



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		ST.STEPHEN'S COLLEGE, PATHANAPURAM
Name of the head of the Institution		Dr Achamma George
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04752352385
Mobile no.		9447388690
Registered Email		ststephenspathanapuram@gmail.com
Alternate Email		ssciqac1964@gmail.com
Address		Maloor College PO, Pathanapuram, Kollam
City/Town		Pathanapuram
State/UT		Kerala
Pincode		689695
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	central
Name of the IQAC co-ordinator/Director	Capt Dr Koshy PM
Phone no/Alternate Phone no.	04752352385
Mobile no.	9447087260
Registered Email	ssciqac1964@gmail.com
Alternate Email	koshypmkollaka@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	_https://ststephenspathanapuram.ac.in/uploads/2020/01/AQAR-2017-18.pdf
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4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:
Weblink :

<https://ststephenspathanapuram.ac.in/uploads/2021/02/Academic-Calendar-2018-19.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B++	83	2004	16-Sep-2004	15-Sep-2009
2	B	2.80	2015	01-May-2015	30-Apr-2020

6. Date of Establishment of IQAC

10-Jul-2006

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Orientation/Induction	21-May-2019	10

Programme for newly appointed teaching staff	1	
Seminar on Revised accreditation policies	25-Mar-2019 1	50
Seminar on Intellectual property rights and patenting	11-Feb-2019 1	80
Induction program	25-Sep-2018 1	327
Information literacy training for UG, PG and Research scholars	10-Sep-2018 5	364
Bridge Course	19-Aug-2019 2	327
Career Guidance Class	19-Jun-2018 1	162
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Praveen Dhar T.	Minor Project	Central University, Kerala	2019 365	150000
St Stephens College	RUSA	Central and State Government	2019 365	2000000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

Academic calendar prepared and implemented. Seminar on Revised accreditation Process. Academic audit conducted. Approved as the registered centre for "Centre for Continuing Education Kerala" (CCEK) Reg: No: CE/A/442/2019. Seminar on Intellectual property rights and patenting.

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

Plan of Action	Achivements/Outcomes
Submit proposal to CCEK	St Stephen's College is approved as the registered centre for Centre for Continuing Education Kerala (CCEK) Reg: No: CE/A/442/2019
Orientation programme for first year students for effective utilization of Library	Arranged orientation programme for first year students
Up gradation of website	Website updated
Introduce new certificate courses and bridge courses	Seven certificate programs were introduced
Plan to submit proposal to DST/FIST	Proposal submitted to DST/FIST by IQAC
Introduced ICT Enabled teaching learning system	ICT Enabled teaching learning system established
Alumni contributions	Rain water harvesting unit installed, Incinerator, water cooler fixed and a waste bin placed with the support of Alumni
Academic audit and seminar on new accreditation policies	Academic audit and seminar on "Revised accreditation policies" organised
Preparation of Academic calendar	Academic calendar prepared and implemented
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Council	22-Feb-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	14-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The institution has a whole campus WiFi facility. For Public addressing, a quality website to communicate to staff, students and public. An display at the entrance of the main block to provide information on day to day activities, programs and other daily vital information.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

St. Stephen's College, Pathanapuram is affiliated to University of Kerala, and thus the curricular aspects of the college are governed by the university regulations. The College has a well-structured academic calendar, which is prepared in advance for the effective implementation and delivery of the curriculum. Effective curriculum delivery was implemented at the department level by a well-planned time-table and division of courses based on a preference-based system. Course Coordinators are selected and entrusted with the task of overseeing the proper implementation of the curriculum. Internal examinations, seminars, assignments, field study, projects and class tests, tutorial system, remedial coaching for slow learners was regularly conducted to increase the academic potential of students. In the department level, the Heads of all Departments meet their respective members in Department Level Monitoring Committee (DLMC) and action plan for the semester is charted out. In the College level, the Principal of the College convenes the College Level Monitoring Committee (CLMC) comprising the Heads of all the Departments and the elected members of the Council. The process of implementation and delivery is designed in such a way as to make the students socially committed, employable, innovative and research oriented. The Vision & Mission of the college is formulated by involving various patrons such as academicians, alumni, employers etc. in order to cater to the requirements of changing academic developments. The adoption of creative learning innovative teaching leaning programmes such as ICT enabled teaching, WWS, introduction of digital library platform etc. helps students to understand the concepts in both breadth and depth. The curriculum is designed to offer sufficient flexibility allowing the students to abreast with the latest trend in the learning process. The students are exposed to various emerging & research areas by organizing co-curricular activities organised by the departments through internal and external funding from government agencies is also an enticement to the students for their career

development. The College is also equipped with sophisticated research laboratory equipment's in place. Organizing various seminars, co-curricular and extra-curricular activities centrally by the College and through various student clubs help the students to develop leadership qualities, team work spirit, professional and skills which help them to succeed in their life. Values are inculcated in the students through the reflection of the virtues of the all concerned stake holders and the culture of the College. The values related with good citizenship and civic sense is addressed through various programmes organised by NSS, NCC, ASAP, WWS, SSP etc. In addition the Institution has taken initiatives to start Value-added courses with transferable skills in order to provide guidance to students to build a sound career and to enrich the curriculum. These Value-added courses are the result of a sharp awareness of national as well as global needs. The teachers are also participate in the design and development of the syllabi and curricula through representation in academic bodies. Participation of teachers in workshops/seminars provides openings for them to comprehend with curriculum and changes introduced in the existing curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Accounting (Tally with GST)	Nil	01/06/2018	26	Employability	Tally Tata E-X NET Generation. Focus Research, Peachtree, Quick Book.
Budget and Finance	Nil	20/07/2018	10	Employability	Methodology in understanding Government and corporate budgeting
Practice English	Nil	10/10/2018	8	Employability	Effective language Communication
Foundation program in Banking and Financial Services	Nil	13/02/2019	4	Employability	Improve the skill the students to global standards for employment in India and abroad
Apiculture Training	Nil	03/11/2018	15	Employability	Self-sufficiency in bee rearing
Horticulture	Nil	19/10/2018	15	Employability	Gardening, budding,

grafting,
layering**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	178	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
12. Yoga certificate programme	21/06/2018	15
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	Chemistry	13
MSc	Mathematics	16
MSc	Physics	11
MSc	Zoology	13
BSc	Chemistry	24
BSc	Mathematics	36
BSc	Physics	28
BSc	Zoology	33
BSc	Botany	30
BCom	Commerce	37
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No

Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

The college has designed its own Feedback forms to evaluate the efficacy of the programmes and services provided by the college .The system is developed and modified by the IQAC. The IQAC takes initiative in gathering feedback from the students regarding teacher performance and the curriculum from parents and alumni regarding the facilities provided by the Institution. They are divided into four categories namely, Student, Teacher feedback, Parents feedback and Alumni feedback. Students feedback: A feedback form was mandatorily filled at the end of every Semester by Students. The Evaluation of the Teaching-Learning and infrastructure facilities of the College are collected .The forms returned from the students were analysed in the department. This Feedback covers fifteen criteria like knowledge base of the teachers, punctuality, communication skill, sincerity, attitude of the teacher towards the students, maintaining discipline, encouraging students for extra-curricular activities, timely completion of syllabus, interest generated on the subject etc. Feedback forms are distributed to the students by the Head of the department. Information's of all the teachers in the department were collected and was assessed individually. The HoD collects the feedback and a consolidated report on the student feedback will be prepared and discussed in the Department meeting. The College takes appropriate action on the feedback given by students and Parents. However, directions for corrections and improvements of Teachers are done initially at the HoD level personally. Teachers Feed back The teachers of the college are important part of the feedback system, they are the channels through which the curriculum reaches the students and can provide the right evaluation of the curriculum so that effective communication can be relayed to the university regarding the revision and updation of syllabus. A feedback based on curriculum design and development, teaching, learning, evaluation and ICT enabled teaching was rated. Parents feedback Feedback forms from Parents on Teaching -Learning and Infra structure Facilities were also collected and discussed in the PTA meeting. The meeting is usually presided over by the Principal and the HoD will present the Report of the Students Performance in the internal exams and the End Semester University exams and regarding their overall activities. The parents are given opportunity to express their grievance if any and allowed to give suggestions in improving their Academic capabilities. The Principal will address the queries of the Parents and appropriate action will be taken. All the data collected from the various departments were consolidated and the final report was presented to the IQAC. The curriculum related issues are communicated to the University through the Board of Studies members during syllabus revision. Alumni feedback: We have a registered Alumni Association and they meet every year. The feedback carries information about the present status of the students and on the role of the College in the development of the students' personality, employability and also their suggestions and contributions in the development of the college is assessed.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
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BCom	Commerce	30	2241	43
BSc	Botany	32	1734	38
BSc	Mathematics	40	678	42
BSc	Chemistry	32	1010	33
BSc	Physics	32	898	34
BSc	Zoology	32	1536	36
MSc	Mathematics	12	694	15
MSc	Chemistry	10	1012	13
MSc	Physics	10	683	13
MSc	Zoology	10	903	13
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	321	54	16	Nil	23

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
39	31	1	12	Nil	3
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Special care is given for first-year students, first-generation students, and students from weaker sections of the society. Mentors try to evaluate their mentees level of knowledge, skill, and ability and find ways to educate, stimulate, and challenge the mentee through constant interaction and feedback. Mentors try to be good role models for their mentees so that they can learn a lot by watching how their mentor behaves in any particular situation. Mentors try to keep a personal relationship with the mentee. They try to know the students academic, personal and professional goals so that they can help them to meet their personal best interest. If a student is not performing well, or appears to have other things on his/her mind, the mentor tries to help them as someone who is genuinely interested in their wellbeing. The mentors by sharing their mistakes and failures help the mentees be aware of the challenges before them. This will also help them gain insight about how to build resilience. The mentors through open-ended questions try to help the mentees identify their real needs, values, and passions. By being a good listener, the mentor listens and allows the mentees to explore their thoughts and ideas. This will often help them gain insights about a situation and develop problem-solving skills. Mentors provide feedback in a way that will help their mentee develop specific qualities or skills. The mentors try to highlight the achievements of the mentees to help build their confidence in their capabilities. The mentor tries to create opportunities for the mentees to interact with their peers to boost their confidence. Mentors always try to be accessible for their mentees to win their trust. Making regular appearances provides the mentee reassurance the mentor is always present to address their concerns. The feeling that there is someone interested in their wellbeing helps them

perform better. Through Tutorial System Students are divided into groups for Mentoring and Teachers are allotted as mentors for each group of mentees, with the mentor conducting periodical one to one conversation with the mentees to assess their strengths and weaknesses taking care of their emotional and academic needs.

Walk with a Scholar (WWS) scheme proposes to arrange specialized mentoring programs for students in Undergraduate Programs in Arts, Science and Commerce and to provide guidance for their future. The scheme introduces the idea of mentoring and builds on the concept of mentor as a Guide and Friend. The students are taken to educational institutions of high repute for motivating them to aim for higher goals in life. Mentoring for PH – students. Mentors of equal opportunity cells give special care for PH – students in the college which is evident from the consistent increase in the number of PH students in UG and PG streams. The institution also has a scribe bank, as a new initiative for helping such students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1007	47	1:21

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
49	39	10	Nil	13

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	NIL	Nil	Nil
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MSc	650	4	29/06/2018	27/11/2018
MSc	630	4	01/10/2018	28/11/2018
MSc	635	4	26/09/2018	28/11/2018
MSc	620	4	03/10/2018	28/11/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Before every internal assessment, the meeting of CLMC and Centralised Internal Examination Committee is conducted and arrangements for the internal examinations are chalked out and minutes are maintained. The internal examination schedule is prepared and conveyed to students and the same is exhibited on the notice board. 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. The faculty advisor of each class is

entrusted with the responsibility of uploading the internal marks into the University Portal. 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. On completion of the internal examinations, written answer scripts are handed over to the teachers concerned for valuation. Once all internal marks have been collected, a PTA meeting is called to inform parents/guardians of the academic progress of their wards. PTA meetings are arranged for each class in every semester. Assignments and class tests are conducted besides the centralized conduct of an Internal Examination per semester under the supervision of the Centralised Internal Examination Committee. Grace marks for assignments based on timely submission is a reform implemented by the institution. The institution maintains an Online attendance portal and attendance is uploaded on a daily basis.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college being affiliated to the University of Kerala, designs the process of continuous internal evaluation in accordance with the University Academic Calendar. IQAC prepares an Academic calendar according to the University calendar which is endorsed by the Staff Council. In the beginning of an academic year the calendar is distributed among students. 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.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://ststephenspathanapuram.ac.in/pospsos-cos/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
250	BSc	Zoology	33	22	66.67
245	BSc	Botany	30	20	66.67
235	BSc	Chemistry	24	16	66.67
230	BSc	Physics	30	14	46.67
220	BSc	Mathematics	35	25	74.43

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://ststephenspathanapuram.ac.in/uploads/2021/02/Report-of-the-Student-Satisfaction-Survey-2018-2019-1.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	365	Central University of Kerala, Kasargod	1.5	1.5
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Intellectual Property Rights and Patenting	P.G. Research Department oz Zoology, IQAC	11/11/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	0	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	1	1.5
National	Zoology	9	2
International	Botany	3	2
International	Commerce	4	2
International	English	2	2
International	Political Science	1	2
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference

Proceedings per Teacher during the year

Department	Number of Publication
Commerce	1
English	1
Political Science	1
Zoology	13
Economics	3
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Writing Back to the Centre: Treatment of Adivasi life in Narayan's Kocharethi (The Araya Woman)	Blessy John	IJELLH (International Journal of English Language, Literature in Humanities)	2018	0	St. Stephen's College, Pathanapuram	Nil
Judicial Activism on Developmental Projects: Right To Development Vs Right To Life	Sharon S	International Journal of Basic And Applied Research	2019	0	St. Stephen's College, Pathanapuram	Nil
Biosystematics a Modern Tool for identification of South Indian species of Ipomoea Linn.	Praveen Dhar T	Annals of Plant sciences	2018	0	St. Stephen's College, Pathanapuram	Nil
In vitro larvicidal activity of Manihot esculenta, and Croton hirtus	Praveen Krishnakumar, Shanooba and Koshy PM	International Journal of Life Sciences Research.	2018	0	St. Stephen's College, Pathanapuram	Nil

leaf extracts against Aedes aegypti (Diptera: Culicidae) Larvae						
Bioaccumulation of trace metals in fish from the coastal waters of Cochin (southwest coast of India)	George R., Martin G. D, Biju A.	Research Journal of Science IT Management 7(6):15-20	2018	0	St. Stephen's College, Pathanam	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Anti proliferative activity of L- Asparaginase enzyme from fungi on breast cancer	Dani Benchamin, Sreejai R, Sujitha S, Jency Roshan F, Albert C and Rishad	Journal of Paharma cognosy and Phytoc hemistry: 8 (1):407-410.	2019	1	6	St. Stephens college Pa thanapuram
Production and characterization of L-Asparaginase isolated from Aspergillus fumigates	Dani Benchamin, Sreejai R., Athira L., Jency roshan F., sujitha S., and Beena S Kurup	The Pharma Innovation Journal: 8(3): 220-223	2019	1	2	St. Stephens college Pa thanapuram
Morphological and Molecular identification of L-Asparaginase producing fungus from	Dani Benchamin, Sreejai R., Jency Roshan F, Sujitha S, Beena S Kurup and Albert C	The Pharma Innovation Journal: 8 (4):10-20.	2019	1	1	St. Stephens college Pa thanapuram

Annona muricata.						
Comparative study of anti-microbial and phytochemical analysis of Piper longum and Piper nigrum.	Sreejai R, Ancy Raju, Dani Benchamin, Jency Roshan F, Sujitha S and Beena S Kurup	Journal of Paharma cognosy and Phytoc hemistry:8 (2):195-197.	2019	Nil	Nil	St. Stephens college Pa thanapuram
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	9	57	18	9
Presented papers	5	8	5	2
Resource persons	Nil	6	1	8
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Environment Management Training (EMT) 2018 sponsored by Kerala State Council for Science, Technology and Environment (KSCSTE)	Department of Botany and Kerala State Council for Science, Technology and Environment (KSCSTE)	4	257
Paper bag making	Department of Chemistry	6	28
Ward adoption	Department of Commerce	4	22
Energy Conservation	Department of Physics	5	25
Blood Donation Camp	Department of Zoology	5	53
Plastic challenge	NSS	2	200
Anti- Drug Drama	NCC and Kerala Police	1	135
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
National Service Scheme (NSS)	Best NSS volunteer (2018-2019)	National Service Scheme, University of Kerala	1
National Service Scheme (NSS)	Certificate of appreciation of the NSS unit for the NSS activities of the year 2018-2019	National Service Scheme, University of Kerala	200
RepublicDay Camp (RD)	Recognition	NCC	1
Tal Sainik Camp (TSC)	Recognition	NCC	2
Advance Leadership Camp (ALC)	Recognition	NCC	2

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachhta Pakhwara	NCC	Campus Cleaning	1	99
Awareness	NCC	Tree plantation	1	99
Gender issues	NSS	Gender equality campaign	2	140
Awareness	NSS	Nadhiyodoppam	2	61
Swachh Bharath	NSS	Cleaning drive	2	57
Swachh Bharath	NSS	Plastic challenge	2	200

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering	Duration From	Duration To	Participant
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		institution/ industry /research lab with contact details			
Nil	Nil	Nil	Nil	Nil	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Krishi Vigyan Kendra, Sanadanapuram	02/06/2018	Short Term Project Work	15
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1.7	1.62

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Fully	16.05.05.000	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	27937	3526495	300	68664	28237	3595159
Reference Books	390	59983	Nil	Nil	390	59983

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	55	2	31	1	0	7	38	20	0
Added	0	0	0	0	0	0	0	0	0
Total	55	2	31	1	0	7	38	20	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5.54	5.54	3.2	3.2

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has well established systems and procedures for maintaining and utilizing physical, academic and support facilities. Principal is the authority in charge of all facilities and he exercises the same duty through Heads of Departments, faculty, administrative staff, lab attendants, librarian and library assistants etc. The management undertakes annual maintenance and periodical works on a regular as well as contract basis. Science Laboratories: Laboratories are properly maintained by each department. Stock verification is done by the faculty and Lab assistants in charge of it. Equipments are purchased as per the requirements and decisions of the respective departments. Faculty and Staff in-charge monitor the equipment of the laboratory as well as the department for maintenance and protection. Computer maintenance: Computers are properly serviced and reused for the proper functioning of academic and non-academic purposes and to minimize e-waste. Classrooms: The class rooms are well

furnished with white boards. Maintenance of the classrooms including furniture, doors, windows and cleaning are done on a regular basis. Class rooms are opened, closed and cleaned daily by support staff Library: 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. The Library was automated using Integrated Library Management Software. Books, manuscripts and reports are maintained with special care by the library assistants and they ensure a dust free atmosphere in library. Sports Facilities: 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. Security: There are security personnel round the clock in the campus who ensure the safety and security of all infrastructure and the gardens, entry points etc. Major areas are covered under CCTV surveillance for safeguarding the assets.

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

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	PTA/Endowments/Memorial Scholarships	55	39250
Financial Support from Other Sources			
a) National	CH Muhammed Koya/ Suvarna Jubilee/ ASPIRE/ Kerala university JRF/ CSIR/UGC Fellowships, Free ships by Government (E-grants)	792	4335360
b) International	Nil	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Bridge Course	13/08/2018	327	All Departments
Remedial coaching	16/10/2018	40	SSP, Higher Education Department, Kerala
Personality and Skill Development Class	03/11/2018	33	Department of Commerce Academy for future Professionals, Kottayam
Apiculture Training Programme	14/12/2018	33	Department of Zoology
Environment	13/12/2018	40	Department of

Management Training Programme			Botany Kerala State Council for Science, Technology and Environment
Hridayapoorvam (Induction Programme)	25/09/2018	327	Counseling Cell of the College
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Carrier Guidance Programme	Nil	33	Nil	Nil
2018	Civil Service Orientation Programme	98	Nil	Nil	Nil
2018	A Career Guidance Class	Nil	162	Nil	Nil
2018	Skill Development Class	90	Nil	Nil	Nil
2019	Motivation to Civil Service Programmes	60	Nil	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	14

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	2	B.Com Travel Tourism	Commerce	Distance E ducation, Un iversity of Kerala	M.Com
2018	1	B.Sc	Physics	University Of Kerala, Kariavattom Campus	MSc Physics
2018	1	B.Sc	Chemistry	Christian College, Chengannur	M.Sc Chemistry
2018	1	B.Sc	Botany	NSS College, Pandalam	M.Sc. Botany
2018	1	B.Sc	Zoology	NSS College, Pandalam	M.Sc Zoology

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
GATE	4
Any Other	2

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Association Inauguration	Institution level	100
Street Play against Drug Abuse	Institution level	115
Vayana Pakshacharanam	Institution level	55
Anti-Drug Drive - Drama	Institution level	135
Book Exhibition	Institution level	450

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Kerala	National	1	Nil	13016140	Rahul K

	Youth and Under 21 Volley Ball Gold Medal				025	
2018	Kerala Youth and Under 21 Volley Ball Gold Medal	National	1	Nil	13018140023	Jayakrishnan M R
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has an active Students Union. The college union amplifies the voice of the students democratically in accordance with the directions and recommendations of the Lyngdoh Committee. The elected Students Union is guided by a faculty council comprising of the Dean of Student Affairs and two staff advisors, one of whom is compulsorily a woman faculty. The office bearers of the union for the academic year 2018-19 are Mr. Bibin Babu (Chairperson), Ms. Fathima S.Hakkim (Vice Chairperson), Mr. Nazim Nazar (General Secretary), Mr. AlthafS. (Magazine Editor), Ms. FeminaK (Arts Club Secretary), Mr. Vishnu V.S. Mr. Ashique P Madhu (University Union Councillors), Gopika, Smrithi (Lady Representatives) Abin Babu (I st DC Representative), Vishnu (II nd DC Representative), Jayakrishnan(III rd DC Representative).The Students' Union organizes various activities like: College Arts Festival "Utsav 2K19" a creative and performing arts competition. Inter Departmental Sports Competitions, Teachers Day, Freshers day, Festivals like Christmas, Holi, Community services, etc. Mr. Vishnu V S (UUC) of the college was elected as student executive council member, University of Kerala. The Students' Union chairman is a member in the following major committees: 1. Anti-ragging Ethics Committee 2. IQAC advisory Committee 3. Canteen committee 4. Environment Committee 5. Exam committee General Secretary is a member of Antiragging Ethics committees. Arts Club Secretary is a member of arts and cultural youth festival committees. Students Affairs Council representatives bring grievances of students to the notice of the college administration. Teacher's representatives and student representatives were the members in the committee. Dr. Sajudeen P A (Asso. Prof. Convenor), Mr. Bibin Babu (Chairperson), Ms. Fathima S. Hakkim (Vice Chairperson), Mr. Nazim Nazar (General Secretary), Mr. Bibin Babu (S2 Eco), Akshay Kumar (S4 Zoo), Subin P Thomas(S4 Eco), Akshay K Kumar (S4 Eco), Sambu S Thulsi (S4 Bot), Aravind, David C Alex (S4 Zoo) and Sahil Sabu (S4 Zoo) were the members. During this academic year the students have representation in the Student Affairs, Student Grievances Redressal Cell, and Committee against Sexual Harassment.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The College has a registered Alumni Association (Reg.No. KLM/TC/72/2015).The STEPHANI Alumni Association keeps a good liaison with the Principal, HODs, and PTA representatives. The Association contributes to the infrastructure development, encourages extracurricular activities and provides career guidance and support to the students. The alumni association conducts an annual meet of all its members in the college. Alumni association organised various programmes during the academic year 2018-19. The association works to foster the

camaraderie among the old students and build a strong and lasting relationship with the Alma Mater. Class get together, Department get together and Annual General Body are organised by the Association. They actively contribute to the institutional, academic and infrastructural developments of the College. Also the physics alumni association and Chemistry alumni association give scholarships to the meritorious students of respective department.

5.4.2 – No. of enrolled Alumni:

300

5.4.3 – Alumni contribution during the year (in Rupees) :

53700

5.4.4 – Meetings/activities organized by Alumni Association :

7

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Principal constitutes various committees in the Staff Council all of which are involved in ensuring formulation of action plans and incorporation of the same into the institutional strategic plans. Meetings of the Staff Council are organized. The Staff Council takes decisions and makes recommendations according to the Act, the Statutes and the Ordinances of the University of Kerala. The Staff Council constitutes the various committees for a period of one year in order to ensure smooth functioning of the college. Various activities are designed by the Convenors and the committee members with inputs from the Principal and the students. This decentralization of duties helps in the Implementation of all academic and extra-curricular activities of the college and ensures greater participation of everyone. Guided by the UGC framework, each department prepares the workload and a plan for teaching. All teachers of the department have enough flexibility in organizing seminars, workshops, educational tours etc. Teachers-in-Charge of the departments coordinate the various activities of their departments with colleagues and students. During department meetings and even otherwise, the teachers are free to express their viewpoints. Administrative processes and procedures are carried out under the Administrative Officer and Section Officer (Accounts). The decisions of the Principal and the Governing Body rely significantly on the recommendations received from the concerned committees as approved by the Staff Council.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The College is affiliated to the University of Kerala and we are bound to follow the curriculum designed by the university. Three faculty members of our college are the members in various Board of Studies in the

	<p>University of Kerala and are actively involved in framing the curriculum for various courses based on the opinion and suggestions from other faculties and students of our college.</p>
Teaching and Learning	<p>We are following interactive learning, project-based learning, remedial teaching for students who need special attention. Audio-visual learning is also provided while engaging specific subjects/languages. Programs such as Scholar Support Programme(SSP) and Walk With a Scholar(WWS) organize special sessions from expert/trained resource persons.</p>
Examination and Evaluation	<p>We have an organized internal examination committee consisting of faculty members supported for conducting semester wise internal examinations without fail in a very systematic manner. Our PG students are also assessed via two internal exams before each university exam. The valuation and consolidation of the results are done ahead of the university examination giving ample opportunity to students for self-assessment.</p>
Research and Development	<p>The college has extended encouragement for research and academic development of the faculty. The research forum assembles under the leadership of the Principal for evaluating the performance of faculty (who have already attained their PhD) in terms of their current status in research and are motivated for quality publications. A major share of the faculty without PhD have already registered for the same and are actively pursuing their research work. Teachers and students are encouraged to participate in national and international seminars, conference and workshop/training programs. Students in PG level are motivated for summer research fellowship and ASPIRE fellowships for their PG project. The college has active research departments for the disciplines such as Zoology, Botany etc.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>Library has desktop computers with internet facility for students as well as faculty. Features include: 1. Open Access Journals and Repositories 2. Library Blog 3. UGC-INFLIBNET-NLIST</p>

	<p>facilities 4. Email alerts on new arrival of books and e-journals 5. Library Orientation Programme for all first year students 6. Readers Forum activities associated with library 7. Training programmes for students 8. Summer Internship Programme for students. The seminar hall has LCD projector whiteboard facility which is utilised on a shared basis by all the departments for ICT enabled learning. In addition, each department has an independent LCD projection facility for the teaching purpose and for the project and seminar presentations of the students in the respective departments. Regular purchase and updation of instruments in laboratories.</p>
Human Resource Management	<p>Human Resource of the college is timely appraised as per the requirements. Teaching and non - teaching staff are provided with adequate opportunities and incentives to upgrade their existing knowledge and skill set. Two day orientation program is organized for the new recruits both in the teaching and administrative section. Meetings are presided by the principal to revamp the staff and to acknowledge their sustained efforts. Students are encouraged to attend state and national level programs by providing financial as well as emotional backing. Students who need special attention are supported via programs such as scholar support and continuing education programs. NCC, NSS and such other cells also play a major role in enhancing the overall evolution of the students.</p>
Industry Interaction / Collaboration	<p>The Department of Zoology has signed a Memorandum of Understanding with the Kerala Agricultural University, Thrissur for short term project work of post graduate students at Krishi Vigyan Kendra, Kollam on 20th June 2018.</p>
Admission of Students	<p>As per University of Kerala norms/guidelines</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<p>We have developed an attendance app which helps teachers to mark attendance online and enter details of the topics covered in that class.</p>

Administration	All official communications to the departments and staff are made through electronic means (E mail and Whatsapp group).
Finance and Accounts	State Government Scholarships and E-grants are disbursed to students through online banking. Salary and Provident fund accounts are managed through online sites.
Student Admission and Support	Online centralized admission process of the University of Kerala is implemented.
Examination	University examinations are managed through the online examination site of the University of Kerala. The college has a well maintained methodology for the conduct of internal exams. Question papers from respective departments are mailed to examination wing through department mail ids. The attendance details and other information are mailed to concerned departments.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Aprem Ramban Memorial Lecture	Aprem Ramban Memorial Lecture	08/10/2018	08/10/2018	50	29
2019	Orientat ion /Induction Programme for newly appointed teaching staff	Orientat ion /Induction Programme for newly appointed teaching staff	22/05/2019	22/05/2019	10	Nil

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
RUSA sponsored Orientation Programme	1	26/04/2019	23/05/2019	28
UGC-HRDC Orientation Program	1	20/06/2018	17/07/2018	28
UGC-HRDC Orientation Programme	1	23/01/2019	19/02/2019	24
UGC-HRDC Orientation Program	1	28/02/2018	27/03/2018	28
UGC-HRDC Orientation Program	1	04/01/2018	31/01/2018	28

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
10	Nil	4	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
? Free wi-fi facility provided to faculty members of the college. ? The college also provides all welfare schemes of the State Government for the teaching faculty. ? EPF, Pension Scheme, Group Insurance Scheme, Government Health Insurance Scheme, Provident fund ? INFLIBNET Facility	Financial Aid to non-teaching staff in case of major accidents/ hospitalization from staff fund EPF, Pension Scheme, Group Insurance Scheme, Government Health Insurance Scheme, Provident fund	? Ramp facility for physically challenged students ? Wheel chair facility ? Gymnasium ? Usage of Smart Boards for enhanced learning ? Canteen and women's restroom for comfort ? College buses to cater students transportation at subsidised rates. ? Separate parking facility for student vehicles ? Scholarships (Government and Management) ? INFLIBNET Facility

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Institution has a transparent and well planned financial management system

in which Government, Management and other Government bodies like UGC, KSCSTE are the main sources of funds. The institution has an external and internal audit for the funds received from respective bodies. The funds received from the Government are audited by Directorate of Collegiate Education, Kerala. All the funds received from UGC and KSCSTE to conduct various programmes for the academic year 2018-19 have undergone audit by an External Chartered Accountant and have submitted the audit report to the department along with the Utilization Certificate. Grants and funds sanctioned by Management were audited by the Chartered Accountant at the end of the year.

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

Name of the non government funding agencies / individuals	Funds/ Grants received in Rs.	Purpose
MANAGEMENT FUND, BANK SPONSORS, HON. CAPT. G. DANIEL MEMORIAL FUND, INDIAN JEEVAKARUNYA CHARITABLE TRUST	2174882	DEVELOPMENT AND DAY TO DAY EXPENSES, VOLLEYBALL TOURNAMENT, ACADEMIC
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6.4.3 – Total corpus fund generated

2174882

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Dr. PHILIPOSE OMMAN EDUCATION EXPERT	No	Nil
Administrative	Yes	Directorate of Collegiate Education, Kerala	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Induction Programme conducted for first year students with the support of PTA
 2. Scholarships provided for meritorious students
 3. Regular review and suggestions on the academic and non-academic activities of the college by class PTA and General PTA Meetings.

6.5.3 – Development programmes for support staff (at least three)

1. Encourages participation of support staff in various training programmes.
 2. Administrative section has been facilitated with internet connectivity with WiFi.
 3. Festival and Farewell programmes

6.5.4 – Post Accreditation initiative(s) (mention at least three)

? Sanctioned fund from FIST-DIST, ? Upgraded College library with INFLIBNET-NLIST facilities, Library Blog ? Official interactive college website with new features

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
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b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Mathematics Day Celebrations	09/08/2018	09/08/2018	09/09/2018	198
2018	Current Economic Issues in India	29/09/2018	29/09/2018	29/09/2018	120
2018	Phytoplanktons and Zooplanktons	19/09/2018	19/09/2018	19/09/2018	60
2018	Ozone Day Celebrations	18/09/2018	18/09/2018	22/09/2018	89
2018	Apiculture Training Programme	29/11/2018	29/11/2018	29/11/2018	30

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Kaleidoscope	29/09/2018	29/09/2018	23	23
Seminar on "The myth of the neutral man"	16/10/2018	16/10/2018	110	25
Poster competition on "Kerala women- yesterday, today and tomorrow"	10/01/2019	10/01/2019	25	5
Gender equality Campaign	30/01/2019	30/01/2019	95	45
Short film fest, "I am the celebration"	05/02/2019	05/02/2019	75	23

Seminar -“Gender and the canvas of Malayalam Cinema”	05/02/2019	05/02/2019	53	18
Debate on Womens’ Day	08/03/2019	08/03/2019	95	10

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. Energy conservation club - As part of Energy conservation the college reached on a consensus to initiate an activity focused on energy saving, environment protection and safety with active participation of the local inhabitants in the premises of the college. The Physics department adopted the Thirumangadu Welfare Residence Association, Puthuval, Pathanapuram for executing this extension activity. The activity initially commenced in the academic year 2015-2016 and has been continuing ever since. In association with Kerala State Electricity Board, an awareness program was conducted focusing on the effective and diligent use of electricity for domestic or household purposes. The members from 40 residences actively participated in this interaction session. Thereafter, the department collected the monthly electricity bills of these members and recorded their consumption units. At the end of an academic year, the member who consumed lowest power was identified. The winner was given a special prize as a token of our encouragement towards energy saving, besides, rest of the participants were given consolation prizes for their active participation in our activity. This activity is still being pursued by the department every academic year. The Physics department is monitoring the energy usage by replacing with LED lights and offering awards for the best energy conservation member. Some members installed solar panels in their home as a result of the motivation from the Energy conservation club meeting conducted every year.

2. Rain water harvesting-The landscape of the campus is such that the rain water on the roof can be collected and recharged in a natural way. Rain water harvesting and water recharging units are done at various levels in the campus. Our campus is blessed with a rainwater harvesting tank with a capacity of 70,000L which collected water from the rooftops of the main block buildings. This source is of great help in addressing the problem of water shortage in the campus during summer season and also replenishes the water retaining power of nearby water tables and surrounding water wells in the college locality. Through this effort our college spread a strong message among students and gave awareness among the general public about environmental consciousness, sustainability and the need to preserve our natural resources.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Provision for lift	No	Nil
Ramp/Rails	Yes	4
Braille Software/facilities	No	Nil
Rest Rooms	Yes	4
Scribes for examination	Yes	4
Special skill development for	No	Nil

differently abled students		
Any other similar facility	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	25/05/2018	1	House construction. Along with the support of the village panchayat, students provided man power in the construction of a house near the college locality	Lack of labourers	75
Nil	1	1	26/07/2018	1	Nss unit Collected materials for relief camp in kuttanad	Lack of basic necessities	93
2018	1	1	30/08/2018	1	NSS volunteers participated in fund collection for the Chief Ministers relief fund	Insufficient relief fund	200
2018	1	1	03/09/2018	1	NCC Cadets have collected money and	Lack of money and material	21

					materials for Flood relief camp at Christian College Chengannur		
2018	1	1	19/08/2018	1	NSS Volunteers have collected fund and brought several items for Chengannur relief Camp	Lack of necessities	73
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
St Stephen's College handbook 2018-19	11/06/2018	The college has published mission statements and based on that it clearly described its objectives and purposes. As an educational institution, it aims to equip the youngsters to face the challenges of life by creatively responding to changing environments leading them to become useful and responsible members of society, imbibe a spirit of cooperation, uprightness, empathy and readiness to respect others. Above all it enables them to become aware of their social and moral responsibilities. Keeping in mind the above vision of the college, the code of conduct for the students is available in the college handbook, which is published at the onset of each academic year. It provides sufficient information about the college to all the stakeholders.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Reading week celebration	19/06/2018	20/06/2018	27
International Yoga Day Celebration	21/06/2018	21/06/2018	200
Street Play Against Drug Abuse	26/06/2018	26/06/2018	35
Vayanapakshacharam and seminar on "My book and my reading"	04/07/2018	04/07/2018	46
Anti-Drug Drama by Kerala Police	19/07/2018	19/07/2018	135
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Environmental Day Celebration and Selling of Paper Pen
- Plastic challenge
- Suchitwa Mission Training
- Cleaning drive
- Nadhiyodoppam, save river campaign

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

As an educational institution functioning in an economically backward village area, the college undertakes many initiatives for the benefit of all the stakeholders specially inculcating social and moral values among the students. Here we are quoting two of our best activities based on the motto "Through me for others" as our best practices: 1. SANJEEVANI - Life saving practices. 2. KAUSHAL VIKAS - Learn, Do and Earn I. SANJEEVANI- Life saving practices. "Sanjeevani" is a magical herb, which is mentioned in Ramayana, and has the power to reverse even death. With this in mind we had selected the same name for our 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. CONTEXT: The nearby hospitals collaborate with the college for the purpose of blood donation. The enquiries from the hospitals are met by blood donors of the college, mainly NCC and NSS volunteers take up the orders to meet the demands. Various organizations from outside send circulars to the College to conduct such programmes to enhance the social outlook among students. The health club of college provides medical camp for students in collaboration with nearby hospitals. PRACTICE: 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 relationships. The functioning of the forum is in such a way that the forum identifies the blood group of students. After getting permission from students and their parents, a directory is maintained in the college that keeps a record of blood groups 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 is kept by the forum. The forum conducts the following practices: • Conduct awareness classes • Inform the students the norms of blood donation • Obtain the Consent from the ward and parent in the prescribed proforma • Prepare a directory of donors • At the time of receiving the demand

for blood, the concerned students are informed for the same. Blood Donation Camp: The Post graduate and Research Department of Zoology organized a Blood Donation Camp in association with various nearby hospitals and medical colleges. The college conducts a blood donation camp in collaboration with Kerala State Aids Control. The students who donated blood were given certificates. The aim of the campaign is to highlight the key role of voluntary non-remunerated blood donation for strengthening social relationships and to boost the community participation towards a healthier society. Medical camp and Health awareness class: Health club of college conducted a free medical Health Check-up camp for students in collaboration with Mount Zion Medical College ,Chayalode. The Women cell also organised a health awareness programme on women health and healthy diet which was led by doctors from Taluk Hospital, Kottarakkara. SUCCESS: Blood donation is an initiative that has now received a 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 have increased and they accepted the slogan Share life, give blood. Students got awareness about various healthy practices for a better life. PROBLEM ENCOUNTERED AND RESOURCES: We came across a lot of myths and misconceptions regarding blood donation prevalent among students. Most of them fear pain during donation and infections acquired from the use of non-sterile instruments during donation. Many had apprehensions about post donation weakness. Social prejudices that prevail on the sharing of blood. So many people believe that blood should not be shared. This social belief needs to be broken. The continuous awareness campaign creates a positive environment to spread the value of blood donation. II. KAUSHAL VIKAS- Learn, Do and Earn. "Kaushal vikas" programme aims at taking initiative for skill development among the students and enabling them to enjoy the fruits of their own creativity by marketing it economically. Recycling eco-friendly trash objects is a commendable practice that promotes value to the waste materials. Upcycling discarded materials also reduces environmental pollution. The purpose of the programme is to engender skills among students by providing training for making useful items from waste materials. The motto of the programme is "use, reuse thereby save your environment and develop your skills." Objectives of the practice: • 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-historical, cultural, economic, social and personal. CONTEXT: Craft making is really useful for the students in the present scenario because it improves the creative ability, and attitude of the students and develops innovative thinking skills. The creation of new things is beneficial to the society in the sense that the items made by the students are environment friendly and can replace the products which are harmful to the society. Commerce square is a marketplace that focuses on providing opportunities to market the products which are made in the craft making practice of the department. This improves a students ability to sell the products and also identifies their self-employment ability. PRACTICE • Identify the skilled students in craft making • Provide training for improving the creativity of students • Enable the students to give training to other students in their class • Collect the list of products to be sold in the market • Organize marketplace for the products SUCCESS: The initiative of the department was a great success as the students got the ability to create something productive from the waste materials and also to find a marketplace for their products. The students were in great enthusiasm in selling their products and getting a positive result on their creativity. Such an initiative enables the students to improve their skills by creatively producing products and enhance their saving habit by selling their own products. PROBLEMS ENCOUNTERED AND RESOURCES: • Non availability of time for craft making practices • Inability to attract more customers to the market

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://ststephenspathanapuram.ac.in/uploads/2021/02/Best-Practices-2018-2019.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The College is situated in a remote location and the majority of students hail from rural areas. Owing to its geographical location, the college attracts the best brains of the locality students from a wide area and from a varied socio-economic background. The college plays a vital role in uplifting such students who would otherwise have been left unnoticed and unsupported. This is a monastery institution, which promotes intellectual progression and education. A healthy mind lives within a healthy body. Through this motto, the faculty of Physical Education started in St. Stephen's College in 1964. In addition to the academic performance, the college has attained a name and fame among the educational institutions through its sports activities and Sports become an inevitable part of our College. The institution is highly reputed for its achievements in sports especially in volleyball. Kerala State Sports Council has assigned a coach to our college for training the students. Our college is hosting Marthoma Dionysius All Kerala Intercollegiate Volleyball Tournament for the last 32 years The college has had an excellent mens volleyball team reputed as "University champions" for the last continuous 8 years. Our college proudly presents an International player Ajith Lal, representing Indian team who trained from here in the ground of our St. Stephen's as a volleyball player. The players from college team displayed their performance in National level ? Represented services team in national championships ? Represented Kerala state youth volleyball team and got first place in the national championship held at Chirava, Rajasthan ? Represented state under 21 khelo India volleyball team and secured gold medal in the national championship held at Chatrapati sports complex, balewadi, Maharashtra on 20. 01.2019. Players from our college team represented Kerala University Men Volleyball Team in South zone interuniversity championship held at SRM University, Chennai Other achievements of our college team are: 1. Winner of Kerala university men volleyball championship Organised by S N College, Cherthala 2018- 19 2. Winner of 74th Fr. Bartholomew memorial all Kerala intercollegiate volleyball tournament Organised by Department of Physical Education, S H College, Thevara, Ernakulam 3. Winner of 32nd Mar Thoma Dionysius all Kerala intercollegiate volleyball championship among 10 participating college Many of the students, who were placed all over India in Indian army, are moulded in this ground as good players. Because of its stardom in sports, compared to other institutions, even after located in a remote village area, it is attracting students from all over India.

Provide the weblink of the institution

<https://ststephenspathanapuram.ac.in/uploads/2021/02/Institutional-Distinctiveness-2018-2019.pdf>

8.Future Plans of Actions for Next Academic Year

- Fill vacant post for teaching and non-teaching staff
- Utilization of DST-FIST fund for the purchase of equipments
- Installation of solar panels
- Applying for new UG and PG courses
- Utilization of RUSA fund for the renovation and construction of new block
- ICT enabled teaching and learning more effective
- Make campus plastic free
- Conduct various gender equity programs
- Plant to introduce additional skill development programs
- Promote teachers to involve research activities leading to PhD
- Promote e-content development
- Increase the

band width of internet facility • Conduct seminars, extension activity • Initiate students to participate in curricular and co-curricular activities • Increase the number of Smart Class rooms