



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		ST.STEPHEN'S COLLEGE, PATHANAPURAM
Name of the head of the Institution		Dr. K.P.Laladhas
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04752352385
Mobile no.		9447271034
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/2021/07/AQAR-2018-19.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/2021/03/Academic-calendar-2019-2020.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
Constituted criteria wise	09-Jul-2019	35

committee and discussion on New Methodology of NAAC Accreditation and SSR drafting	1	
FIST-DST fund received	07-Aug-2019 1	1001
Bridge course	02-Sep-2019 2	293
Vipani-Commerce Square 3	30-Dec-2019 1	75
Participation in NIRF	17-Feb-2020 1	1001
National Science Day Celebration	20-Feb-2020 1	89
IQAC Meeting	28-Feb-2020 1	17
IQAC Meeting	20-Mar-2020 1	14
Webinar on Effective utilization of online platform to make the teaching more effective	25-May-2020 1	47
External Academic Audit	29-Jun-2021 1	46
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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 Koshy PM	FIST	DST	2019 1825	39.5
Dr K P Laladhas	Major Project	Directorate of Environment and Climate Change	2019 1095	6.46
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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)	
<ul style="list-style-type: none"> • New Digital computer lab started functioning • Renovation of Heritage building • External Academic audit conducted • Academic calendar • Webinar on "Effective utilization of online platform to make the teaching more effective" • College website has been upgraded to a dynamic level 	
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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
Plan to conduct academic audit	External academic audit conducted
Plan to upgrade the College website	College website upgraded to the dynamic level
Plan to construct digital Library complex	Digital library start functional
Plan to begin a course under Centre for Continuing Education Kerala (CCEK)	Professional Diploma in Shipping and Logistic (PDSL) a new course started
Plan to increase the Number of smart classrooms and their usage	New Smart classrooms introduced
Plan to continue the certificate programmes	Certificate programs were conducted effectively
Plan to purchase books and Journals	Books and Journals purchased
Conduct seminar for professional up-gradation of teaching and non-teaching staff	Discussions were made on New methodology of NAAC accreditation and seminar on Effective utilization of online platforms to make the teaching more effective
Plan to prepare new feedback form	Curriculum-based feedback prepared and circulated among the stakeholders
Plan to constitute IQAC criteriawise committee	Criteria committee constituted a for the effectiveness of IQAC activity and completion of AQAR and SSR
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Council	17-Aug-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	2020
Date of Submission	17-Feb-2020
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)	<p>St. Stephen's College, Pathanapuram has a web portal exclusively for the smooth functioning of the Management Information System. The institution provides a WiFi facility within the campus. A wellmaintained website ensures the smooth flow of information regarding the institution to staff, students and the public. A display board fixed at the entrance of the main block provides information on daytoday activities, programmes and other vital information. We have the following modules in the operational stage:</p> <ul style="list-style-type: none"> • Attendance Management System: This module manages the attendance marking system fully online. It provides the real time attendance of each student and the students, Teachers and parents can verify it online using the verification ID. This module contains the menus, mark attendance, view marked, batch wise list, student leave, apply leave, and student list. • Library Management System: Online Public Access Catalogue (OPAC) is available under this module. Remote access to library resources is available. Library accounts are maintained through the students ID. Barcode reader is used to entering book details and borrower details. The library provides computerbased Online Public Access Catalogue (OPAC) and web OPAC (www.) for searching documents available in the library. The library

is also equipped with internet connectivity which the members can use for their academic purpose. The library book collection includes about 28000 printed books and subscribes to more than 6000 online journals, lakhs of ebooks through NLIST (INFLIBNET) Program. (To access the resources under the NLIST Program, users require login ID and Password). • Academic Management System: Details regarding programmes offered, duration, syllabus, programme outcomes, programmes specific outcomes, course outcomes, teachers engaging courses, student strength, departments, faculty and academic calendar, Research activity, students support programmes and the activities of students can be obtained here. • Grievance Redressal Management System: It allows the staff and students to register their suggestions online and seek their rectification.

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, affiliated with the University of Kerala, Thiruvananthapuram, and thus the curricular aspects of the college are governed by the university statutes and regulations. As the COVID-19 Pandemic runs its course, the government restricted the gathering of people in public places, which seriously affected the normal functioning and study of our college. In these circumstances, we have opted for alternatives to cope up with the situation and for the safety of students and staff of the institution. We have made use of online platforms like Google meet, Zoom, Google Classroom, YouTube channels, telegram, WhatsApp groups, etc. for the conduction of classes and timely completion of the syllabus. Online webinars (both national and international) were conducted at the Department level. VISION: 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 realize their social and moral responsibilities. MISSION: To provide quality education in the concerned areas of learning, by arranging suitable educational environments, 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. The Vision & Mission of the college was planned by involving various patrons such as academicians, alumni, employers, in order to cater to the requirements of changing academic developments. The adoption of creative learning, innovative teaching-learning programmes such as ICT enabled

teaching, WWS, the introduction of the digital library. We design the curriculum to offer sufficient flexibility, allowing the students to be abreast with the latest trend in the learning process. It exposes the students 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. It also equips the college with sophisticated research laboratory equipment in place. Organizing various co-curricular and extra-curricular activities centrally by the college and through various student clubs helps the students to develop leadership qualities, teamwork spirit, professional skills which help them succeed in their life. It inculcates values in the students through reflection. It addresses the values related to good citizenship and civic sense through various programmes organised by NSS, NCC, ASAP, WWS, SSP, etc.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Foundation program in Banking and Financial Services	Nil	03/02/2020	5	Employability	Improve the skill of the students to global standards for employment in India and abroad
Horticulture	Nil	04/01/2020	15	Employability	Gardening, budding, grafting, layering
Apiculture Training	Nil	16/11/2019	15	Employability	Self-sufficiency in bee rearing
Practice English	Nil	03/08/2019	8	Employability	Effective language Communication
Nil	Professional Diploma in Shipping and logistics	30/08/2019	25	Employability/ entrepreneurship	Transportation, distribution management, warehousing and inventory management, shipping

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Nil	31/05/2020
BA	Nil	31/05/2020

BCom	Nil	31/05/2020
MSc	Nil	31/05/2020
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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
MSc	Nil	31/05/2020
BA	Nil	31/05/2020
BSc	Nil	31/05/2020
BCom	Nil	31/05/2020

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

	Certificate	Diploma Course
Number of Students	118	26

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
Yoga certificate programme	21/06/2019	20

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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
BSc	Chemistry	35
BSc	Mathematics	33
BSc	Physics	29
BSc	Zoology	27
MSc	Chemistry	13
MSc	Mathematics	14
BA	English	30
BA	Economics	34
BCom	Commerce	35
BSc	Botany	34

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

Feedback Obtained

The institution has the practice of collecting curriculum reviews by various stakeholders such as students, teachers, alumni, and parents. The institution prepares separate feedback forms for each of these categories. Updated versions of feedback forms have been used in 2019 -20. Google forms were prepared for each category and the required data were collected. **Students Feedback:** Students were instructed to rate their faculty based on 15 attributes on a four-point scale (strongly agree, agree, and disagree). From the feedback obtained, a report is prepared and discussed at the department level. Curriculum-based feedback also is collected from the students, and Alumni by the IQAC. IQAC communicated the feedback to the heads of the Departments to take necessary actions. **Teachers Feedback:** In the new academic year, teachers took special attention to develop innovative teaching methods to equip the students during the Pandemic. Teachers feedback on curriculum development was circulated among the teachers. The institution values the feedback of faculty members very much. Based on the feedback of faculty on the adequacy of instructional hours to complete courses, special classes were organised well in advance. Based on the feedback, IQAC asks the teachers to give necessary remedial actions. Revision of the Syllabus of various subjects is requested and reported to the Board of Studies by the faculty. **Parents Feedback:** In addition to the Google form which is circulated among parents, the institution also uses PTA meetings to know the feedback of parents. Based on the feedback, IQAC asks the teachers to give necessary remedial actions. Collected through various social networking facilities. **Alumni Feedback:** A structured feedback form is used to collect the feedback of Alumni. Almost all batches have What's App groups. The departments seriously consider the suggestions of their alumni while preparing the academic plans.

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
BA	English	40	2059	43
BA	Economics	50	1075	52
BCom	Commerce	30	2080	43
BSc	Botany	32	1441	34
BSc	Zoology	32	1529	34
MSc	Zoology	10	744	13
MSc	Physics	10	631	13
MSc	Chemistry	10	920	12
MSc	Mathematics	12	529	16

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2.2 – Catering to Student Diversity

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

Year	Number of	Number of	Number of	Number of	Number of
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	students enrolled in the institution (UG)	students enrolled in the institution (PG)	fulltime teachers available in the institution teaching only UG courses	fulltime teachers available in the institution teaching only PG courses	teachers teaching both UG and PG courses
2019	895	106	20	Nil	27

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
47	47	108	12	7	7

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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 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 into 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 into a situation and develop problem-solving skills. Mentors provide feedback in a way that will help their mentees 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 well-being helps them perform better. Through the Tutorial System Students are divided into groups for Mentoring and Teachers are allotted as mentors for each group of mentees, with the mentor conducting a 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 cell 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
1001	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	47	2	10	24
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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
2019	Dr K P Laladhas International	Associate Professor	Member, International society of Organic Agricultural Research
2019	Dr K P Laladhas National	Associate Professor	Editor, Journal of Traditional and Folk Practices
2019	Dr Biju A, Interational	Assistant Professor	Reviewer, International Jounal of Environment
2019	Dr Biju A, National	Assistant Professor	Reviewer, The Holistic approach to Environment

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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	18/09/2019	28/10/2019
MSc	630	4	18/09/2019	29/10/2019
MSc	635	4	18/09/2019	28/09/2019
MSc	620	4	18/09/2019	30/10/2019

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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 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. 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, answer scripts are handed over to the teachers for valuation. After collecting internal marks, PTA meeting is called to inform parents/guardians of the academic progress of their wards for each class in every semester. Assignments and class tests are conducted per semester under the supervision of the Centralized 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. After every month attendance is published on the notice board.

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

The college is affiliated with the University of Kerala. Hence, it 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 College Staff Council. At the beginning of every 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. The assignment topics are given to the students, collected from them, and evaluated based on the schedule in the Academic calendar. Semester VI students of UG and Semester IV PG students are given instructions regarding the submission of the project based on the timelines of the Academic calendar.

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
245	BSc	Botany	34	29	85.29
650	MSc	Zoology	13	13	100
635	MSc	Chemistry	13	12	92.31
630	MSc	Physics	11	6	54.55
620	MSc	Mathematics	16	12	75

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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/2021/03/SSS-2019-2020.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	1095	Directorate of Environment and Climate Change, Thiruvananthapuram	13.19	6.46
Major Projects	1825	FIST-DST	50	39.5
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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
Nil	Nil	

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
Best young Faculty Award	Dr. Biju A	Novel Research Academy, Pondichery, India	09/11/2019	Best young Faculty Award-2019
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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	Nil	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
Nil	Nil	Nil

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)
International	Botany	5	2.5
International	Chemistry	1	2.5
International	Physics	1	2.5
International	Zoology	3	2.5

International	Mathematics	3	3
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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
Zoology	1
Physics	1
Economics	4
Chemistry	1
Botany	5
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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
Effect of water quality on caddisflies (Trichoptera) in Kallada River, Kerala, India	DaniBenc hamin, R. Sreejai and Beena S. Kurup	Current Science	2020	2	St. Stephens College, Pathanapuram	2
Phytochemical screening and antimicrobial activity of Coleus aromaticus leaf extract	M.S. Sujamol, Roy John and K. M. James	Materials Today: Proceedings	2020	2	St. Stephens College, Pathanapuram	2
Complementary Inverter Circuits Based on p-Cu ₂ O and n-ZTO Thin Film Transistors	M.R. Shijeesh, P.M. Aswathy, M. K. Jayaraj	Journal of Electronic Materials	2020	2	Journal of Electronic Materials	2
Morphological Studies in selected species of	Rajalekshmi S and Praveen Dhar T	International Journal of Botany Studies	2020	2	St. Stephens College, Pathanapuram	2

Ipomoea Linn						
Tracemetal dynamics in mysids from the Cochin Estuary	Biju A and Rejomon G	Environm ental Forensics	2020	2	St. Stephens College, P athanapura m	2
Influence of Warm Core Eddy on the Vertical D istributio n of Autot rophic Pico- and Nanoplankt on in the Bay of Bengal. (In press)	Mohan P. A and A. Biju	Marine Biology Research	2020	2	St. Stephens College, P athanapura m	2
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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
Phytochemical screening and antimicrobial activity of Coleus aromaticus leaf extract	M.S. Sujamol, Roy John and K. M. James	Materials Today: Proceedings	2020	2	2	St. Stephens College, P athanapura m
Influence of Warm Core Eddy on the Vertical Distribution of Autotrophic Pico- and Nanoplankton in the Bay of Bengal.	Mohan P. A and A. Biju	Marine Biology Research	2020	1	1	St. Stephens College, P athanapura m

Complementary Inverter Circuits Based on p-Cu ₂ O and n-ZTO Thin Film Transistors	M.R. Shijeesh, P.M. Aswathy, M. K. Jayaraj	Journal of Electronic Materials	2020	2	2	St. Stephens College, Pathanapuram
Tracemetal dynamics in mysids from the Cochin Estuary	Biju A and Rejomon G	Environmental Forensics	2020	2	2	St. Stephens College, Pathanapuram
Effect of water quality on caddisflies (Trichoptera) in Kallada River, Kerala, India	Dani Benchamin, R. Sreejai and Beena S. Kurup	Current Science	2020	1	1	St. Stephens College, Pathanapuram
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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	4	2	2	Nil
Presented papers	Nil	4	2	Nil
Presented papers	Nil	4	2	Nil
Resource persons	Nil	Nil	Nil	Nil
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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
Tree plantation	NCC	1	99
Flood relief	NCC	1	15
Vigilance awareness Signature campaign	NCC	1	78

Palliative care training programme for NSS volunteers	NSS	2	70
Setting a biodiversity park in nearby Maloor school	NSS	2	24
Book donation project	NSS	2	40
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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
NCC- TSC Delhi	Recognition	NCC	1
NIC Rajasthan	Recognition	NCC	1
EBSB Delhi	Recognition	NCC	1
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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
Gender Issue	NSS	women protection campaign	2	18
Gender Issue	NSS	Observance of Malala day	2	25
Swachh Bharat	NCC	Gandhi Jayanti	1	85
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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
0	0	0	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 institution/ industry /research lab with contact details	Duration From	Duration To	Participant
0	0	0	31/05/2020	31/05/2020	0

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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
Centre for Continuing Education, Kerala	30/05/2019	outcome based training and skill development	26
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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
43	42

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Others	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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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 patially)	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	28237	3595159	165	61279	28402	3656438

Reference Books	390	59983	Nil	Nil	390	59983
View File						

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
0	0	0	31/05/2020
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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	25	1	25	0	1	0	0	180	0
Total	80	3	56	1	1	7	38	200	0

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

200 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
G Suite, Google Classroom, You Tube, Google meet	https://docs.google.com/spreadsheets/d/1Dn70byepoRZFFgFivo771Z9xOrp-rNrlZQVgBUlnthw/edit?usp=drivesdk

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
1400000	1387931	350000	335350

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)

<p>The college has well established systems and procedures for maintaining and utilizing physical, academic and support facilities. Principal is overall 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 college has enough space to accommodate all the requirements. There are enough classrooms for routine classes with a spacious</p>

library, administrative office and other basic facilities as per the university affiliation norms. Laboratory: Heads of each department and faculty are in charge of the department laboratory and keep the stock register and monitor the lab use. There are attendants attached to each lab who open and close laboratories, prepare solutions/materials for student use, collect and keep safe the specimen needed for experiments, maintain instruments and equipment. Library: Library is a sacred place where the learners can acquire and enlighten themselves by gathering vast knowledge. Librarian initiates the requirement and maintenance of the library facilities with the help of library assistants. 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 the library. Computer: Computer has become a part and parcel in every walks of life, hence its requirement is felt in every institution. St. Stephen's College has sufficient numbers of computers which are used in offices, various departments and in the computer laboratory. The students can access them in the Computer laboratory at the time of computer practical classes. Computers are properly serviced and reused for the proper functioning of academic and non academic purposes and to minimize e-waste. Sports Our college is one of the sports centres recognised by the University of Kerala and the Kerala state sports council for volleyball. We have a sports hostel supported by the Kerala state sports council. The physical education department has a fitness training centre, volleyball court, badminton court, football field and 200 meter track. The college has organized sports competitions at different levels. Students of the college have participated at University, State and National level. The Department of Physical Education monitors the maintenance of sports equipments and service of Sports Facilities 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. All 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/ NSS/ NCC/ Sports Awards	75	66300
Financial Support from Other Sources			
a) National	a) Suvarna Jubilee/ ASPIRE/ Snehapoorvam/Kerala university JRF/ CSIR/UGC Fellowships b) Free ships by Government (E-grants)	755	4474000
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
Inauguration of student palliative care unit	11/10/2019	119	Health Club of the College
Seminar on Dental Hygiene and Mouth Cancer	24/08/2019	60	Health Club of the College
Participation in Intercollegiate Fest	29/09/2019	9	Grace International Academy, Punalur
Yoga training	21/06/2019	20	NCC
Skill Development Class	07/02/2020	20	National Skill Development corporation
Bridge Course	02/09/2019	293	All Departments
View File			

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
2020	Career Guidance Programme	Nil	72	Nil	Nil
2019	SSC Exam Orientation Class	81	Nil	Nil	Nil
2019	Seminar on Recent Development in Business	Nil	65	Nil	Nil
2019	Career Orientation Programme on "What after Graduation"	Nil	30	Nil	Nil
2019	Exam Orientation Class & Aptitude test	30	Nil	Nil	Nil
2019	Screening Test for Placement Programme	Nil	31	Nil	Nil
2019	Career	Nil	33	Nil	Nil

Guidance
Class

[View File](#)

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
2	2	15

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
Deen Dayal Upadhyay Grameen Koushal yojana (DDU-GKY) (under Union Ministry of rural development)	22	2	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	Department graduated from	Name of institution joined	Name of programme admitted to
2019	2	BA	English	Mar Ivanios college	MA English
2019	6	BSc	Zoology	St Stephens College Pathanapuram	MSc Zoology
View File					

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	1
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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
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Arts fest	Institution level	510
Sports meet	Institution level	200
Street Play against Drug Abuse	Institution level	200
World environment day celebration World environment day celebration	Institution level	55
International Yoga Day celebration NCC	Institution level	95
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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
2020	Kerala state Youth men Volley Ball Gold Medal	National	1	Nil	13016140025	Rahul K
2020	Kerala state women junior Volley Ball Silver Medal	National	2	Nil	15919140009, 13019140006	Muthu Elakiya. M, And Annu Devi
2020	II Prize in the Kerala University Youth Festival (Tabala)	National	Nil	1	24518140015	Ananda Sai U
2020	I Prize in the Kerala University Youth Festival (Colash)	National	Nil	1	25019140027	Sivanath V
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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 union activities are conducted every year strictly in accordance with the recommendations of the Lyngdoh committee. The election to the college union for the year 2019-2020 was held on 27/09/2019. The office bearers of the

college union for the above mentioned year are Aswin S Nair (S3 English), Revathy S (S3 Economics), Aromal Gopan (S3 Physics), Nikhil Dev A.S. (S1 Economics), Rahul Pillai R(S3 Mathematics), Roshan Rajan (S3 Commerce), Swetha B.R. (S3 Botany), Mahima M (S1 English), Nowfiya N (S5 Zoology), Thomas Kutty George (S1 English), Liji L(S3 Mathematics) Mridula Madanan (S5 Mathematics), Annie Achamma Cheriyan (First M.Sc. Zoology), Lekshmi V(Second M.Sc.). All the activities of the college union are strictly monitored by the concerned staff advisor, who is a member of the teaching faculty. The major activity of the union includes various programmes to foster the literary and artistic talents of the students. The college union also initiates in conducting programmes such as interdepartmental sports and games, teacher's day celebrations, fresher's day, community services etc. The union also takes the needs and requirements of the student community and strives to redress them. The Chairman of the college union is a member of college IQAC. The union brings out the college magazine which is a platform for developing their creative talents. The student editor elected is responsible for the publication of the magazines.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The college has a powerful registered Alumni association with register number KLM/TC/72/2015. The STEPHANI Alumni Association keeps a good liaison with the Principal, HODs, and PTA representatives. The Association contributes to infrastructure development, encourages extracurricular activities and provides career guidance and support to the students. The alumni association conducts an annual meet of all its members in the college. In addition to this, the Department of Physics, Chemistry, Zoology and Commerce conducted their regular annual meet. Six alumni meetings were conducted during the academic year. The association works to foster camaraderie among the old students and build a strong and lasting relationship with the Alma Mater. They actively contribute to the institutional, academic and infrastructural developments of the College. As a token of appreciation, the Physics alumni association sponsored cash prizes and mementos to the successful graduates from both PG and UG students of the department, who achieve first place in the academic year and also deserving students from PG and UG. The National Cadet Corps in the college also has separate alumni. They also made a valuable contribution to the college. This academic year NCC alumni donated dummy rifles for the training of cadets.

5.4.2 – No. of enrolled Alumni:

289

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

31040

5.4.4 – Meetings/activities organized by Alumni Association :

In the academic year 2019-20, there are six meetings were conducted. The executive committee meeting of the STEPHANI Alumni association was held on 16th January of 2020 for electing the new office bearers. The STEPHANI Chemistry and Zoology alumni association was held on 11-01-2020. The STEPHANI Chemistry Association sponsored a stress management workshop for the students. Mr. M Balakrishna Pillai, Yoga instructor leads a class on 14-01-2020 in the college seminar hall. The STEPHANI Physics alumni association was held on 13-02-2020 on the Google platform due to Covid- 19 pandemic. The STEPHANI Commerce alumni association was held on 28-03-2020. The National Cadet Corps alumni in the college donated cash to buy dummy rifles.

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)

St. Stephen's College, Pathanapuram effectively uses the policy of decentralization for carrying out its administrative activities in an effective manner. Staff Meetings, Students Affairs Meetings, Council Meetings, IQAC Meetings and Alumni Meetings are conducted to pool opinions and proposals. This participatory functioning creates an environment of oneness and mutual respect which ensures the smooth functioning and growth of the institution. The stakeholders actively participate in the policymaking process and make proper recommendations and suggestions at adequate times. The basic principle that we follow is the proper delegation of authority and responsibility to the grass root level. By applying this principle, the college effectively grooms proper involvement at various levels. The college has always maintained a culture that fosters decentralization and participative management. Two such practices that were followed in the academic year 2019-20 are: 1) Decentralization and Participation in project implementation under RUSA, DST-FIST: The College has developed an effective methodology for involvement in the mechanisms of RUSA, DST-FIST. The college has developed a team under the leaderships of Principal, management representatives to apply for various projects and funds under RUSA, DST-FIST. The committee scrutinizes the proposals before the application process and all possible suggestions from stakeholders are discussed. The college has been sanctioned with the funds from the competent authorities. Implementation committees have been framed for the implementation of the project. 2) Implementing effective online teaching classes during Covid-19 Pandemic: The College designed a mechanism to sort out the problem of education during the pandemic period when students and teachers were stuck at home. This resulted in an uninterrupted teaching learning process. The online teaching was carried out under the responsibility of each department making proper identification of the student requirements for online education. Once the step is done the college initiates steps for creation of G-Suite accounts, Google classrooms, Google meets and Moodle platform based on the need of the hour. Class tests, open book exams were also conducted at various intervals that helped understand the effectiveness of the mechanism.

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
Admission of Students	Admissions to the Undergraduate and Postgraduate courses are based on the uniform norms set by the University of Kerala. 20 percent of seats are reserved for the Management quota of which priority is given for admission to female candidates thereby following a policy of empowerment of the female gender. The college has an approved sports hostel for volleyball run by the Sports Authority of India and admissions to Sports quota are based on excellence in Volleyball. The college

	follows the guidelines of the university for admissions.
Industry Interaction / Collaboration	H.G Job Mar Philaxinos Memorial Zoology Research Center of St. Stephen's College Pathanapuram has ongoing research collaboration with Department of Computational Biology and Bioinformatics, University of Kerala. Research collaboration includes the use of tools in Computational Biology and Bioinformatics for Bio-prospecting of natural molecules, academic exchange of students, and joint research utilizing infrastructure and facilities at both end.
Human Resource Management	6.Human Resource Management 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. 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.
Library, ICT and Physical Infrastructure / Instrumentation	Library has desktop computers with internet facilities for students as well as faculty. Features include: Open Access Journals and Repositories, Library Blog, UGC-INFLIBNET-NLIST facilities, Email alerts on new arrival of books and e-journals, Library Orientation Programme for all first year students, Readers Forum activities associated with library Training programmes for students, Summer Internship Programme for students.
Research and Development	The college has extended encouragement for research and curricular development of the faculty. The research forum assembles at regular intervals under the leadership of the Principal. This forum evaluates the performance of faculty who already have 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, conferences 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

Examination and Evaluation

The College follows the scheme of university examinations. 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. The continuous internal evaluation is done through internal assessment of unit tests, seminars and assignments. The valuation and consolidation of the results are done ahead of the university examination giving ample opportunity to students for self-assessment. External evaluation is done through University term exam. Our PG students are also assessed via two internal exams before each university exam.

Teaching and Learning

The teaching - learning process is facilitated through qualified, trained and experienced faculty. Apart from class-room teaching, students are encouraged to use library and internet facilities. 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. The college also designed a new mechanism to sought out the problem of education during pandemic period. Use of digital platforms like Moodle, Google Classrooms, and Google Meet helped to overcome the hurdles faced in the conventional teaching learning process.

Curriculum Development

Being affiliated to the University of Kerala, the college follows the syllabus set by the University. Though

the curriculum has been designed by the University, each department works towards the delivery of the curriculum in the best possible manner that would give the students a theoretical as well as a practical knowledge of subjects prescribed.

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

E-governance area	Details
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. Under the CBCS method of examination marks submission will have to be done through an online portal of the university.
Planning and Development	We have developed an attendance app which helps teachers to mark attendance online and enter details of the topics covered in that class. Link: http://www.sscacademic.in/#

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
2019	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)
2019	Aprem	Aprem		Nil	49	28

Ramban Memorial Lecture	Ramban Memorial Lecture	29/10/2020		
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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
Orientation by UGC-HRDC University of Kerala	2	16/10/2019	05/11/2019	21

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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	10	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Free wi-fi facility provided to faculty members of the college. On duty leave is provided to faculty members for attending various conferences, workshops, seminars, FDPs and examination duties.	Support for non-teaching to attend training programmes.	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 Students are motivated by giving scholarships for their academic excellence

6.4 – Financial Management and Resource Mobilization

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

The college conducts an audit regularly each year after the end of the financial year. 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 2019-2020 have undergone an 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/ Grnats received in Rs.	Purpose
Management fund, Bank sponsors	6181150	Volleyball tournament Development and day to day expenses
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6.4.3 – Total corpus fund generated

6181150

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	Nil	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. Involvement of support staff in various committees of the college in areas of administration, academic and discipline.

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

? FIST DST fund sanctioned during the year ? Innovation projects have been initiated using the RUSA fund already sanctioned. ? The college website has been upgraded to a dynamic level.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
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
2020	Webinar on Effective utilization of online platform to	25/05/2020	25/05/2020	25/05/2020	47

	make the teaching more effective				
2020	Science awareness programme for school students	24/02/2020	24/02/2020	24/02/2020	45
2020	Vipani-Commerce Square	30/01/2020	30/01/2020	30/01/2020	75
2019	One Day Workshop on Research Methodology	03/10/2019	03/10/2019	03/10/2019	33
2019	Bridge course	02/09/2019	02/09/2019	02/09/2019	293
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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
Seminar on "Strength of Women"	21/10/2019	21/10/2019	58	12
Legal awareness Programme on women empowerment	07/02/2020	07/02/2020	92	9
Mathritham-Samskarathilum Sahithyathilum	27/02/2020	27/02/2020	62	22

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

As the college is situated in a hilly area, it is often faced with the problem of inadequacy of water particularly in summer seasons. To overcome the inadequacy of water in the campus, the college has facilitated the collection and storage of rainwater for reuse on-site instead of allowing it to be wasted. Such an initiative on recharging rainwater helps the campus to attain sufficiency in water for meeting its requirements. Department of Physics Organised "Energy Conservation Programme" for creating awareness on the need to conserve and minimise the use of electricity for the wellbeing of the society. The Economics Department conducted an awareness programme on "Sustainable Development". The Department of Zoology celebrated World Environment Day with a seminar on the theme "Right to breathe clean air" and they celebrated "Wildlife

week" by conducting an essay writing competition and Poster competition on the topic.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	6
Provision for lift	No	Nil
Ramp/Rails	Yes	6
Braille Software/facilities	No	Nil
Rest Rooms	Yes	6
Scribes for examination	Yes	10
Special skill development for differently abled students	No	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
2019	1	1	14/08/2019	1	NCC unit sponsored packed food items and other consumer durables to flood relief camps in south Kerala.	Lack of primary needs	15
2019	1	1	07/12/2019	1	NCC unit conducted "Swachh Bharat Abhiyan"	Lack of cleanliness	75
2020	1	1	11/03/2020	1	Department of Chemistry Prepared Sanitizer for distribution	Unawareness on the use of sanitizers	22

among the students, departments and nearby locality

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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)
Code of conduct for students	10/06/2019	The code of conduct for students is published in the college handbook to ensure wide circulation among students. It clearly indicated the rules and regulations to be followed when they are admitted as a student in the institutions. In addition, class tutors provide awareness to the students and explain various provisions. Whenever disciplinary action is taken the relevant codes are considered and cited. The code of conduct is updated at the beginning of every year and is communicated to the students intime.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NCC unit of our college and Nehru Yuva Kendra Kollam celebrated the international day of Yoga based on the theme " usage of eco friendly products in the practice of yoga"	21/06/2019	21/06/2019	104
Health Club observed World Palliative care Day and inauguration of the student Palliative unit Karuthal at College.	11/10/2019	11/10/2019	116
Department of	18/11/2019	18/11/2019	75

Economics organised One day National Seminar on Parliamentary Democracy in India. Emerging Trends in Defection politics			
Department of Chemistry arranged Charity visit and also donated Library Books to Asha Bhavan	18/12/2019	18/12/2019	53
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The college always maintains an eco-friendly atmosphere by maintaining a beautiful garden in front of the campus and by planting tree saplings. Department of Zoology conducted a seminar on "Emerging Trends in Organic waste management The Department of Zoology takes the initiative in setting up Beehives on the campus. The Department of Chemistry Celebrated the Gandhi Jayanti by cleaning the lab and campus. NCC unit of our college and Nehru Yuva Kendra Kollam celebrated the international day of Yoga based on the theme " usage of eco friendly products in the practice of yoga" The Tree Plantation drive was conducted by NCC Unit of our college with the aim of Preserving and conserving

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. We are continuing with our best practices that are successfully practicing: "Sanjeevani"- Life saving practices. "Kaushal Vikas"- Learn, Do and Earn. 1. "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 a sense of social responsibility among students. • To develop sensitivity among students regarding the 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 the college organises medical camps 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 patients could approach the forum and students with the compatible blood groups are deputed with 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 about the norms of blood donation ? Obtain 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 of the same. Blood Donation Camp: The Post graduate and Research Department of Zoology organized a Blood Donation Camp in association with Mount Zion hospitals medical college, Chayalode. The aim of the campaign is to highlight the key role of voluntary non-remunerated blood donation for strengthening social relationships and to boost community participation towards a healthier society. Karuthal -Palliative Care Unit The NSS unit and Health Club of our college Started a palliative care unit in association with Primary Health Center Pattazhy vadakkekara . The aim of the unit is to equip the students in providing human care and first aid facility to bedridden people in the area. Palliative care training was given to students by the State Health Department. Selected Volunteers visited the houses of beneficiaries and provided them with necessary help and support. SUCCESS: Blood donation is an initiative that has now received a high level of acceptance. It gives a 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 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. 2. "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 reduce 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 environmental 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 society in the sense that the items made by the students are environment friendly and can replace the products which are harmful to 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: The Department of Commerce organized Commerce Square, an open market for the Agro products and craftwork as part of the Best practice of the Department. The idea behind the programme is to inculcate marketing skills among the students. The exhibition provides a platform for the students for presenting their creativity and finding a market for their 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 enhancing their saving habits by selling their own products. PROBLEMS ENCOUNTERED AND RESOURCES: Time limitation of organising such an exhibition 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/best-practices-2/>

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 faculty of Physical Education started in St. Stephen's College in 1964 with the motto -A healthy mind lives within a healthy body. 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 one of the sports centres recognised by the University of Kerala and the Kerala State Sports Council for volleyball. We have sports hostels supported by the Kerala State Sports Council of Kerala. Mar Thoma Dionysius all Kerala intercollegiate volleyball championship instituted by the college held on 12-16 August 2019. This year we proudly organised the Kerala University men and women Cross country Championship and Kerala University North Zone Volleyball Championship Our college proudly presents International players, National Players, State championship winners, both men and women inter-university players. Ajith Lal, representing the Indian team who trained from here in the ground of our St. Stephen's as a volleyball player. Our National Players are: Vignesh Raj (Alumni) - Represented Services Team in National Championships Rahul K - Member of Kerala State Youth Volleyball Team And Got First Place In The National Championship Held At Chirava, Rajasthan Muthu Elakia - Member of Kerala State Youth Khelo India and Junior Volleyball Team In The National Championship Annu Dvi - Member Of Kerala State Junior Volleyball Team In The National Championship The main achievements of our college sports team are: Winner of Kerala university men volleyball championship Organised by S N College, Chempazhanthu 2019-20 Winner of Kerala university women volleyball championship Organised by Peet Memorial Training College, Mavelikkara 2019-20 Winner of 41st Bishop Vayalil all Kerala men volleyball championship organised by the Department of Physical Education, St. Thomas College, Pala, Kottayam. First Runner up of 33rd Mar Thoma Dionysius all Kerala intercollegiate volleyball championship First Runner up of Pattom all Kerala Intercollegiate volleyball tournament organised by pattern volley club, Karanthoor, Kozhikode. First Runner up of PRABHAV A K 40th State senior Karate Championship held at Rajiv Gandhi International indoor Stadium Kottayam on 19th January 2020. Some of the important participation and Semi-finalist of our college sports team 1. Kerala University Chessmen intercollegiate Championship, 4th Place organised by Bishop Moore College, Mavelikkara 2. Kerala University Cross Country Men and Women intercollegiate Championship, organised by St. Stephen's College, Pathanapuram 3. Kerala University Kabaddi men intercollegiate Championship, organised by S N, College, Cherthala. 4. Kerala University Badminton intercollegiate Championship, Organised by Sree Ayyappa College, Chengannur. 5. Kerala University Athletic meet intercollegiate Championship, organised by DPE, University of Kerala, Thiruvananthapuram. 6. South India Interuniversity level championship organised by St. Pius X College, Rajapuram, Kanhangad, Kasaragod on 12th to 16th February 2020 In addition to the academic performance, the college has attained a name and fame among the educational institutions through its sports activities and thus sports have become an inevitable part of our College.

Provide the weblink of the institution

<https://ststephenspathanapuram.ac.in/institutional-distinctiveness/>

8.Future Plans of Actions for Next Academic Year

• New courses to be introduced this year. The college at present has 8 U.G programmes, 4 P.G programmes and a university recognised research centre in Zoology. The college proposes for new courses to be introduced in the year in both U.G and P.G level. The college also aims to introduce more certificates and short-term courses for the year. • ICT cannot be compromised in classrooms. The institution proposes to introduce more ICT facilities in undergraduate and post-graduate classes. This will enable the students to use technology in learning. This will also help to break the conventional teaching methods. • The College plans to construct solar panels as an alternative source of energy to reduce the expenses on electricity and to generate an income by producing an excess of energy which can be supplied to the electricity department. • Methods to make online classes effective. The covid 19 pandemic has made teaching-learning practice restricted to the home. Online classes need to be effective. IQAC has instructed Heads of various departments to monitor the online teaching-learning activities being carried out. • Purchases of lab equipments under FIST-DST. • Renovation of the administrative block using RUSA funds. • IQAC proposes to conduct more webinars for the year. Departments are directed to take up more online webinars and invited talks during the year. Faculty members and administrative staff are also encouraged to participate in faculty development programmes, NTPEL, Webinars, and training sessions. • IQAC proposed to raise PG departments into research centres. • Prepare a strategic plan for the next year. for compiling of Annual Quality Assurance Report, develop a new appropriate format for departments to submit monthly data • Complete Green Audit to be conducted. To ensure green ambiance in the campus, and also for an exhaustive review of the resources available in the campus IQAC proposes a complete Green audit.