

# **ST.STEPHEN'S COLLEGE PATHANAPURAM, KERALA**

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## **The Annual Quality Assurance Report (AQAR) of the IQAC**

**2017-2018**



Submitted to

**NATIONAL ASSESSMENT AND ACCREDITATION**

**COUNCIL, UNIVERSITY GRANTS COMMISSION**

**BANGALORE**

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part - A

### 1. Details of the Institution

1.1 Name of the Institution

**St. Stephen's College, Pathanapuram**

1.2 Address Line 1

**Maloor College P.O**

Address Line 2

**Maloor**

City/Town

**Pathanapuram**

State

**Kerala**

Pin Code

**689695**

Institution e-mail address

**ststephenspathanapuram@gmail.com**

Contact Nos.

**0475-2352385, 2354385, 2351714**

Name of the Head of the Institution:

**Dr. Achamma George**

Tel. No. with STD Code:

**0475-2352385**

Mobile:

**9447388690**

Name of the IQAC Co-ordinator:

**Capt (Dr) Koshy P.M**

Mobile:

**9447087260**

IQAC e-mail address:

**ssciqac1964@gmail.com**

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**KLCOGN11538**

1.4 NAAC Executive Committee No. & Date:

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

**EC (SC)/06/RAR/102**

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

1.5 Website address:

**www.ststephenspathanapuram.ac.in**

Web-link of the AQAR:

**www.ststephenspathanapuram.ac.in/iqac/**

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++	83	2004	2004-2009
2	2 <sup>nd</sup> Cycle	B	2.80	2015	2015-2020
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC

**10-07-2006**

1.8 AQAR for the year

**2017-2018**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

Last visit of NAAC on 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> of April 2015

- I. AQAR 2014-2015 Submitted to NAAC on 09-10-2015
- II. AQAR 2015-2016 Submitted to NAAC on 29-07-2016
- III. AQAR 2016-2017 Submitted to NAAC on 19-10-2017

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme-

Arts  Science  Commerce  Law  PEI (Phys Edu.)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

**University of Kerala,  
Thiruvananthapuram**

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt.

**NA**

/ University

University with Potential for Excellence

**NA**

UGC-CPE

**Nil**

DST Star Scheme

**Nil**

UGC-CE

**Nil**

UGC-Special Assistance Programme

**Nil**

DST-FIST

**Nil**

UGC-Innovative PG programmes

**Nil**

Any other (Specify)

-

UGC-COP Programmes

**Nil**

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

**13**

2.2 No. of Administrative/Technical staff

**1**

2.3 No. of students

**1**

2.4 No. of Management representatives

**2**

2.5 No. of Alumni

**1**

2.6 No. of any other stakeholder and  
community representatives

**1**

2.7 No. of Employers/ Industrialists

**1**

2.8 No. of other External Experts

**Nil**

2.9 Total No. of members

**20**

2.10 No. of IQAC meetings held

**04**

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

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

- Seminar on NAAC accreditation and assessment procedure
- Seminar on International Yoga Day.
- Seminar on 'NAAC Revised guidelines: *Benchmarks for excellence*'

2.14 Significant Activities and contributions made by IQAC

1. Encouraged each department to conduct extension activity for the benefit of the society.
2. Organize club activities
3. Encouraged teachers to go on deputation for Research under FDP of UGC.
4. Directed department to celebrate important day and events.
5. Library automation, Purchase of books and journals, Library department to conduct extension activity.
6. Assisted departments by preparing time schedule for conducting Bridge courses and Remedial Classes.
7. Result analysis was done. Student teacher feedback from the department collected and analysed.
8. Seminar on 'NAAC accreditation and assessment procedure'
9. Conducted seminar on 'NAAC Revised guidelines: *Benchmarks for excellence*'
10. Due to UGC and State Government direction '**International Day of Yoga**' celebrated
11. Suggested PTA to give salary of Assistant faculty temporary from PTA fund.
12. PTA fund utilised to organise '**Hrydayapoorvam**' programme
13. Periodically evaluated the preparation of Self Study Report and also ensured to upload the report in the College website.
14. Up gradation of Website in to dynamic
15. Submit proposals to begin a sub centre of **Centre for Continuing Education Kerala (CCEK)**
16. Encourage NCC to start yoga training programme in the College

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>• “Rain water harvesting”</li> <li>• Renovation of Zoology research lab</li> <li>• Increase the intake of Research</li> <li>• Develop a Research Portal</li> <li>• Rectify electrical problems</li> <li>• Encourage Sports activity in the College with more importance to Volley ball</li> <li>• Construct a computer lab attach to Library</li> <li>• Maintenances of Mathematic block</li> <li>• A model examination conducted in addition to regular internal examination</li> <li>• Celebration of National important days</li> <li>• Maintenance of sports hostel</li> <li>• Conducted seminar by IQAC</li> <li>• Monitor the activity of WWS &amp; SSP</li> <li>• Fix a digital display board in front of the College</li> <li>• Purchase of books in the library</li> <li>• Begin certificate course and Add-on course</li> </ul>	<ul style="list-style-type: none"> <li>• Plan and budget for “Rain water harvesting” prepared. The work started</li> <li>• The renovation work completed</li> <li>• Number increased</li> <li>• Developed</li> <li>• Repaired</li> <li>• Sports and games conducted for the students. We have state level ranking Volley ball team. A sport hostel is running in the College assisted by a University coach.</li> <li>• Computer lab - plan proposed</li> <li>• Asbestos sheet removed and new roofing’s constructed</li> <li>• Model examination conducted</li> <li>• Observed</li> <li>• Sports hostel modified</li> <li>• One seminar conducted by IQAC</li> <li>• All activity of WWS and SSP monitored by IQAC</li> <li>• Display board fixed</li> <li>• Book purchased for library</li> <li>• Discuss the subject with department of English and mathematics</li> </ul>

\* Attach the Academic Calendar of the year as **Annexure I**.

2.15 Whether the AQAR was placed in statutory body

Yes

No

Management

Syndicate

Any other body

**IQAC**

Provide the details of the action taken

The Management, Council and the IQAC perused the AQAR Reports in detail, gave their approval and the same was send to the NAAC Headquarters,

**Part - B**  
**Criterion – I**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
<b>PhD</b>	<b>01</b>	-	-	-
<b>PG</b>	<b>4</b>	-	-	--
<b>UG</b>	<b>8</b>	-	-	-
<b>PG Diploma</b>	-	-	-	-
<b>Advanced Diploma</b>	-	-	-	-
<b>Diploma</b>	-	-	-	-
<b>Certificate</b>	-	-	-	<b>1</b>
<b>Others</b>	-	-	-	<b>2</b>
<b>Total</b>	<b>13</b>	<b>02</b>	-	-
<b>Interdisciplinary</b>	<b>8</b>	-	--	-
<b>Innovative</b>	-	-	-	-

- 1.2 (i) Flexibility of the Curriculum: CBCSS/Core/Elective option / Open options  
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	<b>12</b>
Trimester	-
Annual	<b>01 (PhD.)</b>

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

**\*Please provide an analysis of the feedback in the Annexure II**



1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The P.G and U. G syllabi were revised by the University of Kerala in accordance with the regulations of CBCSS from 2013 onwards. Some faculty members of this College served as member of Board of studies University of Kerala involved in the curriculum development

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
<b>41</b>	<b>31</b>	<b>10</b>	<b>Nil</b>	<b>Nil</b>

LIBRARIAN-1

2.2 No. of permanent faculty with Ph.D.

<b>13</b>
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
<b>Nil</b>	<b>18</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>18</b>

2.4 No. of Guest and Visiting faculty and Temporary faculty

<b>17</b>
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<b>Nil</b>
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<b>Nil</b>
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	<b>09</b>	<b>14</b>	<b>10</b>
Presented papers	<b>02</b>	<b>05</b>	<b>-</b>
Resource Persons	<b>-</b>	<b>01</b>	<b>-</b>

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

1. **Peer teaching**
2. **ICT** enabled teaching.
3. Debate and group discussions.
4. **Tutorial System** practised in the institution has minimised the gap between teachers and students.
5. **Quiz competitions** conducted by various department
6. Each department is conducting **Study tour** and **field study** as part of their programmes in syllabus
7. PowerPoint Presentation aided classes.
8. **Interactive Board** enabled classrooms.
9. Scholar Support Programme and Walk With a Scholar Programme implemented
10. **Bridge course** and **induction programme** were conducted.
11. **Remedial course** for weak students
12. Important events were published in **special notice board** which placed in open space.
13. Assignment and seminars in UG and PG classes.
14. Invited lectures
15. Effectively conduct **Teacher Talent Scan**
16. PG and UG **projects** were carried out in college as well as in the outside recognised lab
17. Reading Week Celebration.
18. Library orientation programme arranged for first year students
19. Email alerts on the new arrivals of books
20. Creative dialogue corner is established to promote group study

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

192

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

1. Internal examinations, for PG and UG students
2. P.G two internal examination
3. Class test
4. Examination hall were brought under CCTV surveillance
5. Special internal examinations arranged for the students those who are not able to attend the examination due to some unavoidable situation

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

6	-	-
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2.10 Average percentage of attendance of students

86
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2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
<b>BA/B.Sc./ B.Com Result 2017-18</b>						
B.Com	35	-	51.43	14.29	-	65.72
B.A Economics	38	-	7.89	5.27	18.42	31.58
B.A English	35	-	20	26.57	4.86	51.43
B.Sc. Mathematics	32	43.75	18.75	-	-	62.5
Physics	30	20	27	-	-	47
Chemistry	35	2.86	51.43	-	-	54.29
Botany	36	13.88	25	-	-	38.88
Zoology	33	12.12	45.5			57.6
<b>*M.Sc. Result 2016-17</b>						
M.Sc. Physics	13	15	70	-	-	85
M.S. Chemistry	13	15.38	76.92	-	-	92
M.Sc. Zoology	13	69.2	23	-	-	92
M.Sc. Mathematics	15	26.67	53.33	-	-	80

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

1. Introduce **discipline committee I** in the College for the maintaining of proper discipline.
2. Issue forms and encourage department HoD's to collect feedback from students, teachers, Parents and Alumni, analyse and brought necessary changes.
3. Encourage teachers to avail Faculty Improvement Programmes (FDP).
4. IQAC introduce a coordinator for monitoring the Teaching, learning and evaluation process.
5. Special team of teachers were assigned to carry out result analysis
6. IQAC monitors teacher performance after reviewing student feedback of teachers and provides suggestions
7. Department level IQAC members were selected from teaching faculty to coordinate department level activity

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	<b>01</b>
UGC - Faculty Improvement Programme	<b>01</b>
HRD programmes	<b>04</b>
Orientation programmes	<b>04</b>
Faculty exchange programme	-
Staff training conducted by the university	<b>02</b>
Staff training conducted by other institutions	<b>01</b>
Summer / Winter schools, Workshops, etc.	<b>08</b>
Others	<b>07</b>

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	<b>07</b>	<b>Nil</b>	-	-
Technical Staff	<b>15</b>	<b>06</b>	-	-
Physical Education	<b>01</b>	<b>01</b>	-	-
Librarian	<b>01</b>	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

The IQAC

- Submit proposal to KSCSTE for the conduct of seminar
- Encourages and deputed teachers to undertake research leading to Ph.D. under FDP and on part-time basis.
- A research committee was established to promote research in the College
- Renovation of research lab
- Increase the number of Research guides and Research students.
- Directed the departments to submit proposals to UGC for National Seminars.
- Encourage teachers to present and publish papers
- Facilitates the function of well-equipped research laboratories in various departments that aids in the projects of U.G and P.G.
- Proposal submitted for obtaining ISSN status for publications.
- INFLIBNET (N-LIST) facility in the library
- Research committee in the College

#### 3.2 Details regarding Major Projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.3 Details regarding minor projects

	Completed	On going	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	<b>03</b>	<b>06</b>	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	2017-18	KSCSTE	8000	8000
Any other(Specify)	2017-18	KSCSTE	92000	92000
Total	-	-	100000	100000

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	4	-	06
Sponsoring agencies	-	-	KSCSTE	-	Department-05 ACT-01

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil



3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level	02	State level	Nil
National level	Nil	International level	Nil

3.25 No. of Extension activities organized

University forum	Nil	College forum	01		
NCC	3	NSS	3	Any other	4

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

**Physics**

- Conducted energy consumption audit and distribution of LED lamps to the members of Thirumangadu residence association on August 12, 2017
- Observed National Science day by poster competition & one day seminar on February 19, 2018 KSCSTE sponsored programme
- Observed World Environment Day
- Observed World Space Week
- One day inter collegiate seminar on “Python and C++ Programming”.

**Chemistry**

- Observed World Ozone day September 26, 2017 Sponsored by KSCSTE
- Observed National Science Day march 1, 2018
- Charity contribution to Santhinikethan, Vattakkala on December 21, 2017
- Two day College level seminar on ‘Quantum Chemistry’ on December 18-19, 2017
- ‘Annie Ninan Memorial Inter Departmental Quiz Competition’ on February 13, 2018.
- Conducted a seminar on “Chemistry behind Crime investigation” on 31-10-2017.

**Zoology**

- Apiculture training programme and distribution of Bee hive to nearby people
- Blood donation camp
- Observed World Environment Day, sponsored by KSCSTE on June 5, 2017
- International birds Club inaugurated on June 6, 2017
- H.G. Joseph Mar Dionysius Diamond Jubilee Memorial inter departmental quiz Competition on July 3, 2017
- Observed World Ozone day on September 16, 2017
- Observed World AIDS Day on December 1, 2017
- National science Day celebration on March 2, 2018
- One day seminar on ‘ Roll of Bacterial Biofilm in human health’

- Maintaining biodiversity club in the College campus “**Santhisthal**” sponsored by Kerala State Biodiversity Board
- Zoology Museum with collection of rare specimens is always opened for public and students from near schools.

#### Maths

- One day seminar on ‘ Introduction to Calculus’

#### Botany

- Hands on training on Mushroom cultivation for students and local public
- Observed World Environment Day
- Observed World Wetland Day (WWD), KSCSTE sponsored programme
- Seminar on Intellectual property right (IPR) KSCSTE sponsored programme

#### Economics

- One day seminar on the topic ‘ Kerala Model development’ December 9, 2017

#### Commerce

- Observed World Environment Day.
- One day seminar on the topic “Career Opportunities for B.Com Tourism”.

#### National Cadets Corp (NCC)

- Blood Donation forum
- Observed ‘ Swach Bharat Abhayan’
- Observed International Yoga Day by Yoga training and seminar on June 21
- Observed Armed force Flag day December 8
- Cadets attended camps like ATC, CATC and NIC
- 

#### National Service Scheme (NSS)

- Essay competition- September 22 ,2017
- Swachta Hi Seva - September 26 ,2017
- Orientation programme- October 7,2017
- Motivation class - October 9,2017
- World mental health day Seminar - October 10 ,2017
- Cleaning Programme- October 21,2017
- GADDIKA- October 24 ,2017
- Training programme for students by ALTIUS-November 11,2017
- Myths of Modern Kerala- November 1,2017
- Observance of Legal Service Week- November 14,2017
- Formation of Organ Donation Forum-- November 24,2017
- Anti –Drug Campaigning Programme – November 27,2017
- Awareness programme - November 28,2017
- My Health My Right Campaign- November 30,2017
- Annual Special Camp- December 22-28 ,2017

- Wetlands For A Sustainable Urban Future -February 8,2018

#### **HRD**

- Career Guidance Programme-August 14 ,2017
- Poster Presentation- October 4,2017
- Civil Service Orientation Class-October 5,2017
- Motivation class—October 9,2017
- Quiz Competition On The Legal Rights Of Women-November 10,2017
- Training programme for students by ALTIUS-November 11,2017
- Civil Service Mock Test –March 20, 2018

#### **HEALTH CLUB REPORT**

- Conducted free medical camp December 15, 2017
- Blood donation camp February 2, 2018

#### **Central Library**

- Book exhibition organised by Sahithya Pravarthaka Sangam, Kottayam
- Book donation project to collect book from staff and alumni
- Arranged summer internship programme

#### **Teaching Staff association**

- Charity contributions Rs. 1,29,500/-

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	41.08 acres	-	-	41.08 acres
Class rooms	35	-	-	35
Laboratories	15	-	-	15
Seminar Halls	1	-	-	1
No. of important equipment purchased ( $\geq$ 1-0 lakh) during the current year.	-	-	UGC XI Plan	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	<ul style="list-style-type: none"> <li>•Roofing at Mathematics block</li> <li>•Renovation of Zoology research lab</li> <li>•Digital Display board</li> <li>•Electrical maintenance</li> </ul>	Management ,, ,, ,,	-

#### 4.2 Computerization of administration and library

- **INFLIBNET** N-List facility has been incorporated and made available for students and teachers.
- Office fully computerized
- Salary bill and pay particulars managed through Service and Payroll Administrative Repository for Kerala (**SPARK**) - G2E. It is web based administration and accounting software used for salary, Income tax and accounting.
- Wi-Fi enabled library and departments

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	27628	34,27,156	309	99339	27937	35,26,495
Reference Books	383	53,568	7	6415	390	59983
e-Books	31,35,000	N-List	NIL	NIL	31,35,000	N-List
Journals	28	1,44,160	NIL	NIL	28	194,180
e-Journals	6237	N-List	NIL	NIL	6237	N-List
Digital Database	22	N-List	NIL	NIL	22	N-List
CD & Video	55	11500	NIL	NIL	55	11500
Newspapers	5	10800	NIL	NIL	5	10,400
Periodicals	37	10601	NIL	NIL	37	11601

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Departmental Library
Existing	<b>34</b>	<b>02</b>	<b>11</b>	-	-	<b>4</b>	-	<b>10</b>
Added	-		<b>10</b>	-	-		-	-
Total	<b>34</b>	<b>02</b>	<b>21</b>	<b>01</b>	-	<b>4</b>	-	<b>10</b>

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

- Wi-Fi and internet facilities available in the library for students, research scholars and staff of the College.
- Library department conducted orientation programme for first year students.
- Training on smart board usage for teachers.
- Add-on course on Tally/ GST.
- INFLIBNET N-List training programme for students.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	<b>6.29</b>
iii) Equipments	-
iv) Others	<b>6.74</b>
Total :	<b>12.93</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation programme for Students and Parents ‘**Hrydayapoorvam**’ programme
- The Induction course was conducted in order to equip the students to new situation.
- Class teachers, teachers responsible for various clubs, NCC, NSS, Grievances and redressal cell, counselling cell and librarian interact with the student.
- The Anti - Ragging Cell functions effectively to weed out the evil of ragging from amongst students.
- Students are familiarised with departmental activity, Additional Skill Acquisition Programme (ASAP), Walk With Scholar (WWS), Scholar Support Programme (SSP), and Remedial Coaching etc.
- Awareness on the importance of Anti- narcotic campus and Anti-sexual Harassment Laws
- Hand book of the college issued to the students and Anti ragging affidavits distributed and awareness on Ragging and its penal repercussions given to students at the onset of the semester.

#### 5.2 Efforts made by the institution for tracking the progression

- The College has a registered Alumni Association
- The College keeps in touch with the Alumni through the yearly departmental Stephani Meetings and the General Stephani Meetings.
- Social media group, including alumnus and teachers help in tracking the progression of students.
- Tutors maintain proper bio data of their wards and contact with them

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
905	106	07	-

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

Men	No	%	Women	No	%
	311	30.6		707	69.44

Last Year 2015-16						This Year 2016-17					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
<b>586</b>	<b>153</b>	<b>01</b>	<b>269</b>	<b>02</b>	<b>1011</b>	<b>617</b>	<b>139</b>	<b>01</b>	<b>260</b>	<b>01</b>	<b>1018</b>

Demand ratio

Dropout % - 6.09

Demand ratio cannot be calculated since admissions are centralized by the University through single window online

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

- Career Awareness programme on Company Secretary by ICSI Thiruvananthapuram. 102 Nos.
- Career Orientation Programme for final year students in consultation with Logic School of Management. 35 Nos.
- Career Development Programme Seminar on “Get Ready for Work” by Globasta Auditors and Accountants, Cochin. 35 Nos.
- Inter departmental Career Orientation Programme on CA/CMA/CS by AFP Thiruvalla. 35 Nos.
- Career Guidance Programme conducted for final year students relating to various aspects of post Graduate Programme (MBA) by Kerala Institute of Co-operative Management, Thiruvananthapuram 31 Nos.
- Professional Guidance Class by BISWAS Institute of Management Studies for final year students. 35 Nos.
- Career guidance class on MBA and K-MAT 35 Nos.
- Civil Service Orientation Class-October 5, 2017 100 Nos.
- Civil Service Mock Test –March 20, 2018 100 Nos.

No. of students beneficiaries

**508**

#### 5.5 No. of students qualified in these examinations

NET	<b>02</b>	SET/SLET	-	GATE	<b>01</b>	CAT	-
IAS/IPS etc	-	State PSC	<b>01</b>	UPSC	--	Others	<b>03</b>



## 5.6 Details of student counselling and career guidance

- We have a counselling and career guidance cell in the college campus
- Department of commerce organised career guidance programme
- Department of Mathematics has a counselling centre headed by Rev. Fr. Jacob Roy

No. of students benefitted 35

## 5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	-	-	-
-	-	-	-

## 5.8 Details of Gender sensitization programmes

- The inauguration of Women studies unit with a seminar '**Being the Woman of 21 century**' on October 12 , 2017
- **National Commission of women** organised a quiz competition on November 10, 2017
- **Elocution competition-** 'Role of Women in sustainable Development' on March 22, 2018
- **Vegetable and a fruit carving competition** on March 5, 2018
- **Charity-** Handed over to Ms Latha P .Thekkum Kattil Veedu Maloor P O for the purchase of sewing machine on March 3, 2018
- **International women's day celebration-** seminar on '**Women hood**' by Aparna Krishnakumar, Asst Professor Dept. of Psychology, FMNC Kollam and prize distribution to winners on March 8, 2018.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level 05 National level 04 International level 01

No. of students participated in cultural events

State/ University level - National level - International level -

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
<b>Financial support from institution</b>	<b>60</b>	<b>69050/-</b>
<b>Financial support from government</b>	<b>77</b>	<b>504485/-</b>
Financial support from other sources	2	2000/-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Retest facility for internal examination for those who are not able to attend the examination
- Water leaks in the main block rectified
- Light and fan fitted in class rooms
- Parking facility provided for students
- Water cooler repaired
- Gents toilet renovated
- Additional facilities provided to canteen

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

The motto of our college is *Sacrifice, Serve and Save*. The staff and authorities of the college strive hard to fulfil these noble ideals enshrined in our motto.

#### 6.2 Does the Institution has a management Information System

**Yes.** The management arrives at decisions on the college through the combined meetings of the Teaching and the non-teaching staff. The College Council, Planning Board and IQAC have representatives from the management.

#### 6.3 Quality improvement strategies adopted by the institution for each of the following

##### 6.3.1 Curriculum Development

- Faculty members served as resource persons for various workshops arranged for curriculum development at the university level.
- Faculty members served as the members of various Boards of Studies.
- In order to supplement the curriculum prescribed by the university, the teachers took pain to make students think outside the box by taking up innovative projects and seminars.

##### 6.3.2 Teaching and Learning

- Academic calendar for effective teaching learning process
- Induction course conducted
- Bridge course arranged to familiarise the course
- Remedial coaching for weaker students
- Tutorial system functioning
- Assignments, seminars, peer teaching, invited talks, linkage with other institutions etc.
- Reference library functioning in PG departments
- College level monitoring committee, Department level monitoring committee, functioning in the College
- Feedback system functioning in the college.
- Use of smart board, Departmental library, field study, peer teaching, seminar, invited talk, ICT enabled teaching etc.
- To catch and keep the attention of students teaching was made more interactive.
- A seminar was conducted on ‘**Vayana Pakshacharanam** ‘

### 6.3.3 Examination and Evaluation

- Internal examination conducted by CBCSS unit of the college. one internal for UG and two internal for PG
- Feedback from students, retest for poor students, End semester examination by University etc.
- The College conducts two internal examinations for PG before the end semester University examination. For PG the best of two scores attained in the examinations is taken for University level evaluation.
- Model practical examination conducted before University practical examination

### 6.3.4 Research and Development

- A research committee established in the College
- Deputed teachers to undertake research leading to Ph.D. under FDP and on part-time basis.
- Encourage teachers to participate in seminar and Workshop
- Publish paper in peer reviewed journal.
- Financial support (Travel allowance) given to teachers to attend seminar and workshop
- Encourage teachers to submit project proposal
- Renovation of Research lab in Zoology, funded by Management
- Chemistry and Physics departments to be upgraded as Research centre
- Subscribe Journals
- Research portal started
- Department of Zoology has signed a Memorandum Of Understanding (MOU) with Krishi Vigyan Kendra at Kottarakkara

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Reference library functioning in all PG Departments
- Computerised Central Library
- INFLIBNET N-List has been provided to Research scholars, students and teachers
- Computer and photocopier facilities provided to students in the library
- Zoology Research lab renovated
- Electronic display board fixed at the entrance of the College for displaying activities of the College

### 6.3.6 Human Resource Management

- Deployment of teachers in various club activity
- Teachers participated in orientation and refresher courses conducted by various universities
- Faculty members were appointed as tutors in various classes
- Department Level Monitoring Committee (**DMLC**) and College Level Monitoring Committee (**CMLC**) effectively functioning in the College
- Teachers take additional charge of Extra-Curricular and Co-Curricular activities
- The Counselling and Grievance cell: Students who need counselling are directed to the cell by their respective class teachers. Effective redressal of emotional issues of the students is done.
- The students can approach the Career Guidance and Placement Cell for Career related counselling. The cell takes pains to identify the individual tastes of the students in the first semester itself and directs students to the best career that most suits them.
- Various committees were functioning in the College and teachers and non-teaching staff included in the committee
- Proper distribution of work among non-teaching staff
- In addition to IQAC, **IQAC working committee** is functioning

### 6.3.7 Faculty and Staff recruitment

The faculty and staff are recruited as per the norms laid down by the UGC, University of Kerala and State Government.

### 6.3.8 Industry Interaction / Collaboration

- The Department of Zoology has a linkage with KSBB, NIO (Kochi), CMLRE (Kochi), KSBB (Thiruvananthapuram).
- Department makes industrial or laboratory visit in connection with their syllabus, project work.
- Department of Chemistry visited NIIST- Trivandrum
- Department of Commerce organised industrial visit to 'Central Coir Research Institute' at Kalavoor Alappuzha



6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Examinations are conducted by the University.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A.

6.11 Activities and support from the Alumni Association

- Registered Alumni Association functioning in the College, '**Stephani**'
- Funds raised by the departmental and the general alumni associations were handed over to the departments for donating to the destitute and for infrastructural **development**.
- The alumni actively participate in the live discussions on various issues in the college and give their suggestions. They still form part of the college discussions in the various alumni forum in social media.
- Alumni members included in various committee including IQAC
- A proposal was given to Alumni Association for **Rain Water Harvesting** unit in the College.

6.12 Activities and support from the Parent - Teacher Association

- A PTA is called for at the beginning of a semester to cement the bond between teachers and parents.
- Regular meetings are held.
- The PTA has instituted scholarships for meritorious students.
- Department PTA meetings held to strengthen the bond between parents and department. Also for discussing the strength, weakness and opportunities of students and also to get feedback from parents

6.13 Development programmes for support staff

- The Administrative and Technical Staff of our college take part in the various training programmes organized by the University on **IT**.
- Seminar on 'NAAC Revised guidelines: *Benchmarks for excellence*'

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

- Saplings of fruit bearing trees were planted in and around the campus on the environmental day on June 5.
- Department of Botany organised a seminar on Environmental issues in association with a state level agency (KSCSTE).
- One faculty from Department of English attended a short term course on **Environmental Awareness**
- Department of Zoology and NCC Unit of the college celebrated the World Environment Day
- Department of Physics organised an exhibition in connection with environmental day celebrations.



## Criterion - VII

### 7. Innovations and Best Practices

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

- **Electronic display board** fixed at the entrance of the College
- Seminar on Intellectual property right (**IPR**)
- More emphasis on eco-friendly environment, green campus
- Zoology Research lab renovated
- Certificate course in Spoken English started
- Add-on course in Tally and GST
- Add-on Course on Foundation Programme in Banking and Financial Services

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

- Books purchased for library
- Electronic Display board fixed at the entrance of the College
- All activities of WWS and SSP monitored by IQAC
- Asbestos sheet replaced with new roofing over Mathematics Block
- IQAC conducted a Seminar on 'NAAC Revised guidelines: *Benchmarks for excellence*'
- Sports hostel renovated
- Intake of Research students increased
- Renovation of Zoology research lab completed
- Plan and budget for "**Rain water harvesting**" prepared and given to Alumni. The work started
- Digital Library near Central Library- a plan proposed
- Schedule for department visit by IQAC- informed to the department

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

- Blood donation camp and blood donation forum
- News Letter

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

#### 7.4 Contribution to environmental awareness / protection

- Conducted energy consumption audit and distribution of LED lamps to the members of Thirumangadu residence association by Department of Physics August 12, 2017
- Department of Chemistry organised a cleaning programme in connection with ‘ Gandhi Jayanti’
- Observed **World Environment Day** by most of the Departments by planting Saplings of fruit bearing plants, poster presentation, sponsored seminars, on June 5.
- Ozone day observance by department of chemistry on September 26, 2017, Sponsored by **KSCSTE**
- Department of Zoology Observed **World Environment Day**, sponsored by **KSCSTE** June 5, 2017
- World Wetland Day observed by Department of Botany and organised a seminar sponsored by **KSCSTE**
- Tree plantation and maintenance of biodiversity park “**Santhisthal**” by Department of Zoology
- **Birds Club** International, inaugurated June 6, 2017
- Maintaining ‘**Butter fly park**’ in **Santhisthal**
- ‘**Plastic free campus**’ campaign organised by Department of Zoology

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength: -

1. The College is situated in the beautiful panoramic environment devoid of dust and pollution
2. Competent and dedicated faculty
3. Gender Empowerment programmes through the Women Cell.
4. Highly supportive management.
5. Committed and responsible PTA
6. Extension activities of NCC, NSS and by various departments
7. An effective Alumni

Weakness:-

1. Failure in network facilities
2. PG departments are not upgraded into Research centre
3. Most of the students are from financially and socially backward environment
4. Poor transportation facilities
5. Lack of hostel facility for men

Opportunities:-

1. Cater to the needs of Financially and Socially backward students
2. Students are provided with favourable learning atmosphere

Threat:-

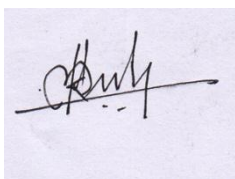
1. Lack of interest among students to pursue higher education
2. Some Girl students get married before completion of course
3. Lack of placement opportunities
4. Dropout ratio affect the academic performance

## 8. Plans of institution for next year

- Place **suggestion box** in all Departments
- Give a proposal to RUSA for the **construction of New block** and purchase of equipments
- IQAC Submit proposal to **DST-FIST** to enhance Research in Science Departments
- Submit Proposal to **Centre for Continuing Education Kerala (CCEK)/Centre for Adult, Continuing Education and Extension** University of Kerala to begin certificate / Add-on courses
- Redesign the **College website** with new facilities
- Introduce **Solar power system** as alternate energy source
- Take measures for **eco-friendly** environment by introducing solid waste management system, Environmental awareness programme and increase social responsibility
- Purchase more Books and Journals
- Automation of Central Library
- Submit proposal for Minor and Major Projects
- Plan to establish **Research centre** in Physics and Chemistry.
- Observe Days of National importance
- Encourage more Faculty members to initiate their Research activities.
- Seminars/Workshops/ Conferences to be conducted
- Take steps to increase the number of **publication** in peer reviewed journals

Name : Capt (Dr) Koshy P.M

Name : Dr. Achamma George



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC



**Annexure I**  
**IQAC ACTION PLAN**

Date	Action	Remarks
01/06/2017	College Reopen	
01/06/2017	Guidance to HoD to prepare action plan	
05/06/2017	Observance of World Environment Day	
06/06/2017	International birds Club inauguration	
20/06/2017	A visit to CMFRI, KUFOS University	
21/06/2017	International Yoga Day by Yoga training and seminar	
21/06/2017	Seminar on NAAC accreditation and assessment procedure	
22/06/2017	Internal exam- Semester 2	
27&28/6/2017	One day inter collegiate seminar on “Python and C++ Programming”.	
3/07/2017	H.G. Joseph Mar Dionysius Diamond Jubilee Memorial Inter Departmental quiz Competition	
03/07/2017	Internal Examinations	
04/08/2017	<b>IQAC Meeting</b>	
12/8/2017	Energy consumption audit and distribution of LED lamps- Extension activity	
14/08/2017	Career Guidance Programme	
14/08/2017	<b>IQAC Meeting</b>	
15/08/2017	Alumni meeting	
17/08/2017	Induction class, Orientation programme for Students and Parents ‘Hrydayapoorvam’ programme	
22/08/2017 to 25/08/2017	Mar Dionysius Volleyball tournament	
16/09/2017	Observance of World Ozone day	
22/09/2017	Essay competition	
23/9/2017	Observance of ‘ Swach Bharat Abhayan’	
26/09/2017	NSS Swacchta Hi Seva	
26/09/2017	Observance of Ozone day	
04/10/2017	Poster Presentation	

05/10/2017	One day seminar on ‘ Introduction to Calculus’	
05/10/2017	Observance of World Space Week	
05/10/2017	Civil Service Orientation Class-	
06/10/2017	Tutorial	
07/10/2017	NSS Orientation programme	
09/10/2017	Motivation class	
10/10/2017	World mental health day Seminar	
12/10/2017	The inauguration of Women studies unit with a seminar ‘Being the Woman of 21 century’	
12/10/2017	Women’s cell Inauguration	
14/10/2017	Alumni meeting	
16/10/2017	Semester 1 & Semester 5 Internal Examination	
17/10/2017	One day seminar on the topic “Career Opportunities for B.Com Tourism”	
19/10/2017	<b>AQAR 2016-2017 Submitted to NAAC</b>	
19/10/2017	First and fifth semester Internal Examination	
21/10/2017	Cleaning Programme	
31/10/2017	Conducted a seminar on “Chemistry behind Crime investigation”	
09/11/2017	Debate on the topic ‘Relevance of Campus Politics,	
10/11/2017	Career awareness program on ‘Company Secretariship’ by ICSI , Trivandrum	
10/11/2017	Quiz Competition On The Legal Rights Of Women	
11/11/2017	Training programme for students by ALTIUS	
13/11/2017	Inauguration of Literary club	
14/11/2017	Observance of Legal Service Week	
14/11/17	Semester 3 Internal Examination	
20/11/2017	Tutorial	
24/11/2017	Inauguration of Add-on Course on Foundation Programme in Banking and Financial Services	
27/11/2017	Anti –Drug Campaigning Programme	
29/11/2017	Seminar on ‘NAAC Revised guidelines: <i>Benchmarks for excellence</i> ’	
29/11/2017	IQAC Meeting	
30/11/2017	My Health My Right Campaign	
01/12/2017	Observance of World AIDS Day	

08/12/2017	Apiculture training programme	
08/12/2017	Observance of Armed force Flag day	
09/12/2017	One day seminar on the topic ‘ Kerala Model development	
15/12/2017	Conducted free medical camp	
18/12/2017 and 19/12/2017	Two day College level seminar on ‘Quantum Chemistry’	
21/12/2017	Charity contribution to Santhinikethan, Vattakkala	
22/12/2017 to 28 /12/2017	Annual Special Camp by NSS	
11/01/2018	Research Lab Inauguration	
13/01/2018	Alumni Meeting	
	Republic Day 26/1/2018	
01/02/2018	Blood Donation	
01/02/2018	Observance of World Wetland Day	
02/02/2018	Blood donation camp	
02/02/2018	Wetland day Celebration by Botany Department	
06/02/2018	Career Orientation Programme for final year students in consultation with Logic School of Management	
07/02/2018	Interdepartmental personality development programme with theme of “ All Kerala Best Manager season ”	
07/02/2018	Career Development Programme Seminar on “Get Ready for Work” by Globasta Auditors and Accountants, Cochin.	
08/02/2018	Wetlands For A Sustainable Urban Future	
12/02/2018	Inter departmental Career Orientation Programme on CA/CMA/CS by AFP Thiruvalla.	
13/02/2018	Annie Ninan Memorial Inter Departmental Quiz Competition’	
19/02/2018	Observance of National Science Day	
21/02/2018	Career Guidance Programme conducted for final year students relating to various aspects of post Graduate Programme (MBA) by Kerala Institute of Co-operative Management, Thiruvananthapuram	
21/02/2018	Professional Guidance Class by BISWAS Institute of Management Studies for final year students.	
01/03/2018	Observance of National Science Day	

02/03/2018	National science Day celebration	
05/03/2018	Vegetable and a fruit carving competition	
06/03/2018	Merit Day	
08/03/2018	International women's day celebration	
12/03/2018	Vimukthi Kerala	
13/03/2018	NCC Valedictory	
20/03/2018	Civil Service Mock Test	
22/03/2018	Elocution competition- 'Role of Women in sustainable Development'	
22/3/2018	Seminar on Intellectual property right (IPR) KSCSTE sponsored programme	
27/03/2018	<b>IQAC Meeting</b>	

## Annexure II



### ST.STEPHEN'S COLLEGE, PATHANAPURAM

(Accredited By NAAC at 'B' Grade with CGPA 2.80)

Web site: [www.ststephenspathanapuram.ac.in](http://www.ststephenspathanapuram.ac.in)

Email: [ststephenspathanapuram@gmail.com](mailto:ststephenspathanapuram@gmail.com)

#### Student Feedback on Teachers (Filled feedback form, submit to IQAC )

Name of the Teacher:

Course code:

Class:

Course title :

Sem : I/ II/ III/ IV/ V/ VI

Department:

Students are required to rate the courses on the following attributes using the 4 -point scale shown.



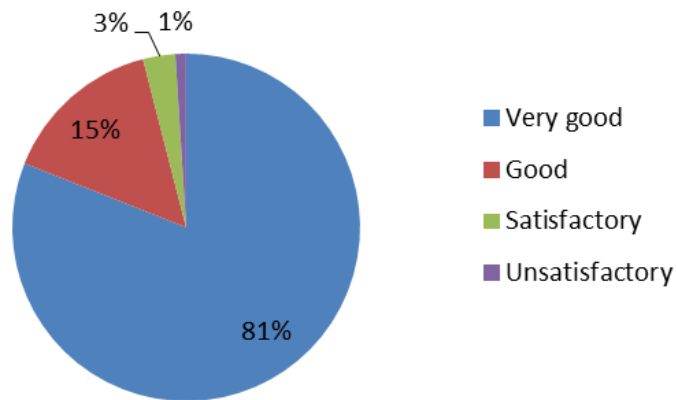
[Tick (✓) in the relevant cell]

Parameters	A Very Good	B Good	C Satisfactory	D Unsatisfactory
1. Knowledge base of the teacher				
2. The teacher come fully prepared for the class				
3. Ability to integrate content with other courses				
4. Communication Skill				
5. Regularity in taking classes				
6. Sincerity / Commitment of the teacher				
7. Interest generated by the teacher				
8. Interaction with students				
9. Maintenance of discipline in the class				
10. Timely completion of allotted syllabus				
11. Teacher's attitude towards students was friendly and helpful				
12. The teacher encourages participation and discussion in class				
13. The teacher pays attention to academically weaker students as well				
14. The teacher encourages participation in extra and co- curricular activities				
15. Overall rating of the teacher (In professional competence and role model)				

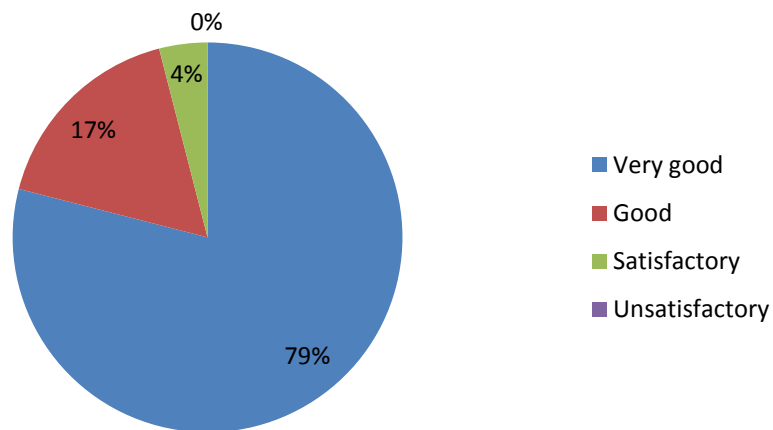
Internal Quality Assurance Cell (IQAC), St. Stephen's College, Pathanapuram



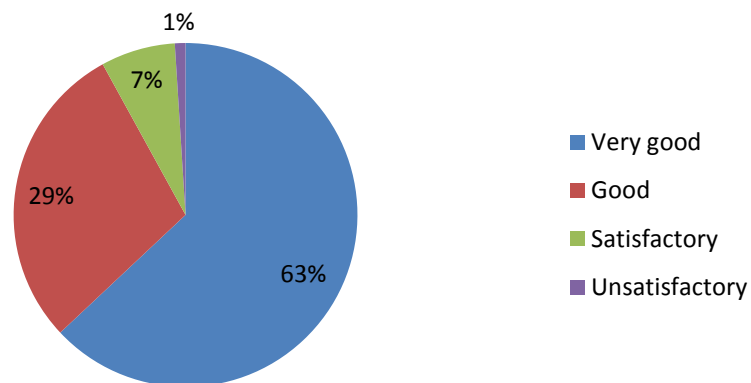
### 1. Knowledge base of the teacher



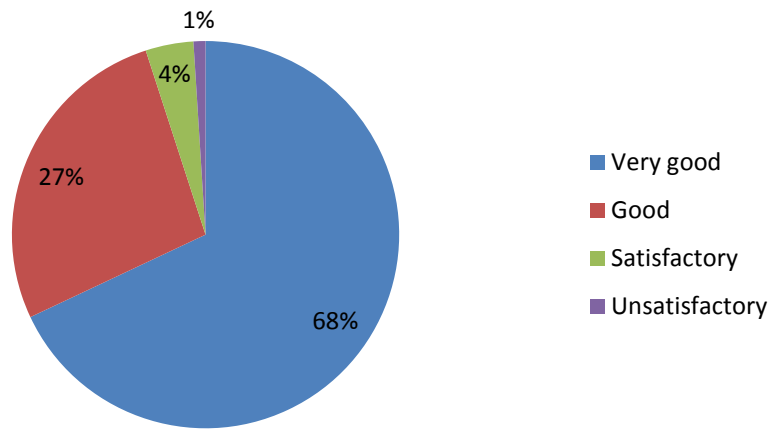
### 2. Teacher come fully prepared for class



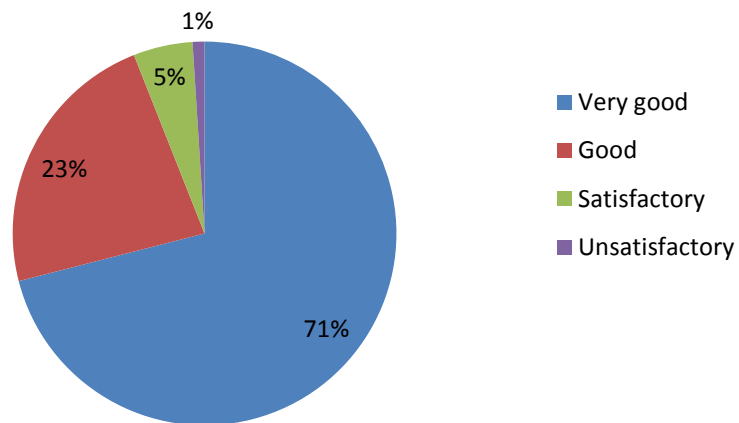
### 3. Ability to integrate content with other course



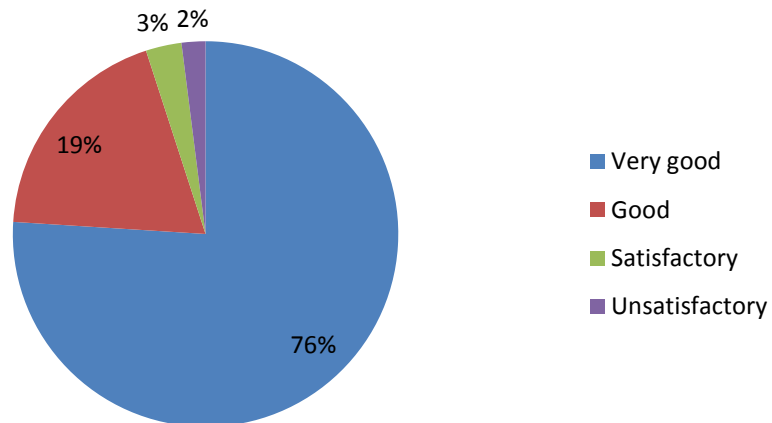
#### 4. Communication skill



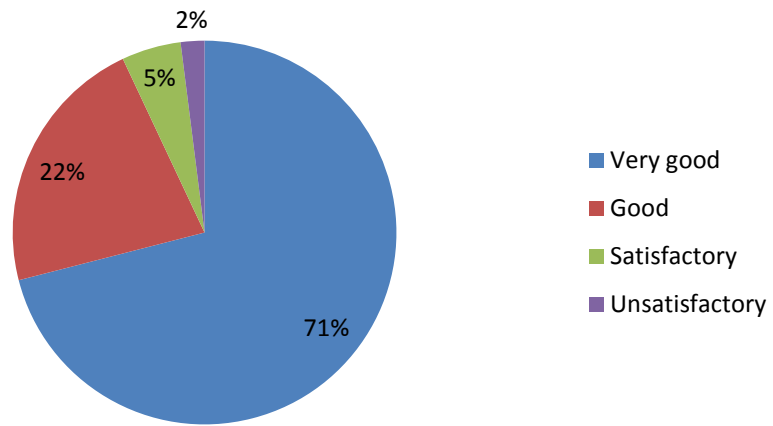
#### 5. Regularity in taking classed



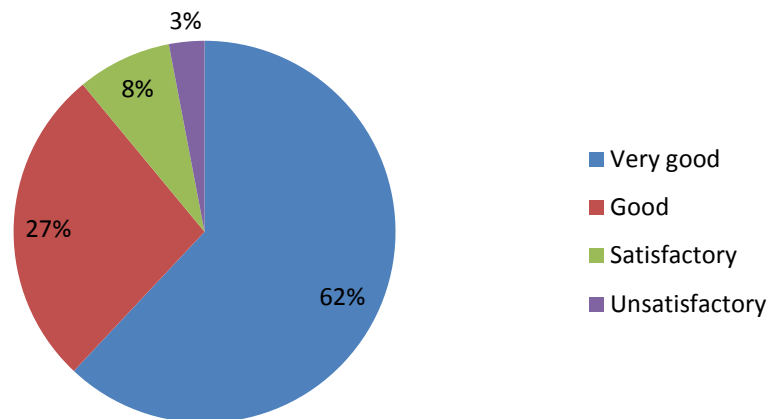
#### 6. Commitment of the teacher



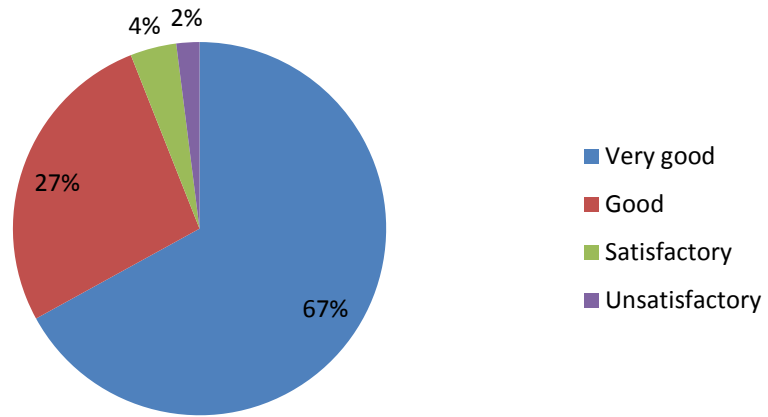
## 7. Interest generated by the teacher



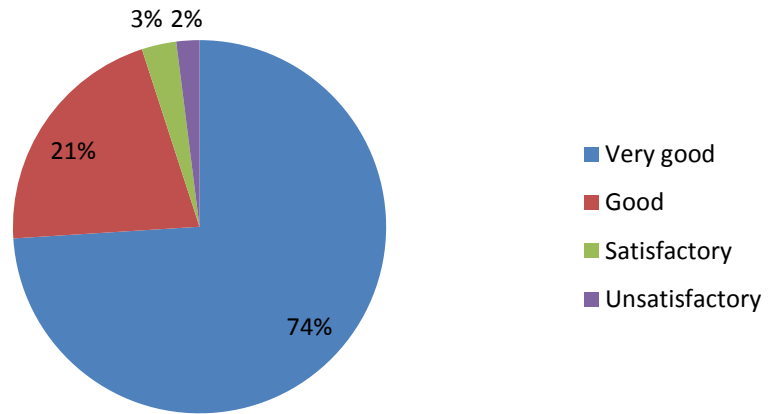
## 8. Interaction with students



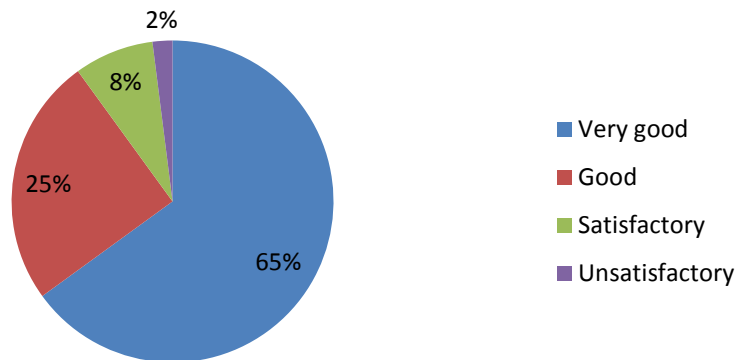
### 9. Maintenance of discipline in the class



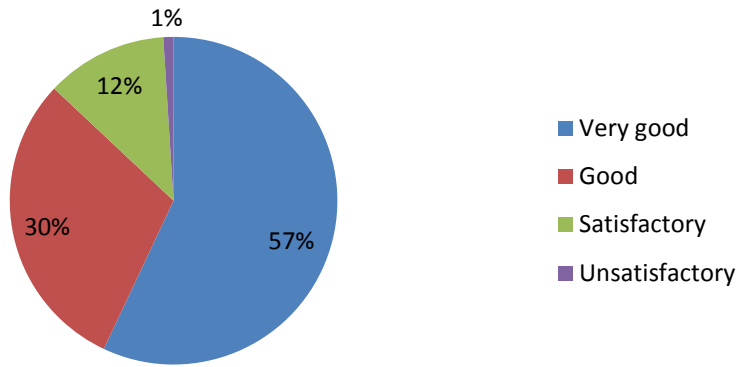
### 10. Timely completion of allotted syllabus



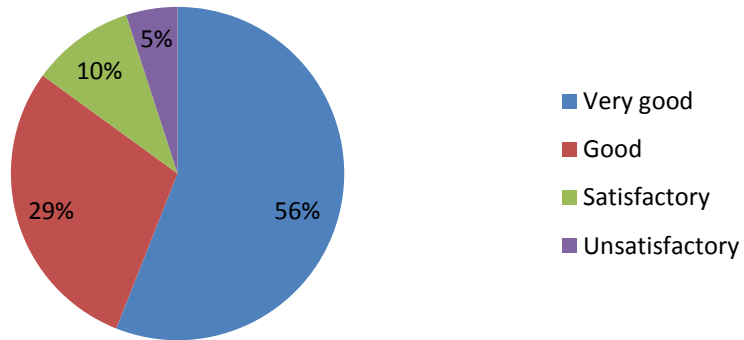
### 11. Teachers attitude towards student was friendly and helpful



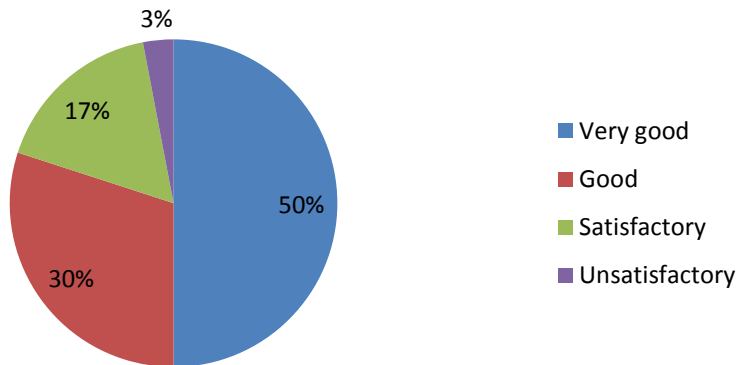
### 12. Teacher encourage participation and discussion



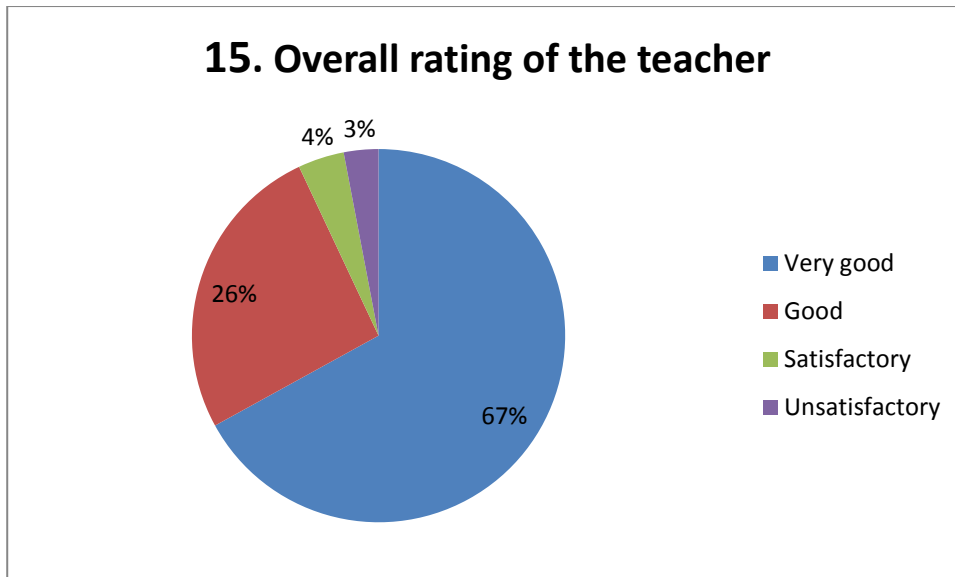
### 13. Teacher pays attention to academically student as well



### 14. Teacher encourage participation in extra and co-curricular activities



## 15. Overall rating of the teacher



In the feedback analysis 67% of the teachers are in the category of very good, 24% good, 6% satisfactory and 2% unsatisfactory based on 15 parameters. It was also noted that 81% of teachers are in the category of very good and good respectively. Similarly 81% of the student had the opinion that the knowledge level of the teacher is excellent. While considering 15 parameters most of the teachers are very good category except in encouraging discussion, attention to academically weaker session and encouraging co-curricular activity. This is obviously due to lack in time in the present CBCSS system. But the students had very good opinion about the teachers in regularity, commitment, completion of syllabus etc. While analysing the overall rating 93% teachers are in the category of very good and good respectively. They also opined that the teachers are helpful and friendly to the students and encourage them by introducing new courses.

## Annexure III

### BEST PRACTICE

#### I. BLOOD DONATION FORUM AND BLOOD DONATION CAMP

Goal: To motivate the students by adopted the slogan "Share life, give blood"

**Blood Donation Forum:** The College has a very active **Blood Donation forum** functioning under the leadership of NCC. It inspires the students to care for one another and promote community relationship. The functioning of the forum is in such a way that the forum identifies the blood group of students. After getting permission from student and their parents, a directory is maintained in the college that keeps a record of blood group and the contact details of the donors. Genuine needy patients could approach the forum and students with the compatible blood groups are deputed with the permission from their parents for donating blood. A register on the names of the deputed students are kept by the forum.

**Blood Donation Camp:** The Post graduate and Research Department of Zoology organized a Blood Donation Camp in association with the Mount Zion Medical College, Adoor. The students those who donated blood were distributed certificates. The aim of the campaign is to highlight the key role that voluntary blood donation for strengthening social relationship and to boost the community participation towards a healthier society.

**Context:**

Several time the enquiry coming to College for blood donors. NCC, NSS organization send circulars to the College to conduct such programmes to enhance the social outlook among students

**Practice:**

- Awareness classes to be conducted
- Inform the students the norms of blood donation
- Obtain the Consent from the ward and parent in the prescribed Performa
- Prepare a directory of donors
- At the time of receiving the demand for blood inform the students

**Success:**

It is an initiative now got high level of acceptance. It gives social outlook and social commitment among students. Informally the students learn the value of sharing. Social responsibilities among students are increased and they accepted the slogan "Share life, give blood"

**Problem encountered and resources:**

Social prejudices are prevailed on the sharing of blood. So many people are believed that blood should not be shared. The social belief needs to break. The continuous awareness campaign creates positive environment to spread the value of blood donation.

## **II. NEWS LETTER**

This is a printed report of news of the activities of the institution. The newsletter will function as the academic communication channel between different departments of the College. Newsletters help to build relationships with in academic community through regular **communication**. Articles in the newsletter can help students and staff to improve their own performance.

**Goal:** The main purpose of publishing news letters are

- Developing awareness among students on the different activities of the College
- Encouraging students, faculty to get involved in activities of the College in the particular year.
- Enabling unity among all the Departments in the College.
- Helpful for showcase the accomplishments in a year

**Context:**

- Many students and faculty were unaware on the activities organized by other departments.
- The compiled documents on the different activities organized by the college will be helpful for the future reference.
- Electronic copy of the News Letter may be helpful to the alumni of the college to be aware about the different programmes.

**Practice:**

IQAC took initiative to collect photographs, Brochure, News clippings of the all programme. Compilation of the content with the editorial committee constituted.

**Evidence of Success:**

The Newsletter have good acceptance in the college community. This is giving clear picture about academic and non- academic activities in a year.

**Problem encountered and resources**

Collecting news about the minute activities of the College required high vigilance with in the tight schedule in College. Publication of the Newsletter in the time line also required much effort. But it is easily solved with the dedicated effort of the group of faculty members.





**NATIONAL CADET CORPS**  
**St.Stephen's College, Pathanapuram**  
**Blood Donation Forum**



**Consent**

I.....Son/Daughter of.....studying  
in class.....Admn. No.....Willing to donate my blood at my own free will.  
All pros and consequence regarding to blood donation has been explained to me.

**Details**

Ph.No.....Address.....  
weight.....Blood group.....date of last donation.....

Date.....

Place.....

*Signature of donor*