of the above

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e.,

tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The College was the fulfilment of a long cherished desire of its founder. All its activities and functions focus on his dream. Our institution aims at equipping learners with knowledge, skills, understanding and moulding their behavior to follow the democratic values and responsibilities for the upliftment of the society. The single window system is used to admit students to various UG and PG courses according to university norms. There are special reservation for SC, ST and OBC students. Sports quota and community quota are also considered. The college plays a vital role in uplifting such students by providing various scholarships and economic support to them. This is an institution, managed by a monastery which promotes intellectual progression and education.

The college regularly organizes different activities for inculcating the value of tolerance and harmony towards cultural diversities. Onam and Christmas celebrations are conducted every year with maximum student involvement, which bring a divine message of unity in diversity inside the campus. The NCC and NSS units of the college organize different programmes to uphold the values of cultural harmony, social service and inclusion. The institution always keeps its moral and social values by extending its help to the needy people in the form of charity. When there is any disaster or any other natural calamities that affects the lives of human beings, the institution is always active with financial and physical support for the affected ones.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution strictly follows the fundamental rights and duties given in the constitution of India. The students union of the college is elected in a democratic way. Admission to various UG and PG programmes are conducted by satisfying different

reservation quotas. PTA meetings are conducted regularly for the smooth and democratic functioning of the college.

An active legal forum is functioning in the college for providing legal awareness and legal support to students. 'Republic day and independence day are celebrated on January 26th and August 15th respectively every year to commemorate the adoption of the constitution. On these days national flag is hoisted and speech on Indian constitution and its importance is delivered by various faculty members to promote a feeling of patriotism and national unity among students and staff. Every year the 'Flag day' is celebrated by the NCC unit of our college on December 7th to express our gratitude and appreciation to veteran military personals of our country. The flag day fund collected is utilized for the welfare of the families of armed forces who stake their lives protecting the country's borders. The International Day of Yoga is celebrated in our college on June 21st to develop self-control and discipline among students. The staffs of our institution plays a key role for the smooth conduct of elections according to state and central legislatures by acting as presiding officers and polling officers.

File Description	Documents
Details of activities that inculcate values; necessary to render students into responsible citizens	http://ststephenspathanapuram.ac.in/wp-content/uploads/2023/02/Default-Folder-1.pdf
Any other relevant information	NII

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Sl No

Date

Programme

1

5 June 2021

Environmental Day celebration

2

14 June 2021

Blood Donation Day

3

19 June 2021

Observance of World Reading Day

4

21 June 2021

International Yoga Day

5

26 June 2021

International Day Against Drug Abuse and Illicit Trafficking

6

16 July 2021

World Snake Day

7

17 July 2021

International Justice Day

8

01 August 2021

Video album creation on Friendship Day

9

15 August 2021

Independence Day Celebration

10

19 August 2021

Onam Programme

11

19-28th August 2021

Photography Day

12

24 August 2021

Observance of Women's Equality Day

13

02 September 2021

Observation of Coconut Day

14

05 September 2021

Observation of Teachers day

15

13 September 2021

International Literacy Day

16

15 September 2021

International day of democracy

17

25 September 2021

Ozone Day Celebration

18

2 October 2021

Wildlife Week Celebration

19

9 October 2021

World Space Week Celebration

20

28 October 2021

International Mole Day

21

26 November 2021

Observance of Constitution Day

22

01 December 2021

Observance of world AIDS day

23

23 December 2021

Christmas Celebration

24

04 January 2022

Observance of safety Day

25

12 January 2022

Observance of National Youth Day

26

25 January 2022

International level Quiz on National Tourism Day

27

26 January 2022

Swachh Bharat campaign and Republic Day celebration

28

04 February 2022

Observance of World Cancer Day

29

28 February 2022

National Science Day celebrations

30

08 March 2022

Gender equality day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 1. "Sanjeevani"- Life saving practices

OBJECTIVES:

? To motivate the students by adopting the slogan "Share life, Give blood".

? To create awareness and motivate students for voluntary non-remunerated blood donation.

? To inculcate the sense of social responsibility among students.

? To develop sensitivity among students regarding maintenance of a healthy lifestyle.

PRACTICE:

The following Lifesaving practices are followed by the students,

Blood Donation Forum

Blood Donation Camp

Medical Camp and Health Awareness Class

Karuthal -Palliative Care Unit

Charity

BEST PRACTICE: 2. "Kaushal Vikas"- Learn, Do and Earn.

OBJECTIVES :

? To develop skills for making useful items, to reduce environment pollution and to develop the attitude of self-employment among students

? To create among students an understanding of art, craft and design in a variety of contexts.

PRACTICE:

Commerce Square, a virtual exhibition and online craft training was organized so that the students can create and market their products and crafts. In order to support and motivate the students, open space in front of the college is provided for exhibiting and marketing their products. During the Covid situation the college went ahead with the programme by conducting virtual exhibition and online craft training classes.

File Description	Documents
Best practices in the Institutional website	https://ststephenspathanapuram.ac.in/best-practices-2/
Any other relevant information	<u>NIL</u>

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

St. Stephen's College is a beacon of hope and empowerment for students from all strata of society especially in the field of physical education. In addition to the academic performance, the college has attained fame and reputation among the educational institutions through its sports activities especially volleyball, making it an inevitable part of our College. Kerala State Sports Council had assigned a coach to our college for training the students. Currently the institution has our own men and women teams for Volleyball, Cricket and Football.

Our college has been hosting the Marthoma Dionysius All Kerala Intercollegiate Volleyball Tournament for the last 32 years. The college has an excellent Men's Volleyball team reputed as "University runners up" and also Women's volleyball team reputed as "University champions" in this academic year. The players from our college displayed their performance also in National level. Our student Mr. Akash J V, member of Kerala State Youth Volleyball team participated in Youth National Championship.

Four of our students are members of Kerala University Men volleyball team and 6 of our students are members of Kerala University Women volleyball team. Because of its stardom in sports, compared to other institutions, even though being located in a remote village area, it is attracting students from all over India.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

St. Stephen's College, Pathanapuram being an affiliated college follows the syllabus prescribed by the University of Kerala. On the basis of University calendar, each department prepares an academic calendar in the beginning of every academic year to ensure the smooth functioning of teaching-learning activities. Career orientation programme, induction and bridge course is conducting to the freshers. Centralised procedure is following to conduct the internal examinations and also to take curriculum feedback of students, teachers and alumni.

Attendance marking is undertaking through a centrally managed software. Smart Class Room facility is available in the college. The college library is well stocked with books, magazines, journals and online facilities like INFLIBNET & N-LIST. The College has a well - equipped Language Lab also.

Faculty members use Learning Management Systems and platforms like Moodle, Google Classroom, YouTube channels, etc. Remedial classes are providing for the slow learners.

DST-FIST funded science laboratories and Computer lab facility ensure academic research in the institution. College is a Local Chapter of NPTEL courses and offers various certificate courses. College is also working as Center for Continuing Education, Kerala. (CCEK).

Many PG & Research students have published papers in reputed journals and present papers in seminars.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://sscacademic.in/

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Each departments preparing Academic Calendars at the beginning of each semester in line with the University's calendar. All the classes and examinations are planned as per the calendar, thus ensuring complete adherence. The Institution, right from the admission, monitors the progress of the students, and the departments constantly keep track of their students' progression. This helps in continuously evaluating the student. The unit tests are also conducted for the students by all the departments for the Slow Learners following the criteria set by the College. The college level internal examination committee strictly conducts one internal examination for UG students and two internal examinations for PG students before the commencement of their university examination.

Course- wise assignments are taken from the students. The departments maintain the internal and end-semester question papers and upload them to the college websites as well. The Continuous Internal Evaluation (CIE) also conducting according to the norms of the parent university which includes the endsemester examination. This keeps the student on constant evaluation. The university end semester examinations are conducted in the college with the involvement of all the faculty members.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NIL

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

13

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

7

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

159

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The College integrates contemporary concerns on Environment, Sustainability, Gender, Ethics and Human values by conducting seminars, awareness programmes, annual observance of Important Special Days and organising Invited talks by experts.

All U.G. students, except B. Com., have language courses - Writings on Contemporary Issues, Environmental Studies and Disaster Management. Core Courses like, Gender Studies, Postcolonial Literatures, 20th Century Malayalam Literature in English Translation for B.A. English, Environmental Economics and Disaster Management for B.A. Economics, Environmental Studies, Informatics and cyber laws, Business Regulatory Framework and company Administration for B. Com., 'Environmental Science' for B.Sc. Botany, Green Chemistry for B.Sc. Chemistry, Ecology, Ethnology and Biodiversity for B.Sc. Zoology deal with these issues.

Energy Physics, the Open course of the Department of Physics, gives awareness on environmentally sustainable energy resources.

The Human Resource Development and Placement Cell and Entrepreneurship Development Club of the college organizes classes by experts to instil leadership qualities and workplace skills in students.

Environment Management Training Programme and Urja Kiran- an energy conservation awareness programme conducted by the department of botany helped to create consciousness among the general public about efficient management of all forms of energy.

Nature Club, Biodiversity Club and Energy Conservation Club are functioning in the college.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

13

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

317

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the

B. Any 3 of the above

syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://ststephenspathanapuram.ac.in/feedback-2/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	View File
URL for feedback report	https://ststephenspathanapuram.ac.in/feedback-2/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

300

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

53

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The faculty advisors of the first-year students collect the details of curricular and co curricular achievements/abilities of students at the time of admission itself. Bridge Course for newly admitted students is conducted every year before the commencement of the first semester classes to prepare them for undergraduate classes. Previous academic records and the marks obtained in the first continuous evaluation are considered to identify advanced and slow learners. Remedial classes are conducted after assessing the learning difficulties of the students with compensatory strategies for specific learning weaknesses or disability. The advanced learners are given special care for nurturing their interest in the subject. Special coaching is given for PG students preparing for NET. Special care is given for PH - students in the college which is evident from the consistent increase in the number of PH students in UG and PG streams. INFLIBNET facility available in the institution helps the students. Short - Term Certificate/ Add-On courses are conducted at the institution and also encourages to enrol SWAYAM/NPTEL courses for equipping the students with vocational skills. Extension/ outreach programmes are organized by the departments of the institution with the participation of students to make them socially committed.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
929	48

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Includes active participation of students through Group Discussion, Quiz, ICT aided seminar presentations, assignments. Visits: Institutional visits, Industrial visits, Visits to Research Centres, and Lab visits are conducted regularly under the auspices of Departments. Various clubs like Nature club, Tourism Club, Bio-diversity Club etc. help the students to learn through co-operative activities. Student Initiative Programmes: Peer Teaching provides opportunities for students to get into the various nuances of a topic by explaining it to their peers. Students organized Exhibitions and Poster Presentations are arranged..The Student seminars are organized wherein the papers are presented by students on syllabus-based topics. Skill Enhancing Programmes: Commerce Square organized by the Department of Commerce is an initiative to enhance the marketing ability of the students. It also provides the students with an opportunity to learn consumer behavior. Inspire, aspire scholarships. Student projects funded by govt. agencies. To encourage scientific temper among our students, renowned personalities are invited as guest speakers. Green Initiatives: To make the students environment conscious, World Wetland day, International ozone day, World Environment day, etc are observed. Cleaning drives are observed as part of Gandhi Jayanthi and Swatch Bharat Programme. .

File Description	Documents
Upload any additional information	View File
Link for additional information	https://ststephenspathanapuram.ac.in/club_s-forums/

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Learning Management systems like MOODLE and G suit for Education are effectively employed to transact the learning objectives and to simplify the creation, distribution and the grading of assignments in a paperless way. Google meet, Zoom, YouTube videos uploaded by the faculty etc. are used to conduct the online classes. Institution provides a Moodle platform to increase the efficiency of the teaching - learning process. Students are encouraged to join NPTEL - SWAYAM courses to increase their knowledge base. NPTEL videos are used in the teaching learning process as well. INFLIBNET facilities available in the institution help the students to have access to a wide variety of international journals and resource materials along with other Library resources. PG students are provided with INFLIBNET user credentials. UG students are also given the user credentials on their demand. e-PG Pathshala resources are also used in the teaching learning process for UG and PG students. Students are encouraged to make short videos as part of their assignments for continuous evaluation. The above-mentioned methods ensure the enthusiastic participation of students in the learning process and help the teachers in tracking the gradual progress of the students

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

47

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

48

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

25

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers**413**

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

IQAC prepares an Academic calendar according to the University calendar which is endorsed by the Staff Council. The schedule contains the dates of the internal test and evaluation process. The Academic Calendar is circulated among the faculty members and the same is informed to the students. Before every internal assessment, the meeting of CLMC and Centralised Internal Examination Committee is conducted. Question papers set based on the Outcome at the department level are submitted Online to the Centralised Internal Examination Committee, which takes care of the fair conduct of examination. The results are published on the notice board within a week. The CE marks are uploaded only after it is signed by the students. Those students who could not take the exams due to valid personal inconveniences are allowed a retest, (conducted by the department), only after producing a request from the parent duly endorsed by the Principal. Teachers are allotted examination invigilation duty by the Centralised Internal Examination Committee. Once all internal marks have been collected, a PTA meeting is called to inform parents/guardians of the academic progress of their wards. The institution maintains an Online attendance portal and attendance is uploaded on a daily basis.

File Description	Documents
Any additional information	View File
Link for additional information	https://ststephenspathanapuram.ac.in/internal-examination/

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Internal Assessment is monitored by the College Level Monitoring Committee (CLMC) and the Department Level Monitoring Committee (DLMC). Before every internal assessment, the meeting of the Department Level Monitoring Committee is conducted. Internal Assessments of all the semester examinations are conducted by the Centralised Internal Examination Committee. Question papers are set at the department level and handed over to the Centralised Internal Examination Committee, which monitors the fair conduct of exams. The invigilation duties for the teachers are allotted by the committee. Attendance Consolidation: Attendance is consolidated every month with the aid of Online attendance portal and published in the department notice board. Re-tests: The students who could not take the exams due to personal inconveniences are allowed a retest, (conducted by the department) with the permission of the Principal. Class Tests: Class tests are conducted by the concerned teachers to assess the progress of the students. Grievances related to the conduct of examinations or valuation of answer scripts may be reported to the concerned teacher at first level and further to, HoD and Principal. Scrutiny of answer papers, revaluation and improvement exams are conducted with the approval of DLMC

File Description	Documents
Any additional information	View File
Link for additional information	NIL

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Board of Studies (BoS) constituted by the University of

Kerala, prepares the syllabus taking into consideration the suggestions put forward by teachers. The BoS prepares programme outcomes for each programme to be attained by the learners by the conclusion of each course. The syllabus prepared as such by the BoS is discussed meticulously by each department and course outcomes are delineated accordingly keeping in mind the transfer of knowledge to occur which indeed is the efficacy of the course. The POs, PSOs and Cos thus analysed and consolidated by each department are uploaded in the college website. Orientation programme for the first-year students organised by the institution, is a platform for discussion regarding the syllabus - POs, PSOs and Cos. Students are made aware of the various academic avenues possible before them after the successful completion of the course. COs are explained exhaustively by the teachers in the introductory classes of each course. Students are assisted with e resources and supplementary study materials from the College Library which enable them to accomplish these outcomes. The College Calendar gives details regarding each programme and course and also displayed on the website.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://ststephenspathanapuram.ac.in/posp_sos-cos/
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded
2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.	
<p>The POs and PSOs for all programmes and COs for each course are prepared considering the outline provided by the University of Kerala. The methods chiefly used to assess whether students have attained the Course Outcomes include the participatory levels of students in curricular/ co curricular activities, marks scored for internal exams, their participation in seminars, their ability to handle assignment topics and their performances in the final examination. A detailed Blueprint is</p>	

prepared at the department level to assess the attainment of COs, PSOs while setting Question papers for the Internal Examination and selecting topics for assignments. A student's Grade Point (GP) is taken as the benchmark to measure whether the Course Outcome has been achieved or not. Students with a GP of 9 or above are considered to have achieved all the outcomes of the courses. A student with a GP between 8 - 9, 7 - 8 and 6 - 7 is deemed to have achieved 85%, 75% and 65% respectively of the course outcome. Students with GP between 4 and 6 are deemed to have achieved 50% of the course outcome. Students with a GPA less than 4, do not pass the course.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NIL

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

180

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	NIL

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://ststephenspathanapuram.ac.in/uploads/2022/12/SSS-2021-22.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****115.95**

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides****9**

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year****2**

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://envt.kerala.gov.in/wp-content/uploads/2020/01/22-08-19-G.O.Rt-No.-82-Env..pdf

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

We have an active research forum consisting of doctoral degree holders and other academicians. The forum frequently conducts debates and discussions related to recent scientific advancements and trends and the outcomes are shared to research scholars, faculty and students. The department of Botany has introduced an innovative initiative in conserving and providing the details of the plant by QR code. The college was awarded the FIST by the Department of Science and Technology, Government of India for fostering science and technology developments. Now our institution has 9 research guides and 14 research scholars doing their research in various interdisciplinary areas. Intellectual Property Rights (IPR) seminars and webinars were conducted frequently for stakeholders which impart knowledge regarding patent, copyrights and other areas of new innovations and inventions. We conducted energy audits more frequently and have distributed LED lights for the last several years and given proper guidance to the public regarding the energy conservation measures. The newly introduced course in Logistics under Centre for Continuing Education (CCE) of Government of Kerala and newly sanctioned M.Sc. Botany with specialization in Ethnobotany and Ethnopharmacology courses of University of Kerala helps the students to attain an additional and traditional expertise and place better chances and opportunities. The Library and Information Science department of our institution efficiently and effectively provides updated as well as recent knowledge and solutions for various wide and gap areas of stakeholders by

utilizing INFLIBNET and Digital information systems.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ststephenspathanapuram.ac.in/new-initiatives-for-plant-systematics-and-conservation/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

2

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	https://ststephenspathanapuram.ac.in/#
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

20

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

11

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

During the year 2021-2022, NSS and NCC units actively participated in different Covid-19 related programmes. Environmental Day, Reading Day, Teachers Day, Ozone Day, Cargil Vijaya Divas were observed in the college. Anti-Dowry campaign and Anti-Drug Campaign programmes are also conducted during the year.

File Description	Documents
Paste link for additional information	https://ststephenspathanapuram.ac.in/wp-content/uploads/2021/12/Criteria-3.4.1.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

21

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDS awareness, Gender issue etc. year wise during year

1237

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

2

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

- The campus is spread over 41.08 acres. The college has 5 separate blocks to cater to 8 UG, 5 PG programmes and 2Research Centre. The College Chapel serves as the nerve centre for ethical development.
- The total carpet area of the Central Library is 300 square meter witha reading space with 100 reading seats, stack section and reference section.
- Online platforms like MOODLE, Google Classroom & G-meet are used.
- St.Stephen's College Campus consists of 10 Staff rooms, 35 class rooms,19 ceiling mounted LCD projectors, 19 smart classrooms out of which 8 provided with interactive smart boards, 1 Auditorium(1000seating capacity), 2seminar halls, 12 Major science labs, 2 Research labs, 2 Computer labs, 1 language lab,Zoological museum, Biodiversity Park, Butterfly Park, Herbarium, Administrative office Room, Principal's office, Manager's office, Visitors' launch, separate rooms for NCC, NSS, Women's Cell, Gymnasium and Health club, Canteen, 12 toilets for staff, 1 exclusive ladies waiting block with attached washrooms and rest rooms, specially designed toilet and ramp facility for physically challenged students, Green House, Main Library, Digital Library and Language Lab, Parking Area for staff and students, 2 Volley Ball Court, Cricket/ Football Court, 1 College Bus, Sports' Hostel, and a Generator.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://youtu.be/434kj1-NKvc

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Our college has a sports hostel supported by the Kerala State Sports Council. The students being recruited to the University of Kerala by the Kerala State Council are directed to join the

Sports Hostel of St. Stephen's College and admitted under various graduate courses.

Sports

Stadium/ Court

Dimension

Events being played/ used

Volley Ball Court - I

18m length X 9m width

Volleyball

Volley Ball Court - II

18m length X 9m width

Volleyball

Playground

(Space for 200m Track and

Field)

75m length X35m

Athletics, Cricket

Outdoor badminton court

13.5 X 6.25 m

Badminton

Indoor Court

13.5 X 6.25 m

Badminton**Gymansium****15.2m X25.6 m****Fitness centre****Cultural Activities:**

The College Union organizes arts day and college day which provide the students ample opportunities to develop and showcase their talents in co curricular activities.

Festivals like Onam, Christmas, Kerala Piravi (state formation festival) are vibrantly celebrated in tune with the cultural sentiments of the state.

Gymnasium & Yoga

The gymnasium facility of the college has been regularly used by sports students .The college auditorium also acts as the venue for conducting Yoga for up to 200 students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**17**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

18.96

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The books in our library are indexed, categorized according to subjects and classified according to the Dewey Decimal classification system. KOHA(Version 16.05.05.000) integrated library automation software is used in the Library. Grandha is another library software used in the library which also provides mobile access to search the library catalog, schedules, books and resources. Library has a special facility called WEB OPAC which allows the user to search library holdings from any location with internet access. A user can access the bibliographic details of a book from the WEB OPAC. Nearly 22 Databases are actively used in the library. All books are bar coded and a reference ID is given. The issues and returns are also automated. Online journals and INFLIBNET are available. All students and staff of the college can access the

N-list- inflibnet for e-books and e-journal.

Name of the ILMS

software

Nature of automation

(fully or

partially)

Version

KOHA

Fully Automated

16.05.05.000

Features of Koha :

Koha is an open source Integrated Library System (ILS), used world-wide by public, school and special libraries.

Koha at Ststephens is streamlined with dedicated cloud servers ensuring 24x7 access.

Koha is built using library standards and protocols
Multilingual and multi-user support

Koha's OPAC, circulation, management and self-checkout interfaces are all based on standards compliant.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	NIL

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above
--	--------------------------------------

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2.32

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

40

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

All departments are provided with computers with internet facilities. The network infrastructure is designed in such a way that it ensures high-level data security through the installation of anti-virus software and firewalls. The institution is equipped with 112 computers and 5 laptops. Peripheral devices like printers, photocopiers, and scanners are also provided.. A well-equipped digital library with 38 computers with an internet connection is available in the college. All PG and final year UG classrooms are furnished with LCD projectors for making teaching-learning methods more effective. The departments of Physics and Mathematics have sophisticated computer labs with an appropriate number of computers for doing their work. The department of English has a multipurpose Language Lab. Online attendance system is accessible in all departments. The entire campus is monitored by CCTV facility .Wi-Fi is available in the college campus. All departments and college Library are networked through unlimited broadband internet connection. The IQAC of the College has a computer with LAN and internet connectivity to facilitate documentation and communication management system. It is equipped with an LCD projector and a printer cum scanner. The College office is partially automated under LAN connectivity. The College has a seminar hall with IT facilities. Open access system is followed in the Library. Information about upcoming events in the college is available on the college website which is updated regularly.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL

4.3.2 - Number of Computers

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS
--	--------------------

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)
--

18.96

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- Laboratories are properly maintained by each department. Stock verification is done by the faculty and Lab assistants in charge of it.**
- St.Stephen's College has a sufficient number of computers which are used in offices, various departments and in the Computer Laboratory. The students can access them in the**

Computer Laboratory at the time of computer practical classes. Computers are properly serviced and reused for the proper functioning of academic and non-academic purposes and to minimize e-waste.

- The classrooms are well furnished and are provided with whiteboards. Maintenance of the classrooms including furniture, doors, windows, and cleaning is done on a regular basis. Classrooms are opened, closed, and cleaned daily by supporting staff.
- Librarian initiates the requirement and maintenance of the library facilities with the help of library assistants. The Library Advisory Committee plays an active role for the smooth and efficient functioning of the library. Books, manuscripts, and reports are maintained with special care by the library assistants and they ensure a dustfree atmosphere in the Library.
- The Department of Physical Education monitors the maintenance of sports equipment and service of sports facilities at least once a year. Professionals are hired for special sports training and field maintenance.
- The College Bus provides additional travelling facility to students and staff.
- There are security personnel round the clock on the campus who ensure the safety and security of all infrastructure and the gardens, entry points, etc. All areas are covered under CCTV surveillance for safeguarding the assets.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

604

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

58

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to Institutional website	https://ststephenspathanapuram.ac.in/uploads/2021/12/Yoga-Activity-report-2016-2021.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

190

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

190

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

32

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

60

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State

government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

68

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

26

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Student council plays an important part in the student life in our college. It is meant to inculcate leadership quality as

well as political aptitude in students. The student council is elected every year following the guidelines set by Lyngdoh Committee as well as the University of Kerala. The elections are being conducted in parliamentary method where two representatives each from every UG class and one representative each from PG classes are elected. The office bearers are then chosen from this group. A staff advisor is also appointed to supervise the activities of the union. The College Union and its office bearers oversee various cultural, political, sports and other extra-curricular activities within that academic year. Annuals Arts Day, Annual Sports Day and other co academic events are organized under the leadership of the College Union, especially the office bearers. The annual college magazine is also produced under the leadership of the elected Magazine Editor in particular and College Union as a whole. The students union raises complaints on behalf of the student community in college and university level in order to make sure that the best is offered to students. Representation from the student council is also present in various committees of the college like IQAC. Each department of the college also has its own departmental associations with its own office bearers who are in charge of various departmental level .

File Description	Documents
Paste link for additional information	https://ststephenspathanapuram.ac.in/coll ege-students-union/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

26

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template))	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The alumni association of St. Stephen's college is named STEPHANI ALUMNI ASSOCIATION and since its inception had been a vital participant in the functioning of the college. The Alumni Association is vibrant and their enthusiastic participation in the activities had been a valuable asset to the college. Executive Committee of the association meets annually to chart the activities of the association for that year. Each department of the college has separate chapters of the Alumni Association facilitating a stronger bond for each alumnus with college. The Alumni Association organizes get-togethers and events to allow the coming together of former students. The college Alumni Association is registered under the number KLM/TC/72/2015.

The STEPHANI ALUMNI ASSOCIATION keeps a good liaison with the Principal, HoDs, and PTA representatives. The Association contributes to infrastructure development, encourages extracurricular activities and provides career guidance and support to the students. In addition to this, the Department of Physics, Chemistry, Zoology, Botany and Commerce conducted their regular annual meet. The association works to foster camaraderie among the old students and build a strong and lasting relationship with the Alma Mater. They actively contribute to the institutional, academic and infrastructural developments of the College. Besides all these activities our Alumni association actively participates in charity.

File Description	Documents
Paste link for additional information	https://ststephenspathanapuram.ac.in/alumni-login/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT
6.1 - Institutional Vision and Leadership
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution
<p>The governance of the institution is democratic, blending the traditional and current. The governing body includes the Manager, the Principal, and the management representatives who have been actively involved in the administration of the college. There are clearly stated policies for infrastructural development, teacher and employee recruitment and quality assurance reflecting the vision and mission of the institution.</p> <p>The principal is the head of the institution with responsibilities percolating down through the heads of the Departments, faculty, and the non-teaching staff into the students. The decision-making bodies are the Governing Body, IQAC and the college Council.</p> <p>There is adequate student representation in all statutory and administrative bodies. The faculty imparts quality education, keeping in line with the objectives of the institution. The overall growth of students into ideal personalities by developing academic, social and physical skills through various club activities, academic and cultural programmes of the college.</p> <p>IQAC takes initiative in planning and implementing the various quality improvement strategies of the college through the</p>

Departments and other statutory bodies and various cells. Performance appraisal reports of the teachers, feedback collection, analysis and subsequent action, forms part of the regular functioning of the college.

File Description	Documents
Paste link for additional information	https://ststephenspathanapuram.ac.in/visi on-mission/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college practices an inclusive, decentralised and participatory approach in its institutional activities. It promotes an environment of solidarity, oneness and mutual respect which ensure the smooth functioning and growth of the institution. The day-to-day activities of the college is managed by the Principal, College Council, Heads of the Departments, Class teachers, administrative staff and the support services. Routine and extraordinary decisions are taken by the college council and discussed in general staff meetings for implementation.

Case Study

The IQAC has developed an effective methodology for implementing yearly strategic action plan of the college. Since the beginning of the academic year, action plan from the departments and various clubs had been collected within a stipulated time of one month. This has been followed by meeting with faculties of the department and co-ordinators of various clubs in a scheduled timeframe for an elaborate discussion. Later action plans has been scrutinized in accordance with the vision and mission of the institution. Then the plans and proposals had been discussed in college council and thereby formulated the strategic yearly action plan of the college.

File Description	Documents
Paste link for additional information	https://ststephenspathanapuram.ac.in/strategic-plans/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

We had a strategic plan focused on the general theme "Teaching ,Learning and Research activities in the college".Our faculty utilised variant modes of online teaching such as Classroom, Google Meet, YouTube Channel ,LMS(personalised moodle links).Our college has now established a centralized MOODLE platform incorporating all faculty and students. In our college, MSc and final year Degree classrooms were now ICT enabled which accounts for 19 out of 35 classrooms. We have a Language Lab with the latest multimedia facilities, aimed at improving communication skills of the students. Our College is an Active SWAYAM Local Chapter (SPOC ID: 2572) and our PG students and faculty actively benefit from these courses. Our college offered 5 add-on/certificate courses through various departments. Among 48 faculty members, we have 24 Ph.D. holders,5 faculty members of the college have acquired guideship during this academic year accounting to a total of 8 approved research guides in our college .We have an active well facilitated research centre in the Zoology department with 19 ongoing research scholars and produced 2 PhDs in the ongoing academic year.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://ststephenspathanapuram.ac.in/strategic-plans/
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from

policies, administrative setup, appointment and service rules, procedures, etc.

The Governing Body: The college has a well-functioning organizational structure managed and administered by the Mount Tabor Diara, Pathanapuram. The highest authority in the organogram of the institution is the Manager of the institution. The Governing Body is the apex body regarding the matters in policy making.

The Principal: The next key person of the organogram is the Principal, who is the executive head of the institution entrusted with the responsibility of managing the day-to-day affairs of the college assisted by the College Council in academic matters.

IQAC: The IQAC formulates policies with a broad vision which are implemented by different departments, academic committees, co-curricular clubs and auxiliary bodies in the college.

Administration: the routine office administration is managed by the Chief Superintendent under the supervision of the Principal.

Library: The college has an established and well-organized library which functions under the direct governance of the principal.

Appointment and service rules: The appointment and promotion of permanent staff of the college are governed by the provisions of University of Kerala Regulations and UGC Regulations. All the employees are bound to follow Kerala University Statutes and Kerala Service Rules issued by the Government of Kerala.

File Description	Documents
Paste link for additional information	<u>NIL</u>
Link to Organogram of the institution webpage	<u>chrome-extension://efaidnbmnnibpcajpcqclc1efindmkaj/https://ststephenspathanapuram.ac.in/uploads/2021/12/Organogram-of-St.-Stephens-College-Pathanapuram.pdf</u>
Upload any additional information	<u>View File</u>

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above
File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File
6.3 - Faculty Empowerment Strategies	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
The college focuses on financial security and welfare of its staff for empowering their morale. It intended to create efficient, healthy, loyal and satisfied staff for the institution. All these welfare measures would generate a better working environment in the institution.	
Government welfare schemes	
<ul style="list-style-type: none"> • Provident Fund • Mediclaim • Pension scheme • Group Insurance Scheme • State Life Insurance • Maternity and Paternity Leave • Medical reimbursement 	
Institutional Welfare Schemes	

- **Free Wifi**
- **Institutional mail Id**
- **Washing Places**
- **Women Rest Room**
- **Canteen facility**
- **Car Parking facility**
- **Free Accomodation for faculty when required**
- **Adequate and sufficient wages (contract basis)**
- **Fire And Lab safety**
- **Awards and acknowledgement for new Ph.D holders**
- **Regular workshop on learning Management System for effective teaching-learning process**

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

16

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The teachers are evaluated based on their performance mainly in teaching learning and Evaluation related activities, Co-curricular and Professional Development related and Research related. Every year a Performance Appraisal by the teachers in standardized proforma issued by the University of Kerala is circulated among the teaching faculties which is filled out and then submitted to the IQAC attested by the Principal. When a promotion falls due to a teacher, the IQAC through the Principal requests the University to constitute a Steering committee which comprises two subject experts selected by the University and also the HOD and the Principal. Based on the evaluation of his/her PBAS proforma, the overall performance of the teacher is evaluated and suggestions are given to improve the services. Appraisal forms are then submitted to the University for approval for promotions. A file is also maintained by the IQAC. Further, at the end of each semester, feedback forms are issued to the students to collect information about the teaching process. The teachers also maintain a work diary for recording day to day activities which shall be verified by the Heads of respective departments and later submitted to the Principal in the end year.

File Description	Documents
Paste link for additional information	<u>NIL</u>
Upload any additional information	<u>View File</u>

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution regularly conducts internal and external financial audits . The following agencies conduct regular financial audit in the Institute:

Internal Audit: The internal audit is done by the office staff comprising the superintendent, the head accountant, and the staff in charge of accounts. This is done in the case of the daily income and expenditure statement regarding fees, caution deposit, grants for students etc. This is verified by the principal.

External Audit: It is conducted by the following agencies

(a) Accountant General, Govt of Kerala-AG conducts statutory audit for all financial and accounting activities of the Institute. All observations/objections of AG are communicated through their report which will be dealt with utmost care and the required additional documents/bills/vouchers will be produced before the Auditors in time.

(b)Directorate of Collegiate Education, Govt of Kerala-The audit team verifies utilization of funds received from the Central and the State governments which include grants from UGC, NAAC, RUSA, DIST-FIST, KSCSTE, KSHEC and other government agencies.

(c)Chartered Accountant of the Institute- CA conducts regular accounts audit and issues certified Annual Financial Statements. All Utilization Certificates to various grant giving agencies are also countersigned by the Chartered Accountant.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1.58

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Resource mobilization policy focuses on achieving the goals and target of the institution ensuring accountability and transparency. The college receives funds mainly from UGC, RUSA, DST-FIST, KSCSTE, KSHEC, State government for NSS, PTA, alumni, management etc. The concerned committees of the college have the responsibility for assessing, planning, implementing and supervising the fund raising activities of the college. For central government funds, the FIST committee, RUSA committee and purchase committee jointly allocates funds to various departments for developmental activities, for academic resources such as books and journals and for infrastructure development which includes labs, equipment purchasing, networking etc. The amount for each department is distributed on the basis of the proposals received from each department. The Management/ PTA/ Alumni funds and other contributions are utilized to meet the developmental needs, for giving salary to guest faculty, to give scholarships for needy students etc. For optimum utilization of the available resources, the

stakeholders are informed about the sanctioned budget and are directed to keep a record of all the financial transactions. On behalf of the principal the Head Accountant maintains the accounts of all these financial transactions.

File Description	Documents
Paste link for additional information	https://ststephenspathanapuram.ac.in/wp-content/uploads/2021/12/Institutional-strategies-for-mobilisation-of-funds-and-the-optimal-utilisation-of-resources-6.4.3.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC devised several measures to improve the performance of the institution which were successfully implemented in the college.

1. MODERNISATION IN THE COLLEGE: The college infrastructure has improved significantly with the construction of a digital computer lab thereby upgrading the college library into a completely digital library. Moreover the renovation in the Heritage building was another milestone in this direction. Standardized uniform attendance software was adopted in order to ensure the maximum participation of the students in the learning process. Internet connection was upgraded periodically and all the departments have Wi-Fi facility which helps the faculties for their teaching note preparation.

2. DEVELOPMENT OF LEARNING MANAGEMENT SYSTEM: The college has developed LMS software for effective teaching learning process. Faculty members were trained in this program on a variety of course design, course structure, content management, and blended learning techniques. It is very useful for sharing course materials with learners or interactive videos with embedded questions to assess a student's ability to understand various concepts. All departments have LMS programmes for both undergraduate and postgraduate students, from first semester to final semester. Certificate courses are also conducted through this platform.

File Description	Documents
Paste link for additional information	https://online.ststephenspathanapuram.in/
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC has initiated several measures to review teaching, learning process and implemented several reforms to evaluate student's learning outcome. All these come together under the umbrella term Quality Enhancement Programmes. These include granting of Patent to onefaculty ,approval as Research Supervisors by 5 faculties, capability enhancement e-learning workshops, accomplishing NPTEL certificates, achieving ASPIRE scholarship by Post Graduate students and so on.

Academic Audit: The institution regularly reviews its teaching and learning processes through a comprehensive process carried out at various levels through structures formulated by the institution, culminating in an academic audit at the end of each academic year. Academic audit refers to a systematic method of checking the quality of teaching in educational institutions. It helps ensure and improve the quality of the education system. Further, the college is given the opportunity to understand the shortcomings of various processes and systems and culminates in improving the quality of education. This includes the evaluation of all curricular and co-curricular programmes and departmental and club activities, eventually helping the institution to maintain high levels of education in the long term. In addition, this should include all departmental activities and processes and the documentation that supports them.

File Description	Documents
Paste link for additional information	http://ststephenspathanapuram.ac.in/wp-content/uploads/2022/12/guideship.pdf
Upload any additional information	View File

<p>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Paste web link of Annual reports of Institution	https://ststephenspathanapuram.ac.in/aqar/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equity & Sensitization Programmes

Various clubs like Women's Club, Gender Champion club etc. function in our college providing a platform for students irrespective of their sex to discuss their problems, find solutions and arrive at fruitful results of gender equality and sensitization. Activities like seminars, workshops, debate and discussions, arts performance etc. are conducted for making them aware of various gender issues. These programmes enable them to overcome the barriers of inequalities and bring in the spirit of oneness.

Specific Facilities Provided for women

1. Safety and security

- Hostel facilities
- Women's Cell to ensure promotion and protection of girls.
- Anti Sexual Harassment and Anti Ragging Committee consisting of faculty members and Sub Inspector of Police.
- Grievance Redressal Cell for redressing the grievances of various stakeholders of the college.
- A complaint box for collecting the complaints and suggestions related to the college.
- A suggestion box in the website to initiate students to convey their suggestions and ideas.
- A canteen functioning as a place of relaxation and refreshment
- Surveillance Cameras installed in all blocks for the safety of the students
- A health Centre equipped with various medicines and first aids.
- Facilities for practicing self defense mechanisms

+Yoga training for our female community.

+ 'food festival'

- Anyone who enters the campus should complete a security check process done by the security of the college.
- Special toilets, ramp facilities and wheelchairs are also available for differently abled

b). Counselling:

c). Common Room

File Description	Documents
Annual gender sensitization action plan	http://ststephenspathanapuram.ac.in/wp-content/uploads/2023/02/Default-Folder-3.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://ststephenspathanapuram.ac.in/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above
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File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words)
Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

A Stephanian Green Policy was formed and the student clubs NSS, NCC and Nature Club see to it that the campus is kept clean.

Solid Waste Management

The following measures are undertaken:

Awareness on segregation of waste ultimately blue, green and red dustbins are used.

NSS volunteers provided 'Penakkoodu' to each department to collect used pens.

College conducts a training programme on paper bag making every year for College students and local people to reduce the use of

plastic bags.

Encourage the use of steel food containers and steel cups.

Replacement of flex boards with LED display boards.

Handing over of non-biodegradable wastes like bottles, cans, plastics, broken glassware, tins etc to scrap dealers for recycling periodically.

Installation of two incinerators in the girl's toilet for the safe disposal of sanitary napkins.

Liquid waste management

Practical labs like Chemistry, Botany and Zoology have taken measures to ensure that all the chemicals are diluted before discarding in wash basins.

Teachers encourage students for the minimal use of chemicals in laboratories.

E-waste management

Awareness programmes are initiated on e-waste management.

The non-functional computer equipment and its spare parts are safely handed over to scrap dealers.

The cartridges of laser printers are refilled and used.

UPS batteries are recharged and repaired by technicians.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water

A. Any 4 or all of the above

**harvesting Bore well /Open well recharge
Construction of tanks and bunds Waste
water recycling Maintenance of water
bodies and distribution system in the
campus**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	C. Any 2 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The College was the fulfilment of a long cherished desire of its founder. All its activities and functions focus on his dream. Our institution aims at equipping learners with knowledge, skills, understanding and moulding their behavior to follow the
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democratic values and responsibilities for the upliftment of the society. The single window system is used to admit students to various UG and PG courses according to university norms. There are special reservation for SC, ST and OBC students. Sports quota and community quota are also considered. The college plays a vital role in uplifting such students by providing various scholarships and economic support to them. This is an institution, managed by a monastery which promotes intellectual progression and education.

The college regularly organizes different activities for inculcating the value of tolerance and harmony towards cultural diversities. Onam and Christmas celebrations are conducted every year with maximum student involvement, which bring a divine message of unity in diversity inside the campus. The NCC and NSS units of the college organize different programmes to uphold the values of cultural harmony, social service and inclusion. The institution always keeps its moral and social values by extending its help to the needy people in the form of charity. When there is any disaster or any other natural calamities that affects the lives of human beings, the institution is always active with financial and physical support for the affected ones.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution strictly follows the fundamental rights and duties given in the constitution of India. The students union of the college is elected in a democratic way. Admission to various UG and PG programmes are conducted by satisfying different reservation quotas. PTA meetings are conducted regularly for the smooth and democratic functioning of the college.

An active legal forum is functioning in the college for

providing legal awareness and legal support to students. 'Republic day and independence day are celebrated on January 26th and August 15th respectively every year to commemorate the adoption of the constitution. On these days national flag is hoisted and speech on Indian constitution and its importance is delivered by various faculty members to promote a feeling of patriotism and national unity among students and staff. Every year the 'Flag day' is celebrated by the NCC unit of our college on December 7th to express our gratitude and appreciation to veteran military personals of our country. The flag day fund collected is utilized for the welfare of the families of armed forces who stake their lives protecting the country's borders. The International Day of Yoga is celebrated in our college on June 21st to develop self-control and discipline among students. The staffs of our institution plays a key role for the smooth conduct of elections according to state and central legislatures by acting as presiding officers and polling officers.

File Description	Documents
Details of activities that inculcate values; necessary to render students into responsible citizens	http://ststephenspathanapuram.ac.in/wp-content/uploads/2023/02/Default-Folder-1.pdf
Any other relevant information	<u>NIL</u>

<p>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct</p> <p>Institution organizes professional ethics programmes for students, teachers, administrators and other staff</p> <p>4. Annual awareness programmes on Code of Conduct are organized</p>	<p>A. All of the above</p>
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File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File
7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals	
Sl No	
Date	
Programme	
1	
5 June 2021	
Environmental Day celebration	
2	
14 June 2021	
Blood Donation Day	
3	
19 June 2021	
Observance of World Reading Day	
4	
21 June 2021	
International Yoga Day	

5

26 June 2021

International Day Against Drug Abuse and Illicit Trafficking

6

16 July 2021

World Snake Day

7

17 July 2021

International Justice Day

8

01 August 2021

Video album creation on Friendship Day

9

15 August 2021

Independence Day Celebration

10

19 August 2021

Onam Programme

11

19-28th August 2021

Photography Day

12

24 August 2021

Observance of Women's Equality Day

13

02 September 2021

Observation of Coconut Day

14

05 September 2021

Observation of Teachers day

15

13 September 2021

International Literacy Day

16

15 September 2021

International day of democracy

17

25 September 2021

Ozone Day Celebration

18

2 October 2021

Wildlife Week Celebration

19

9 October 2021

World Space Week Celebration

20

28 October 2021

International Mole Day

21

26 November 2021

Observance of Constitution Day

22

01 December 2021

Observance of world AIDS day

23

23 December 2021

Christmas Celebration

24

04 January 2022

Observance of safety Day

25

12 January 2022

Observance of National Youth Day

26

25 January 2022

International level Quiz on National Tourism Day

27

26 January 2022

Swachh Bharat campaign and Republic Day celebration

28

04 February 2022

Observance of World Cancer Day

29

28 February 2022

National Science Day celebrations

30

08 March 2022

Gender equality day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 1. "Sanjeevani"- Life saving practices

OBJECTIVES:

? To motivate the students by adopting the slogan "Share life, Give blood".

? To create awareness and motivate students for voluntary non-remunerated blood donation.

? To inculcate the sense of social responsibility among students.

? To develop sensitivity among students regarding maintenance of a healthy lifestyle.

PRACTICE:

The following Lifesaving practices are followed by the students,

Blood Donation Forum

Blood Donation Camp

Medical Camp and Health Awareness Class

Karuthal -Palliative Care Unit

Charity

BEST PRACTICE: 2. "Kaushal Vikas"- Learn, Do and Earn.

OBJECTIVES :

? To develop skills for making useful items, to reduce environment pollution and to develop the attitude of self-employment among students

? To create among students an understanding of art, craft and design in a variety of contexts.

PRACTICE:

Commerce Square, a virtual exhibition and online craft training was organized so that the students can create and market their products and crafts. In order to support and motivate the students, open space in front of the college is provided for exhibiting and marketing their products. During the Covid situation the college went ahead with the programme by conducting virtual exhibition and online craft training classes.

File Description	Documents
Best practices in the Institutional website	https://ststephenspathanapuram.ac.in/best-practices-2/
Any other relevant information	<u>NIL</u>

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

St. Stephen's College is a beacon of hope and empowerment for students from all strata of society especially in the field of physical education. In addition to the academic performance, the college has attained fame and reputation among the educational institutions through its sports activities especially volleyball, making it an inevitable part of our College. Kerala State Sports Council had assigned a coach to our college for training the students. Currently the institution has our own men and women teams for Volleyball, Cricket and Football.

Our college has been hosting the Marthoma Dionysius All Kerala Intercollegiate Volleyball Tournament for the last 32 years. The college has an excellent Men's Volleyball team reputed as "University runners up" and also Women's volleyball team reputed as "University champions" in this academic year. The players from our college displayed their performance also in National level. Our student Mr. Akash J V, member of Kerala State Youth Volleyball team participated in Youth National Championship.

Four of our students are members of Kerala University Men volleyball team and 6 of our students are members of Kerala University Women volleyball team. Because of its stardom in sports, compared to other institutions, even though being located in a remote village area, it is attracting students from all over India.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

ACTION PLAN

- Enhance the research activities in the institution by increasing the number of research centres, research guides, publications.
- Publication of a multi- disciplinary book under the guidance of Research Forum of the college.
- Apply for more number of minor/major projects in the college.
- Introducing "Yuva vani"-Campus radio initiative
- Introducing "Karuthal" as a campus initiative with the motto of support to last, least and the lost.
- Organising the Food Fest and Vipani events in the college with the main objectiv of self entrepreneurship.
- Encourage all departments to conduct "Certificate programmes in the college"
- Signing of MoU's with institutions amd placement authorities.
- Observation of all important days under the auspicious of various departments.
- Organising National and International seminars and research methodology workshops.
- Ensure participation in Unnath Bharat Abhiyan-Govt.of India initiative
- All activities of the institution will follow "Green Campus, Clean campus initiative"