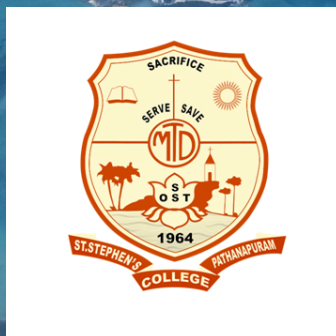# DARSHAN-2026

Five-Year Strategic Plan

For Academic Years 2021 To 2026

St.Stephen's College,Pathanapuram

Affiliated to University of Kerala

Under the Management of Mount Tabor Dayara,
Malankara Orthodox Syrian Church

2021

VISION

The vision describes our future and where we are heading as a college

To equip the youngsters to face the challenges of life, by creatively responding to changing environments; to become useful and responsible members of society, by becoming adequately proficient in different branches of learning; to imbibe a spirit of cooperation, uprightness and empathy and readiness to respect others; and to become aware of their social and moral responsibilities.

MISSION

The mission describes why the college exists.

- **To provide quality education in the concerned areas of learning, by arranging suitable educational environment, where learning becomes a joyful experience.**
- **To encourage creative thinking in students, which would inspire experimentation, research and discovery leading to excellence in learning.**
- **To provide for growth of students as mature personalities, by developing academic, social and physical skills, through playing leadership roles; and participation in campus activities and community building programmes.**

GOALS , OBJECTIVES AND ACTIVITIES

- **_Goals_** _are broad intentions that we expect to accomplish during the plan period._
- **_Objectives_** _are actions that we expect to accomplish for each strategic goal._
- **_Activities_** _are tasks which are to be carried out by committees and departments_

OUR PROCESS

St.Stephens College,Pathanapuram is a first grade college affiliated to University of Kerala and established in the year 1964. It is governed and managed under the Management of Society of the Order of Sacred Transfiguration,Mount Tabor Dayara, Pathanapuram. The college offers 8 UG, 5 PG programmes and 1 Ph.D. programme in Zoology. As of now 42 teaching staff , 17 non teaching staff, one librarian and one physical education faculty are working in the college.

The college has received funds and grants from UGC,DST,KSBB and KSCSTE. Also four PG departments are supported by DST-FIST scheme. The college has been sanctioned Rs-2 crore for infrastructure development under RUSA.

DARSHAN-2026, the Strategic Plan 2021 – 2026 is the culmination of the diligent and focused efforts taken up by the strategic plan committee supported by the inputs and guidance of the Principal Dr.K.P. Laladhas and IQAC Convenor Capt.(Dr.) Koshy P.M. This plan document is expected to motivate and ignite the minds of our faculty members and staff. The vision document may undergo some changes in the course of time ,but it will provide us with an idea of the position where we would be in the coming five years.

GOAL-01

IMPROVE INSTITUTIONAL EFFECTIVENESS, ACADEMIC QUALITY, ACCOUNTABILITY, AND PERFORMANCE.

OBJECTIVE 1.1: IMPROVE INSTITUTIONAL EFFECTIVENESS.

ACTIVITIES
- Within the next five year, College has to get the **'Star College'** status by the DBT, Government of India and a proposal shall be submitted by the year 2022.
- **NIRF** ranking procedure has to be accelerated in the coming years.
- Make a proposal to get **ISO certification** during the strategic plan period.
- College shall ensure the participation in **Unnat Bharat Abhiyan programme** of the Ministry of Education, Govt. of India.
- All the activities of the college will follow the motto *"Green Campus and Clean Campus"*.
- Open a **Front Office and Information Centre** at the entrance of the college building.
- Display the Code of Conduct for students at the entrance of college along with the Vision and Mission of the Institution.
- Maintain a **navigation board** in front of the college.
- Code of Conduct for teachers and Outcomes of the programmes are to be displayed in the department.
- Maintain the List of Honour and Faculty List in the department.
- Code of Conduct for Lab Assistants and Laboratory Rule are to be exhibited in the lab.
- Code of Conduct for non teaching staff to be displayed in the Office .
- Display the Library Rules and Code of Conduct for non-teaching staff in the library.

- All departments maintain a good notice board at the front of the department and the Head of the department assigns this duty to a faculty member.
- Also prepare a Calendar showing the importance of various dates related to the subject.
- Maintain a good public address system with speakers in all *varandhas (Classrooms)* of the campus for effective communication from the Principal Office.
- Wearing an ID Card inside campus is to be implemented strictly for both staff and students.
- No one is permitted to campus without an ID card and only allow the people into the campus by registering their purpose of visit and time at the entrance.
- Principal has to produce an annual report to the Manager/concerned authority in the month of April.
- Academic Calendar for each academic year is prepared in tune with the strategic plan and ensures that it is strictly followed .IQAC will arrange a meeting with HEADs on the first Wednesday of every month to report the activities conducted in the last month.
- For addressing the grievances of students, arrange a Complaint/Suggestion Box in every department and make them aware of the Online Grievances facility in the college website.
- Coordinators of all Committees/Clubs should prepare a plan of action in the month of June and Submit it to IQAC .Also submit a report of programmes conducted to IQAC, in the month of March.
- Arrange all meetings with the staff only after 3 pm.(except in emergency situation)

OBJECTIVE 1.2:   IMPROVE ACCOUNTABILITY, AND PERFORMANCE.

ACTIVITIES

- Heads of the Department :-

    - Arrange a department level meeting on the very first day of the reopening of college.

- Allot the classes to teachers and give directions to teachers to prepare a course plan at the beginning of each semester.
- Design the Vision and Mission of the Department in consultation with the faculty in the Department.
- Charge of the functioning of the Department in academic and administrative matters.
- Propose the annual plans/master plan of the concerned department for the next academic year in consultation with the teachers in the department and submit proposals to the Principal·
- HoD should ensure that classes are engaged as per the time table.
- Submission of study tour proposal (if it is included in the University syllabus) through Principal one month in advance.
- Observe other CAS norms for finalizing the academic scores of the teachers in the Department and do the assessment about the performance of the subordinate teaching staff.
- Hold departmental meetings at least once in a month and record the same in the minutes.
- Conduct Department / class-wise PTA meetings (Open Houses) once in every semester.(Keep file)
- Attendance and CE marks of the students are to be published in the Department notice board and the complaints, if any, are to be resolved in time and then.
- Communicate all the information received from the Principal and decisions of the College Council to the staff and if required to the students.
- Forward the leave application form of subordinate staff to the Principal only after ensuring alternate arrangements for their classes and No periods should be left free, Head of the department has the privilege to temporarily assign a member of staff to teach a class in the absence of a teacher.
- Not forward the leave applications, if the total percentage of teachers presented is below 50 % in the department. In case of illness or emergency, it can be granted.

- ○ Ensures the timely completion of portions assigned to subordinate staff and follows up the progress of duties assigned to subordinate staff.
- ○ Present a progress report in the meeting arranged with IQAC on the first Wednesday of every month and submit a copy of the same to both Principal and IQAC.
- ○ HoD shall keep departmental inventory and stock register and should be handed over to the successor when he/she relieves/retires from the post.

- ● Teachers :-

  - ○ Prepare a course plan at the beginning of each semester and get it signed by HoD.
  - ○ Do the duties assigned by the Principal/HoD without failure.
  - ○ Failure in engaging classes in the right time as per time table/assigned by HoD is the strict violation of Code of Conduct if they are presented in college campus and are not assigned duties elsewhere.
  - ○ Wear an ID Card inside the campus.
  - ○ Complete 75% of the allotted portion before the commencement of Internal Examination of UG programme. For PG programme complete 40% of the allotted portion before the commencement of First Internal and 90% before the Second Internal Examination.(If the portions are not completed within the direct teaching hours, use online mode for the completion. No excuse shall be given in meeting the requirements)
  - ○ Teachers are advised to adhere to the time prescribed by the University.
  - ○ Not allowed to avail duty leaves more than 30-40 % of total working days.
  - ○ Take the attendance using Attendance Application software.
  - ○ Avoid the visit to the office in the working hours (9.30 am to 3.30 pm) unless they are wanted by the Principal.
  - ○ Any matter related to the service of teachers has to be communicated with the Principal in written form and Not

process any file in the concerned section of the office without the permission of the Principal.
- ○ Any communication from the office to teachers should be conveyed to the department/teacher in a file through the Office Attendant.
- ○ All forms,documents and letters addressed(postal) to teachers are to be provided through the Office Attendant.

OBJECTIVE 1.3:   IMPROVE E-*GOVERNANCE* AND ALUMNI ENGAGEMENT.

ACTIVITIES

- ● Introduce **Total Campus Solution** (TCS) software for the implementation of e-governance in :-
  - ○ Planning and Development
  - ○ Administration
  - ○ Finance and Accounts
  - ○ Student Admission and Support
- ● Contributions of the Alumni Association to the development of the institution (through financial and non financial)
  - ○ Present a proposal to the Alumni for the infrastructure development.(Alumni Association make a proposal within September-2021)
  - ○ Bring all scholarships and endowment instituted by Department Alumnus in one roof.(Scholarship Committee prepare the file)
  - ○ Start Alumni Lecture Series for students.(Scholarship Committee make a proposal in association with Alumni Association)
  - ○ A voluntary book donation scheme will have to be implemented.

OBJECTIVE 1.4:   IMPLEMENTATION OF BEST PRACTICES AND REVENUE GENERATION .

ACTIVITIES -Best Practices(2)
- ● **KAITHANGU** *"Uplift a Student towards a Sound Society"*

○ This is a project of St.Stephen's College to transform the society by educating the socially and financially backward students.

- **SSC R & D** *"Explore the Unexplored"*
  ○ This is a project of St.Stephen's College to cultivate the character of doing research among teachers and to build up a culture of research among students .
- Make a proposal by the IQAC Committee before the month of October-2021.
- CCEK has to submit a proposal to start more Certificate/Diploma courses as one way to generate income.
- New project by IQAC known as *One Rupee Donation*,which aims to support the socially and financially backward students for their education.(Proposal shall be finalized by IQAC in the month of July-2021)

GOAL-02

TEACHING AND LEARNING PLAN

OBJECTIVE 2.1:   **ADVANCE ACADEMIC EXCELLENCE OF TEACHING AND LEARNING AND THE STUDENT EXPERIENCE.**

ACTIVITIES
- Department committed to providing and maintaining a rigorous curriculum that promotes an understanding of the major principles and concepts in the subject.
  ○ Integrate cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.
    ■ Each department has to group the courses from the syllabus which reflects these issues.
    ■ Arrange programmes reflecting the Gender Sensitivity under the roof of Women Cell/Equal Opportunity Cell/ NSS/NCC :-Yoga,Women Empowerment (Self employment schemes like Paper Bag Production,Mushroom Cultivation,Organic farming, Apiculture,Soap making,Computer Programming,Online marketing,Designing…)

- Conduct programmes related to Environment and Sustainability on behalf of Departments/NSS/NCC/Cells like Green Campus,Clean Campus,Waste Management,Energy Conservation(use of LED bulbs) , Green Audit,Energy Audit,Environment Audit.
- NSS/NCC/College Union can arrange programmes reflecting Human Values :- Awareness programme by Disaster Management Department,Mid-day Meal Programme, Medical Camp,Participate in community engaged programmes.
- Arrange programmes related with Professional Ethics Career Guidance Cell/HRD Cell and College has to frame Code of Conduct for Teachers and Students.
- Organize Soft Skill Programmes by Career Guidance Cell and HRD Cell.
  ○ Introduce more Certificate Course under CCEK(Govt. Of Kerala).(CCEK coordinator has to submit a proposal before June-10 to IQAC)
  ○ Departments can start Add-On/Certificate Course (Min.-30 hrs, Duration -6 months).(Proposal including Syllabus and Assessment Procedure before June-10 to IQAC)
  ○ Bring collaboration with other institutions for training and practical knowledge.
    - Department of Commerce make a collaboration with professional bodies.
    - Department of Botany can make a linkage with research centers/ Department of Agriculture.
    - Department of Zoology start a linkage with the Agriculture Department, Fisheries Department and Animal Husbandry Department.
    - Department of Chemistry can make a linkage with industries. (KMML, Paper Pulp Industries etc)
    - Department of Physics can make a linkage with ISRO, Meteorological Department, KSEB, Water Authority etc.
    - Department of Mathematics can make linkage with professional bodies.
  ○ Department can organize industrial visits, quizzes, case discussions and seminars, workshops, monthly lecture

series and alumni lecture series under the coordination of Association Activities.(Hand over a plan of action to IQAC before June-15. Minimum of three programmes excluding Inauguration,Valedictory functions of Associations and Festival Celebrations)

○ Department has to keep the record of students doing projects/internships.(File must be provided to IQAC in the month of February)

○ Enhancing learning experiences:
  ■ Outcome based education:-Prepare PO,SPO & CO for each programme and display it in department and lab.(Complete it in the month of June)
  ■ Language lab to improve communication skill.
  ■ *CAMPUS VOICE* a monthly publishing online document by NSS. (Arrange a meeting of NSS with IQAC in the month of June)
  ■ *SSC VOICE* a new way of communication for the Students.Record audios of students and teachers related with Subject/Important Day Celebrations / Social Related Issues so as to make the students more socially responsible persons.(Proposal has to be prepared by Multi Media Cell and submit it to IQAC before July-20)
  ■ Encourage case study related to environment and agriculture , if possible in Subjects Botany, Zoology,Chemistry…
  ■ Encourage students' Project presentations.
  ■ Organizes special programmes for advanced learners and slow learners.(WWS/SSP cell has to submit this file to IQAC in the month of Augustand Department also keep the copy of this file)

○ Department has to prepare a progression file of students to higher studies/ employment in every year .(Submit it to IQAC by March-25)

OBJECTIVE 2.2: ENHANCE TEACHERS QUALITY AND PROFILE.

ACTIVITIES
- Teachers appointed before 2020 have to complete their research work leading to Ph.D. by the year 2025.
- Encourage participation in International/National seminars / workshops/conferences/webinars…
- Increase maximum number of paper publications and presentations.
- More participation in FDPs like OC/RC/Short Term Courses.
- Encourage to do online courses from MOOC/NPTEL.
- Encourage the use of ICT enabled tools.(Record the data in the Department and submit it in month of March)
- Encourage to take research guideship.
- Use the online mode of teaching through Google Classroom and Learning Management System like Moodle.(Maintain a file in the departments and submit it in the last week of March)
- More participation in Academic council/BoS of Affiliating University,Setting of question papers for UG/PG programs , Design and Development of Curriculum for Add on/certificate/ Diploma Courses and Assessment / evaluation process of the Affiliating University.
- Prepare a course plan in tune with the outcomes by faculty members and get the approval from the head of department. (One copy of plan submit to the Principal and one copy to IQAC in the first week of commencement of the semester)

GOAL-03

RESEARCH AND DEVELOPMENT PLAN
OBJECTIVE3.1:   ADVANCE THE INFRASTRUCTURE IN RESEARCH.
ACTIVITIES
- Increase the number of Research Centers.
  - Get the approval of the research centre in the Department of Chemistry by the year 2022.
  - Get the approval of the research centre in the Department of Physics by the year 2024.

- ○ Get the approval of the research centre in the Department of Botany by the year 2025.
- ○ Get the approval of the research centre in the Department of Mathematics by the year 2025.

- Increase the number of Library Books.(*5000 different titles in the subjects required for the approval of each research centre*)

  - ○ Design a proposal to increase the number of books in the subjects in a specified time-frame.
    - Collect the maximum number of books from Retired Teachers and Alumni of the departments.
    - In the coming years,the maximum fund has to approve for these subjects from the annual budget(PD account) of purchase of books.
    - More funds have to be allocated from the grant received from RUSA and FIST-DST.
    - Management gives aid to purchase the books in these subjects.

- Increase research lab facility.
  - ○ Management gives due importance to upgrade the basic infrastructure of the research lab.
  - ○ Grant for further upgradation of the lab is to be found out from research projects and from different schemes like University,Govt., UGC,DST,FIST,RUSA....

OBJECTIVE 3.2: ADVANCE THE VIBRANCY AND ACADEMIC EXCELLENCE OF RESEARCH.

ACTIVITIES

- Set up a Research and Development Cell.

  - ○ Composition of the Cell (four/six members):
    - The Principal
    - One faculty member from each Post Graduate Department, Guideship is desirable .

- One/two faculties from other subjects who have an active guidship.
  - Provide all types of information to teachers related to research and research projects/fund & grants, seminars /webinar,conferences/workshops,FDPprogrammes,Orientation /Refresher/Short-Term courses and help them to prepare the documents.
  - Publish the students(PG) projects in a journal with ISSN number.(Peer Reviewed/Care List)
  - Organize IPR seminar and Research Methodology courses/ Seminar on Entrepreneurship every year in association with departments.(File of the programme should be maintained by the Cell)
  - Arrange an orientation class on research (scope/ethics) for first year PG students. (File of the programme should be maintained by the Cell)
  - Encourage the students to get scholarships from different Govt./NGO schemes to complete their final year projects.(File of the programme should be maintained by the department and Cell)
  - Provide guidelines to publish research papers in indexed research journals.
  - Convene meetings quarterly with IQAC and record the growth in research.

- Encourage teachers to complete their research work leading to Ph.D. by the year 2025.
- Encourage teachers to publish at least one paper in UGC-CARE list journal every two year.
- Promote participation of teachers in FDPs like Orientation/ Refresher/Short-term courses.
- Promote participation/presentation in International/National seminars,workshops,symposium,Conferences…
- Encourage teachers to get memberships in professional bodies.
- Promote faculty members to have at least one project (minor/major)from each department.
- Each department plans to organize International/National conferences /seminars / workshops with the support of

Research and Development Cell.(This plan has to submit to IQAC within two months after the date of reopening)
- Educational linkages in terms of more MoU with premier institutions and take up collaborative research projects.
- Promote teachers to take research guidships.
- Promote interdisciplinary research in college this will help for external funding.

OBJECTIVE 3.3:   INCREASE STUDENTS RESEARCH OUTPUT.

ACTIVITIES

- Get scholarships from the Govt./NGOs for the final year project work.
- Try to publish the projects of final year PG students in indexed research journals.
- Try to do the project in collaboration with other premier institutions.(Depends on the project topic selected)
- Promote participation in International/National seminars/ webinars/workshops/conferences.
- Encourage the students to do their final year project work in the college itself so as to maintain the lab equipment properly.

OBJECTIVE 3.4: GENERATING RESEARCH FUND.

ACTIVITIES
- An initial amount can be contributed by the Management to set up a fund for financial help to faculty members for paper presentations in International/National seminars/ workshops/ Conferences.
- Financial help to faculty members for the presentation of projects outside Kerala.
- PG departments can provide a contribution to the research fund.
- 10% of the staff fund to be set aside for research funds.

GOAL-04

HUMAN RESOURCE PLANNING AND DEVELOPMENT PLAN.

OBJECTIVE 4.1: **PROACTIVELY RECRUIT DIVERSE INDIVIDUALS TO WORK AT ST.STEPHEN'S COLLEGE,PATHANAPURAM.**

ACTIVITIES

- Refine search and recruitment processes.(*For teachers,in addition to the UGC/State/University Regulations,college has to consider the contributions of candidates in research and teaching competency skills.* For Non teaching staff, consider the computer knowledge in recruitment process)
- Develop benchmarks for onboarding the employees.(Training programme for newly recruited teachers and non teaching staff)
- Streamline hiring procedures to minimize delays in recruiting contract teachers in various departments .

OBJECTIVE 4.2: **IMPLEMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR ALL FACULTY, STAFF, AND ADMINISTRATORS .**

ACTIVITIES

- Expand professional development in developmental education for faculty.
    - One/two days of professional training programme conduct by Management for teachers.(Programme date in the month of June)
    - Organize more faculty development programmes in college with the collaboration of UGC-HRDC/PMMMNMTT Scheme/Any similar agency..(Research Committee has to schedule one/two programmes in each year)

- ○ Motivate faculty members for research work.(Research Committee conduct one programme on IPR and one programme on Research Methodology in every year)
- ○ Motivate and depute teachers to Orientation Courses and Refresher Courses.(Enhance the maximum participation of teachers without affecting the college activities)
- ○ Promote Faculties to participate in Seminars as resource person.

- ● Expand professional development in strategic and operational planning for all employees.
  - ○ Organize a (one/two day) training programme for non-teaching staff by the Management.(Date of the programme in the month of May)
  - ○ Encourage the employee to participate in administrative training programmes conducted by Govt. agencies.

OBJECTIVE 4.3: **ENHANCE WORK-LIFE BALANCE.**

ACTIVITIES

- ● Effective welfare measures for teaching and nonteaching staff.

  - ○ Financial support to non-teaching staff when demanded. (Transaction only through Bank Accounts and the file must be kept by Staff Secretary)
  - ○ Sports and Games for a fun and healthy atmosphere. Also yearly outing for teaching staff .(Staff Council arrange these programmes)
  - ○ Management has to provide more washing places,Canteen, Improve lighting and ventilations,work friendly workplaces .Also give attention to ensure proper safety measures and beautification of campus.

GOAL-05

PROMOTE STUDENT GOAL COMPLETION
OBJECTIVE 5.1: **INCREASE STUDENT ENROLLMENT BY RAISING THEIR ACADEMIC PROFILE.**

ACTIVITIES
- Campus provides a good placement cell(HRD).
- Increasing scholarship levels (Higher Education Council, KSCSTE,Central Govt.& State Govt. Scheme,College) by setting up an active Scholarship Cell.
- Provide a good Library and support the student body with appropriate academic advising, student services, campus facilities and good transportation facility.
- Increase programs that encourage interactions with successful students and people from diverse backgrounds and cultures.
- Form a language cell to improve the proficiency of students in speaking english and hindi.
- After closing the admissions process, the concerned section of the office provides the soft copy of the list of students admitted with their contact information and their reservation category to the respective Departments.(Within 10 days after the date of closing admission).Demand ratio for different departments also provide along with this.

OBJECTIVE 5.2: EXPAND THE USE OF SUPPLEMENTAL INSTRUCTION MODELS

ACTIVITIES
- Frame a bridge course for each subject by the departments and the Bridge Course committee conducts this programme after the third allotment of admission. Finally submit the file to IQAC within 10 days after the closing date of admission.(Bridge course coordinator keep the file)
- Arrange orientation programme for first year students by each department.(Keep the report of the programme in the department)
- Induction Programme for the first year students.(Bridge Course Committee coordinator keep the file)
- College shall provide academic motivation and guidance under WWS for advanced learners.(Committee has to set up for WWS & SSP)
- Encourage advanced learners to register online courses in MOOC and NPTEL.(Data shall be kept in Department)

- They are directed to use the E-resources.(Data shall be kept in Department and in the library)
- Encourage the advanced learners to get into Peer teaching. (Data shall be kept in Department)
- Help the students to get scholarships to complete their projects.(Data shall be kept in Scholarship Cell)
- Remedial classes are arranged for slow learners based on their needs.(Committee set up for WWS & SSP will keep the data)
- Faculty prepare suitable study materials to slow learners. (Data shall be kept in Department)
- Financial support shall be provided to needy students.(Data shall be kept in Department)
- Nominate mentors from departments for different classes. (Data shall be kept in Department)
- Departments shall arrange International/National Seminar/Webinar, Field Visits,Industrial Visits and Academic Activities related to the subject.(Data shall be kept in Department)
- **SSC Voice** ,a Campus Live Programme helps to build an inclusive atmosphere in the campus.(A Multi Media Cell has to set up)
- Form a centralised Internal Examination Cell (for both UG/PG) to conduct internal examinations . This committee will announce the date of commencement of examination, examination schedules and the date of result publication on the college website.

- Students can address their Grievances related to Internal Examination and Internal Assessment to THREE-LEVEL System-

    - Department Level- Head of the Department,Department level coordinator and teacher in-charge.

    - College level- College Level Monitoring Cell

    - University Level.
- Students can send their complaints through Grievances Redressal on the college website.
- Transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

either throuh online or directly to Cells addressing these issues.(Cell coordinators record the date and submit it the IQAC in the third week of March)

● Open Houses will be held within two week of publication of the internal examination result/University examination result to distribute the score card to parents.(Department shall keep the details of the Open Houses).

OBJECTIVE 5.3: IMPROVE PLACEMENT PROCESSES TO ASSIST AND SUPPORT VARIOUS STUDENT POPULATIONS.

ACTIVITIES

● Incorporate assessment of English language skills into current practices and also develop the Hindi speaking skill of the students . (Set up a English Language Cell/Hindi Language Cell)

● The college has a separate cell looking after the Placement and Training needs of the students. During each academic session, the cell organizes Placement & Training Programme which is headed by the coordinator from faculty and the student representatives of all the streams.

● Track the record of students going for higher studies and keep a file for the students in qualifying State/National/ International Level Examinations (Department keep a file)

● Encourage the students Sports/Cultural activities. (The Department of Physical Education/ Sports/Games Committee and Cultural Committee keep the records and have to submit it to IQAC in the second week of March. Along with this file Department of Physical Education also submit a progression file of students under Sports Quota)

● Provide the classes for competitive examinations by Career Counseling Cell in association with Departments.

GOAL-06

COMMUNITY ENGAGEMENT PLAN

OBJECTIVE 6.1:   LEVERAGE COMMUNITY PARTNERSHIPS IN WAYS THAT SUPPORT LEARNING AND STUDENT SUCCESS.

ACTIVITIES

- Each Department has to design an extension activity which sensitizes the students to social issues.
    - Details of the extension activities are to be submitted to IQAC in the month of June. (*This report includes the Title,Plan of action,Coordinator of the programme, Tentative dates of the programme schedules etc.*)
    - Increase the involvement of students marginally in each year.
    - Report of extension activity must be handed over to IQAC in the month of February/before March-15.(*This report includes the Name of activity, Name of collaborating agency-if any, Details of programmes with date, Number of teachers participated , Number of students participated , Outcome of the programmes, News paper cuttings ....*)
- Programs to enhance the community awareness of students.
    - NSS,NCC,Woman Cell etc shall organize programmes such as Swachh Bharat, AIDS awareness,Gender issues,Women empowerment,Cast discremination, Child Labour,....in collaboration with Industry,Community, and Non-Government Organiztions etc.(*More tie-ups with NGOs*)
    - Adoption of Villages/Wards by NSS with the help of Local Bodies.
    - NSS and NCC can assist government and local bodies in Community projects.
    - Increase the involvement of students marginally in each year.

- ○ NCC,NSS,Women Cell and any other clubs/Cells likely to conduct such activities shall submit a Plan of Action to IQAC before July-15.
- ○ Report of extension activity must be handed over to IQAC before March-15.(*This report includes the Name of activity, Name of collaborating agency-if any, Details of programmes with date,Number of teachers participated, Number of students participated,Outcome of the programmes*)

GOAL-07

INSTITUTIONAL ASSESSMENT

OBJECTIVE 7.1: ASSESSMENT OF CURRICULUM

ACTIVITIES

- Collect Feedback from Students , Faculty Members, Parents and Alumni at the end of each semester of the courses.(IQAC will provide the format)
- Analyse the feedback and prepare a report (including suggestions from department and college) to the University.

OBJECTIVE 7.2: ASSESSMENT OF TEACHERS

ACTIVITIES
- **Gathering feedback from the students about faculty members regarding teaching at the end of each semester.**
  - ○ Analyse the feedback and prepare a report by IQAC.
  - ○ Submit the report to the Principal for further actions.
- **Collect self appraisal form from faculty members by the Management in every six months.**
  - ○ Suggestions regarding the performance should be discussed with the faculty members once in an academic year.

- **IQAC collects the PBAS of teachers for CAS in each academic year .**
    - IQAC should give the directions and intimate the teachers to submit the request to the Principal for placement/promotion immediately after the assessment periods.(Request can be accepted prior to three months from the due date of promotion.)
    - IQAC should arrange the steps for the Screening Committees/ Selection Committees.
    - Faculty Members shall submit the promotion file under CAS only after the due date of promotion.(Maximum of two weeks will take for verification by IQAC)

OBJECTIVE 7.3 RESULT ANALYSIS

ACTIVITIES

- After publishing the result by the University, the Head of the Department shall submit a report about the result in the given format prepared by IQAC .(With in 10 days after the date of publish of result)
- Two copies are to be prepared , one for the Principal and Other for the IQAC .
- IQAC will submit a report including suggestions to the Principal.
- Principal shall convene a meeting of the respective department for further actions.
- Principal shall submit a report about the final result to the Management.

OBJECTIVE 7.4: EVALUATION OF INSTITUTION

ACTIVITIES
- Collect Feedback from Students after completing the course.
- Collect Feedback from Alumni and teaching and non teaching, every year.(Form WhatsApp/Telegram Group of Alumni by each Department)
- Report shall be submitted to the Principal by the IQAC in the last month of each academic year.

Note: *All the above mentioned documents are to be submitted to the Principal and IQAC as given in the academic calendar .*

Note: *Details of the programme including the Title, Brochure, Write up and News to scroll in website have to be sent to the Website Committee (www.sscptpmweb@gmail.com) after getting the permission from the Principal.*
 (Considerate to submit this at least one week before the date of the programme).

Note: *After completing the programme , submit a report of the programme and a file (word/pdf) of photographs of the programme(including paper cuttings) to the website committee within two weeks.*

STRATEGIC PLANNING COMMITTEE, 2021-2026

Dr.K.P.LALADHAS   **Capt.(Dr.) KOSHY P.M.**
Principal & Professor   *IQAC-Coordinator*

Mr.ROY JOHN - *Coordinator*
Assistant Professor
Department of Mathematics

Dr.SREEJAI .R   **Mr. SANDHU JOHN SAJAN**   **Fr.(Dr.) ROY JOHN**
Assistant Professor   *Assistant Professor & Head*   *Assistant Professor & Head*
Department of   Zoology   *Department of Economics*   *Department of Botany*

" The fear of the Lord is the beginning of knowledge; fools despise wisdom and instruction".

Internal Quality Assurance Cell

St.Stephen's College,Pathanapuram