YEARLY STATUS REPORT - 2020-2021

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 its own campus?	Yes
• Phone no./Alternate phone no.	04752352385
• Mobile no	9447271034
• Registered e-mail	ststephenspathanapuram@gmail.com
• Alternate e-mail	ssciqac1964@gmail.com
• Address	Maloor College PO, Pathanapuram, Kollam
• City/Town	Pathanapuram
• State/UT	Kerala
• Pin Code	689695
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Grants-in aid
• Name of the Affiliating University	University of Kerala
• Name of the IQAC Coordinator	Dr. Koshy P.M.
• Phone No.	9447087260
• Alternate phone No.	04752352385
• Mobile	9447087260
• IQAC e-mail address	ssciqac1964@gmail.com
• Alternate Email address	drkoshypm@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	https://ststephenspathanapuram.ac.in/aqar
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://ststephenspathanapuram.ac.in/academic-calendar

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	83	2004	16/09/2004	15/09/2009
Cycle 2	B	2.80	2015	01/05/2015	30/04/2020

6.Date of Establishment of IQAC	10/07/2006

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Faculty	Research Project	Central University, Kerala	2019, 2 years	1.5 Lakhs

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

• Upload latest notification of formation of IQAC	[View File](#)
9.No. of IQAC meetings held during the year	4
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

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

Introduction of Moodle as a learning Management System

FIST-DST Fund utilised for purchase of equipment and construction of Computer Lab

College Website has been equipped with suggestion Box to receive suggestions from Stake holders.

Providing ample support to research activities leading to achievement of three faculties as recognised Research supervisors in the University of Kerala.

IQAC has initiated renovations of administrative block,Zoology museum, computer lab facilities in the Department of Mathematics

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

Plan of Action	Achievements/Outcomes
Introducing more computer facilities	Construction of digital library with computer facility,construction of computer lab in the Department of Mathematics and purchase of more computers in the college.
Encourage student learning through online facility	Purchase of Moodle platform,G-suit facilities
Support to research activities	Three faculties as recognised Research supervisors in the University of Kerala.
Development of infrastructure	Renovations of administrative block,Zoology museum, computer lab facilities

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
College Council	31/03/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	25/02/2022

Extended Profile

1.Programme

1.1   264

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

File Description	Documents
Data Template	[View File]

2.Student

2.1   **971**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2   **78**

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

File Description	Documents
Data Template	View File

2.3   **338**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **55**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **56**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**264**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**971**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**78**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**338**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**55**

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	56

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	35
4.2 Total expenditure excluding salary during the year (INR in lakhs)	79,96,770.29
4.3 Total number of computers on campus for academic purposes	98

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institution ensures effective curriculum delivery through a well-planned and documented process. The Institution maintains and encourages contact between students and faculty, encourages reciprocity and cooperation among students, encourages active learning, gives prompt feedback and emphasizes time on task and systematic evaluation. Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experience.

Faculties of our college use various online platforms like Learning Management Systems (Moodle), Google classrooms, Google meet, YouTube channels, WhatsApp groups etc. for effective curriculum delivery and timely completion of the syllabus. As part of curriculum delivery, teachers develop e-contents as notes and distributed among student communities. Webinars were conducted at department and college level through IQAC. All teachers follow general and department level timetables and maintain a teacher's

diary, weekly and monthly class report as part of documentation. Internal Assessment is monitored by the College Level Monitoring Committee (CLMC) and the Department Level Monitoring Committee (DLMC).Thus, the adoption of creative and innovative teaching learning methods, supplemented by remedial teaching, induction programme and bridge course for first year students, NPTEL – SWAYAM courses, INFLIBNET resources, e-books, open educational resources will allow the students to attain different thinking levels.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://ststephenspathanapuram.ac.in/wp-content/uploads/2022/04/1.1.1-Syllabus.pdf

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

Based on this academic calendar, discussion sessions are arranged for the faculty, which involve planning, methodology and execution of effective teaching . The Department Council meets at the beginning of each semester and formulates the mode of curriculum transaction and implementation within the stipulated time.

The evaluation of each course shall consist of two parts (1) Continuous Internal Evaluation (CIE) and (2) End Semester Evaluation (ESE).The College conducts an internal assessment programme in every semester for the students based on internal test-papers I & II, assignments/seminar and attendance. Attendance is consolidated with the aid of Online attendance portal . The college has an effective centralised internal examination system which is monitored by CLMC & DLMC. End semester Examination of all the Courses in all semesters shall be conducted by the University.

For the timely, efficient and progressive performance of academics, 'Faculty Advisor' means a teacher appointed by the Department Council/ HoD who will advise the student on all academic matters.The IQAC Academic Audit is done every year to ensure the faultless functioning of all departments and other bodies in the college.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://ststephenspathanapuram.ac.in/wp-content/uploads/2022/04/TIME-TABLE-2020-21.pdf

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

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

1.2 - Academic Flexibility

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

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

14

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

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

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

4

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

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

91

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

1.3 - Curriculum Enrichment

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

The various courses offered by the University address all the above crosscutting issues relevant to the society. All U.G. classes, except B. Com., have the language courses, Writings on Contemporary Issues, and Environmental Studies and Disaster Management. These have modules on Gender and Environmental Issues, and Environmental Issues and Disaster Management, respectively. These clearly discuss the implications of the same by drawing in examples from contemporary issues and literature. B.Com. Students have the course Environmental Studies that addresses similar concerns. Courses like, Women's Writing, Post-Colonial Literatures in English, 20th Century Malayalam Literature in English Translation for B.A. English students look at gender and environmental issues from multiple and fresh perspectives.

Forestry, the Open Course offered by the Department of Botany, underscores the importance of afforestation and sustainable development. The various modules on Green Chemistry for Chemistry students promote a moral sense among students to put ecological and human sustainability needs ahead of mere mindless and blind scientific development. Energy Physics, the Open course of the Department of Physics, looks into environmentally sustainable energy resources that assume importance in the current emergency of global warming.

Human Resource Management, the Open Course offered by the Department of Economics, elaborates on the ethical management of human resources for nation building. Public Health and Hygiene, the Open Course of the Department of Zoology, discusses the much ignored but most relevant issues of social hygiene and health.

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

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

12

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

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

338

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://ststephenspathanapuram.ac.in/uploads/2021/12/feedback-2020-21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://ststephenspathanapuram.ac.in/wp-content/uploads/2022/04/1.4.2.1-Action-taken-Report.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

341

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

51

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The faculty advisors of the first-year students collect the details of curricular and co curricular achievements/abilities of students at the time of admission itself. Bridge Course for newly admitted students is conducted every year before the commencement of the first semester classesto prepare them for undergraduate classes. Previous academic records and the marks obtained in the first continuous evaluation are considered to identify advance and slow learners.Remedial classes are conducted after assessing the learning difficulties of the students with compensatory strategies for specific learning weaknesses or disability

The advanced learners are given special care for nurturing their interest in the subject. Special coaching is given for PG students preparing for NET.

Special care is given for PH - students in the college which is evident from the consistent increase in the number of PH students

in UG and PG streams.

INFLIBNET facility available in the institution help the students.

Short – Term Certificate/ Add-On courses are conducted at the institution for equipping the students with vocational skills.

Extension/ outreach programmes are organized by the departments of the institution with the participation of students to make them socially committed.

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

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

Number of Students	Number of Teachers
971	47

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

Participative methods: Includes active participation of students through Group Discussion,Quiz, ICT aided seminar presentations, assignments.

Visits: Institutional visits, Industrial visits, Visits to Research Centres, and Lab visits are conducted regularly under the auspices of Departments . Various clubs like Nature club, Tourism Club, Bio-diversity Club etc. help the students to learn through co-operative activities. Student Initiative Programmes: Peer Teaching provides opportunities for students to get into the various nuances of a topic by explaining it to their peers. Students organised Exhibitions and Poster Presentations are

arranged..The Student seminars are organized wherein the papers are presented by students on syllabus-based topics. Skill Enhancing Programmes:

- Commerce Square organized by the Department of Commerce is an initiative to enhance the marketing ability of the students. It also provides the students with an opportunity to learn consumer behaviour.
- Inspire, aspire scholarships.
- Student projects funded by govt. agencies.
- To encourage scientific temper among our students renowned personalities are invited as guest speakers.

Green Initiatives:

- To make the students environment conscious, World Wetland day, International ozone day, World Environment day, etc are observed. Cleaning drives are observed as part of Gandhi Jayanthi and Swatch Bharat Programme.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://ststephenspathanapuram.ac.in/clubs-forums/

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

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

46

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

2.4 - Teacher Profile and Quality

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

45

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

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

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

25

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

415

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

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

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	NIL

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

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

teachers to assess the progress of the students. Grievances related to the conduct of examinations or valuation of answer scripts may be reported to the concerned teacher at first level and further to, HoD and Principal. Scrutiny of answer papers, revaluation and improvement exams are conducted with the approval of DLMC

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	NIL

2.6 - Student Performance and Learning Outcomes

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

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

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

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

The POs and PSOs for all programmes and COs for each course are prepared considering the outline provided by the University of Kerala. The methods chiefly used to assess whether students have attained the Course Outcomes include the participatory levels of students in curricular/ cocurricular activities, marks scored for internal exams, their participation in seminars, their ability to handle assignment topics and their performances in the final examination. A detailed Blueprint is prepared at the department level to assess the attainment of COs, PSOs while setting Question papers for the Internal Examination and selecting topics for assignments.

A student's Grade Point (GP) is taken as the benchmark to measure whether the Course Outcome has been achieved or not. Students with a GP of 9 or above are considered to have achieved all the outcomes of the courses. A student with GP between 8 - 9, 7 – 8 and 6 – 7 is deemed to have achieved 85%, 75% and 65% respectively of the course outcome. Students with GP between 4 and 6 are deemed to have achieved 50% of the course outcome. Students with GP less than 4, do not pass the course.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	NIL

2.6.3 - Pass percentage of Students during the year

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

157

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

2.7 - Student Satisfaction Survey

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

https://ststephenspathanapuram.ac.in/uploads/2022/05/SSS-2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

1.5

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

03

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

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

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

02

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

3.2 - Innovation Ecosystem

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

College is providing a creative ecosystem for knowledge sharing, quality education that upholds the creativity in students and other stakeholders and it also impart social and cultural commitment. We have an active research forum consisting of doctoral degree holders and other academicians. The forum frequently conducts debates and discussions related to recent scientific advancements and trends and the outcomes are shared to research scholars, faculty and students.The department of Botany has introduced an innovative initiative in conserving and providing the details of the plant by QR code.

The Library and Information Science department of our institution efficiently and effectively provides updated as well as recent knowledge and solutions for various wide and gap areas of stakeholders by utilizing INFLIBNETand Digital information

systems.

The newly sanctioned programme M.Sc. Botany with specialization in Ethnobotany and Ethnopharmacologyof University of Kerala helps the students to attain an additional and traditional expertise and place better chances and opportunities.

As part of social obligation, the students, teachers, non-teaching staff and stakeholders effectively participated in various relief campaigns, in association with governmental and non-governmental organizations. In association with the Public Health Department, Government of Kerala, our institution frequently provides aid to the needy people around the campus, and it was appreciated by different governmental agencies.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://ststephenspathanapuram.ac.in/uploads/2022/01/Reserach-Policy.pdf

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

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

04

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

02

File Description	Documents
URL to the research page on HEI website	https://ststephenspathanapuram.ac.in/research-guides/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

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

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

17

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

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

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

14

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

3.4 - Extension Activities

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

In 2020-2021, NCC unit and NSS unit of the college conducted several extension activities. The activities involve Covid-19

awareness programmes, Swachh Bharath activities, gender sensitization programme and other socially relevant programmes. The activities related to Covid-19 pandemic were mask distribution, donation of pedestal sanitizer, Maintenance of Covid-19 protocol and giving awareness to the importance of vaccination. NSS unit distributed a Dialysis kit to the needy people. Gender sensitization programmes such as 'women's day' and 'let's celebrate' were organized. The NSS volunteers visited 'Snehatheeram', an old age home nearby college and distributed necessary food materials and personal care items. Environmental Day, Reading Day, Teachers Day, Ozone Day, Cargil Vijaya Divas were observed in the college. Anti-Dowry campaign and Anti-Drug Campaign programmes are also conducted during the year.

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

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

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

00

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

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

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

19

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

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

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

630

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

3.5 - Collaboration

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

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

19

File Description	Documents
e-copies of related Document	[View File](#)
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	[View File](#)

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

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

`00`

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

St.Stephen's College Campus consists of 10 Staff rooms, 35 class rooms,19 ceiling mounted LCD projectors, 19 smart classrooms out of which 8 provided with interactive smart boards, 1 Auditorium(1000 seating capacity), 1 seminar hall, 12 Major science labs, 2 Research labs, 2 Computer labs, 1 language lab, Zoological museum, Biodiversity Park, Butterfly Park, Herbarium, Administrative office Room, Principal's office, Manager's office, Visitors' launch, separate rooms for NCC, NSS, Women's Cell, Gymnasium and Health club, Canteen, 12 toilets for staff, 1 exclusive ladies waiting block with attached washrooms and rest rooms, specially designed toilet and ramp facility for physically challenged students, Green House, Main Library, Digital Library and Language Lab, Parking Area for staff and students, 2 Volley Ball Court, Cricket/ Football Court, 1 College Bus, Sports' Hostel, and a Generator.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.youtube.com/watch?v=BrqMBCQ5kpU

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

Sports Facilities:

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. Mr Biju Mathew is currently the volleyball coach.

Sports facilities include:

Stadium/ Court

Dimension

Events being played/ used

Volley Ball Court - I

18m length X 9m width

Volleyball

Volley Ball Court - II

18m length X 9m width

Volleyball

Play ground

(Space for 200m Track and Field)

75m length X35m

Athletics, Cricket

Indoor court

13.5 lengthX6.25m

Badminton

Gymnasium

15.2 m x 25.6 m

Fitness centre

Playing Kit and Facilities available:

Carroms Board, Chess Boards, Kits for many games such as Cricket, Football, Volleyball, etc. are made available for the players.

Facility for Cultural Activities:

The college constantly encourages students to take part in extracurricular activities to kindle their aesthetic interests. The College Union organizes arts day and college day which provide the students ample opportunities to develop and showcase their talents Festivals like Onam, Christmas, Kerala Piravi are vibrantly celebrated.

Facilities of Gymnasium & Yoga:

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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://ststephenspathanapuram.ac.in/wp-content/uploads/2021/12/Facilities-4.1.2.pdf

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

17

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://ststephenspathanapuram.ac.in/wp-content/uploads/2021/12/Criteria-4.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

Rs.9,65,970.50/-

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

4.2 - Library as a Learning Resource

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

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

The library follows the book bank scheme. All books are bar coded and a reference ID is given. The issues and returns are also automated. Online journals and INFLIBNET are available for the benefit of research scholars and students. All students and staff of the college can access the N-list- inflibnet for e-books and e-journal. The access of e -resources are via username and password.

Name of the ILMS software

Nature of automation (fully or partially)Version

Version

Year of automation

KOHA

Fully Automated

16.05.05.000

2018

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://ststephenspathanapuram.ac.in/central-library-information-centre/

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

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

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

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

Rs. 2,56,866/-

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

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

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

64

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

4.3 - IT Infrastructure

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

All departments are provided with computers with internet facilities.The institution is equipped with 112 computers and 5 laptops. Peripheral devices like printers, photocopiers, and scanners are available. A well-equipped digital library with 38 computers with an internet connection is available in the college.

All PG and final year UG classrooms are furnished with LCD projectors.

The departments of Physics and Mathematics have sophisticated computer labs with adequate computers . The department of English has a multipurpose Language Lab.

Online attendance system is accessible in all departments. The entire campus is monitored by CCTV facility .Wi-Fi is available in the college campus. All departments and college Library are networked through unlimited broadband internet connection.

The IQAC of the College has a computer with LAN and internet connectivity to facilitate documentation and communication management system. It is equipped with an LCD projector and a printer cum scanner. The College office is partially automated under LAN connectivity. The College has a state-of-the-art seminar hall with IT facilities. Open access system is followed in the Library. Students and Teachers have access to resources of INFLIBNET in the General Library. Access to e-journals and e-books are provided by the N-LIST. The library utilizes Library management software, KOHA and GRANDHA for book cataloging and issuing.

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

4.3.2 - Number of Computers

98

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

Rs. 70,30,799.79/-

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

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

- **Laboratories are properly maintained by each department. Stock verification is done by the faculty and Lab assistants in charge of it. Equipments are purchased as per the requirements and decisions of the respective departments. Faculty and Staff in charge monitor the equipment .**
- **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.**
- **Maintenance of the classrooms including furniture, doors, windows, and cleaning is done on a regular basis. Classrooms are opened, closed, and cleaned daily by supporting staff.**
- **Librarian initiates the requirement and maintenance of the library facilities with the help of library assistants. The Library is automated using Integrated Library Management Software.**

- **The Department of Physical Education monitors the maintenance of sports equipment and service of sports facilities at least once a year. Professionals are hired for special sports training and field maintenance.We have a sports hostel supported by the Kerala State Sports Council.**
- **There are security personnel round the clock on the campus who ensure the safety and security of all infrastructure and the gardens, entry points, etc. All areas are covered under CCTV surveillance for safeguarding the assets.**

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

699

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

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

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

8

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

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

C. 2 of the above

File Description	Documents
Link to Institutional website	http://ststephenspathanapuram.ac.in/wp-content/uploads/2022/04/CapacityEnhancement2021.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

75

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

75

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	C. Any 2 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

25

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

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

5.2.2.1 - Number of outgoing student progression to higher education

60

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

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

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

66

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

5.3 - Student Participation and Activities

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

one) during the year

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

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template)	View File

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

Student council plays an important part in the student life in our college. It is meant to inculcate leadership quality as well as political aptitude in students. By participation in the activities of the student council, our students inculcate qualities of initiation and organizational skills. In addition to leadership skills, it provides an opportunity to the students to gain qualities like respect towards the opposition and creative response to criticisms. council. Student council oversee various cultural, political, sports and other extra-curricular activities within that academic year. Apart from playing a role of organizer, the students union also acts as a voice for the students addressing various issues faced by the student community. The students union raises complaints on behalf of the student community in college and university level in order to make sure that the best is offered to students.

Representation from the student council is also present in various committees of the college like IQAC. Additionally, each department of the college also has its own departmental associations with its own office bearers who are in charge of various departmental level activities and programmes including academic and co-academic activities.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	**No File Uploaded**

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

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

25

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

5.4 - Alumni Engagement

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

The alumni association of St. Stephen's college is named STEPHANI ALUMNI ASSOCIATION and since its inception had been a vital participant in the functioning of the college. Executive Committee of the association meets annually to chart the activities of the association for that year. Each department of the college has separate chapters of the Alumni Association facilitating a stronger bond for each alumnus with college. The college Alumni Association is registered under the number KLM/TC/72/2015.

The STEPHANI ALUMNI ASSOCIATION keeps a good liaison with the Principal, HoDs, and PTA representatives. The Association contributes to infrastructure development, encourages extracurricular activities and provides career guidance and support to the students.In addition to this, the Department of

Physics, Chemistry, Zoology, Botany and Commerce conducted their regular annual meet. They actively contribute to the institutional, academic and infrastructural developments of the College. Besides all these activities our Alumni association actively participates in charity.

The National Cadet Corps in the college also has a separate alumnus. The members of the Alumni association are also given opportunities to interact with students to share expertise and guide them in their career tracks. This camaraderie with the alumni provides a good support system for the students.

File Description	Documents
Paste link for additional information	http://ststephenspathanapuram.ac.in/wp-content/uploads/2022/04/5.4.2-AQAR-Link.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Governing Body of the college includes the Manager, the Principal, management representatives who have been actively involved in the administration of the college. The management provides effective leadership by involving all the staff and students in decision making and having a transparent financial policy. The Principal is the Head of the institution with responsibilities assigned through the Heads of the departments, the faculty and the non-teaching staff to the students. The decision-making bodies are-the Governing Body, IQAC and the College Council. The other statutory bodies- Students' and Employees' Grievance Redressal Cells, Anti-Ragging Cell ensure the smooth functioning of the institution.There is student representation in many statutory and administrative bodies.

The IQAC takes initiatives in planning, instigating and rationalising various quality improvement strategies. The suggestions are presented in the staff council followed by staff meetings for further modifications. The active interface among students union and authorities helps to impart the planned policies and strategies into practice. The faculty bestows quality education within the structure of the mission vision and objectives of the institution, which is globally applicable and locally relevant. Various programmes in academic and non academic aspects such as are taken place apart from the regular academic schedule.

File Description	Documents
Paste link for additional information	https://ststephenspathanapuram.ac.in/vision-mission/
Upload any additional information	No File Uploaded

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

The COVID-19 pandemic has changed education forever. As a result, education has changed dramatically, with the distinctive rise of e-learning, whereby teaching is undertaken remotely and on digital platforms. The switch over from classroom learning to e-learning is one of the many instances of effective participatory and decentralised management in our institution.Moodle platform is effectively used

The Principal and the IQAC have given instructions to the faculty members to make online education more effective. Principal collects reports from all heads of departments regarding the online classes engaged.

Heads of the Departments monitor all the classes in the department.The teachers use various platforms such as google meet,Youtube channels, moodle etc to reach out the students.

File Description	Documents
Paste link for additional information	https://online.ststephenspathanapuram.in/
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

We had a strategic plan focused on the general theme 'Comprehensive development of teaching, learning and research activities in the college'. The pandemic situation fuelled our initiative towards a blended teaching-learning process. Our faculty utilized variant modes of online teaching such as G-classroom, G-meet, YouTube channel, and LMS (personalised Moodle links). Our college has now established a centralized MOODLE platform incorporating all faculty and students. We have ensured participation of the students in various certificate courses offered by MHRD, SWAYAM-NPTEL and AICTE to develop self-learning aptitude in students. 4 certificate courses were provided among which one was started this academic year. For equipping students to undertake small scale entrepreneurship, we have arranged a hands-on training in LED fabrication in association with PMMMNMTT. We had applied for new-generation courses and procured PG course in the Botany Department. We have collaborated with the Amrita Vishwa Vidyapeetham for providing intensive online experimental training in 4 science subjects through Virtual lab, an initiative of MHRD. Among 43 faculty members, 24 are PhD holders. The college management has motivated research and up to now 17 teachers are pursuing their PhD. 3 teachers have acquired guideship this academic year accounting to a total of 7 approved research guides and 1 has applied for guideship under University of Kerala.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NIL
Upload any additional information	View File

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

- The college has a well-functioning structure managed by the Mount Tabor Diara, Pathanapuram. The highest authority in the organogram is the Manager of the institution.
- Principal is the executive head of the institution with the responsibility of managing the day-to-day affairs of the college. He implements the directives of the governing body in accordance with the norms stipulated by the Government and University of Kerala.
- The College council takes appropriate measures for the implementation of strategic plans and administrative affairs of the college.
- The IQAC coordinator in consultation with the IQAC makes policies with a broad vision via regular meetings and discussions .These policies are then implemented by different departments, academic committees, clubs and auxiliary bodies in the college.
- The office administration is led by the Superintendent. He managesthe Office Staff and other supporting staff .Vacancies are reported to the DCE, Government of Kerala and concurrence is availed. The direct recruitment to the posts of Assistant Professor is on the basis of merit as per the statutes.
- Promotion is given to teachers based on the UGC regulations regarding Career Advancement Scheme (CAS)andPerformance Based Appraisal System (PBAS).
- All the employees follows Kerala University Statutes and Kerala Service Rules of the Government.

File Description	Documents
Paste link for additional information	http://ststephenspathanapuram.ac.in/wp-content/uploads/2021/02/College-Hand-Book-2020-21.pdf
Link to Organogram of the institution webpage	https://ststephenspathanapuram.ac.in/uploads/2021/12/Organogram-of-St.-Stephens-College-Pathanapuram.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	[View File](#)
Screen shots of user inter faces	[View File](#)
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

- **Provident Fund, Medi Claim, Pension Scheme, GIS, SLI, Medical Reimbursement, Maternity leave, Paternity leave: are implemented in our college as per government rules.**
- **Free WiFi is given to all the departments and Office for the smooth working of the e-administration and educational purposes .**
- **G-suite institutional email IDs are given to all teaching staff and departments.**
- **We have a canteen facility for staff and students.**
- **The college has adequate washing places and washrooms for all the departments.**
- **Women's restroom with a first aid facility**
- **Retirement committee arrangesretirement functions for the retiring staff yearly. It'sshowsgestures of love and respect among former and current staff of our college.**
- **Celebration committee pioneersvarious celebrations in our college which aims for the happiness.**
- **Adequate wages are given to guest faculty on an advance payment basis. Adequate wages on a daily basis is given to cleaning staff and security staff .**
- **Our NCC unit has generously donated enough sanitizers, gloves and other amenities essential for ensuring covid safety.**
- **Adequate measures are implemented against fire and chemical hazards in practical laboratories of science departments.**
- **All departments, classrooms, seminar halls and laboratories are furnished with sufficient number of openings such as windows and ventilators affording effective means of admission of light and air .**

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

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

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

15

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

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

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

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

37

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

When a promotion falls due for a teacher, a Performance Appraisal by the teacher in standardized proforma is collected and then submitted to the principal. These Self – Appraisal reports are then submitted to the IQAC attested by the principal. The IQAC

through the Principal then requests the University to constitute a Screening committee. The Committee comprises two subject experts selected by the University and also the HOD and the Principal. Based on the evaluation of his/her PBAS proforma, the overall performance of the teacher is evaluated and at this instance suggestions are given to improve the services. Appraisal forms are then submitted to the University for approval for promotion.

File Description	Documents
Paste link for additional information	[NIL]()
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

The college conducts an audit regularly each year after the end of the financial year. All the funds received from the central government in the academic year 2020-2021 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.

File Description	Documents
Paste link for additional information	[NIL]()
Upload any additional information	[View File]()

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

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

2.041 Lakhs

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The college receives funds mainly from UGC, RUSA, DST-FIST, KSCSTE, KSHEC, State government for NSS, PTA, alumni, management etc. The planning board of the college has the responsibility for assessing, planning, implementing and supervising the fundraising activities of the college. For central government funds, the planning board in association with the FIST committee, RUSA committee and purchase committee allocates funds to various departments for developmental activities, for academic resources such as books and journals and for infrastructure development which includes labs, equipment purchasing etc. The amount for each department is distributed on the basis of the proposals received from each department. The funds received from the state government are used for the activities of various clubs of the college. The Management/ PTA/ Alumni funds and other contributions are utilized to meet the developmental needs, for giving salary to guest faculty, to give scholarships for needy students etc. For optimum utilization of the available resources, the stakeholders are informed about the sanctioned budget and are directed to keep a record of all the financial transactions. On behalf of the principal the Head Accountant maintains the accounts of all these financial transactions.

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

6.5 - Internal Quality Assurance System

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

IQAC has been phenomenal in promoting quality culture in all academic and administrative activities of the college. It always envisages strategies to enhance the quality of education provided to equip for the global competency.

Implementation of Learning Management System: Major thrust was on the digitalization of teaching learning process as it is the need of the hour due to the pandemic situation and is required for the fastest growing and transforming field of higher education. The IQAC has initiated steps to make the teaching-learning process oriented with an appropriate various delivery platforms and Learning Management Systems. Proper wifi facilities and digitalisation of library has enabled the faculties to go online to meet students during pandemic. IQAC organised a hands-on training programme for the faculty members on Moodle. A committee headed by the ICT and Media Cell has been constituted for the effective implementation of Moodle ensuring the participation of all the departments. Further, admin level training programme was conducted for the faculty members at the execution level.

Directing faculty members for more Online courses:

The faculty members and students are encouraged to do online refresher courses and courses on SWAYAM platform. IQAC identifies different online programmes conducted by various universities and communicated them with the faculty members. Post Graduate students were also enrolled for online courses in SWAYAM platform through MOOC.

File Description	Documents
Paste link for additional information	https://ststephenspathanapuram.ac.in/minutes-atr/
Upload any additional information	No File Uploaded

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

1. Peer Review as part of an Academic and Administrative Audit: In order to ensure academic accountability, to define effectiveness of the teaching-learning process and to devise methodology to confirm maximum output from faculty members as well as students, the IQAC conducts an Academic Audits, whereby the quality of the

learning process could be assured.

i. The Internal Review : Principal collects the reports of departments on online classes conducted that facilitates departments to evaluate their "education quality processes". The review has enabled departments to "raise the bar" for quality of education provided. It has inspired the faculty members to make continuous improvement of teaching and learning a priority.

ii. The external audit had evaluators – peers from other institutions to facilitate objectivity. Peer Team Reports, reports of External Evaluators was prepared, highlighting the strengths and areas/suggestions for improvement.

The IQAC and Principal conducts meetings with department heads and tutors and (if necessary) with individual teachers to discuss and frame adequate methods to improve the system.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	NIL
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- **The institution is providing a co-education system from the beginning itself.**
- **The college provides much importance to the empowerment of women with the advice of a well-established Women's Cell Unit. The Women's Cell unit of the institution conducted two webinars on gender equality for a secure academic environment.**

- **The college provides separate hostel facilities for boys and girls.**

- **Sexual Harassment Redressel Cell and Anti-ragging Committee is functioning well in the college.**

- **Suggestion box is included in the website so that students, parents, and any other stakeholder can submit their suggestions to the Head of the concerned Department at any time.**

- **The canteen provides a space for the students forsocial interaction and gender equitization.**

- **Surveillance Cameras are installed at various blocks to ensure the safety of students.**

- **The college is providing a health centre equipped with various medicines and first aid for dealing with the health**

issues of students.

- Special toilets, ramp facilities, and wheelchairs are also available for differently-abled students.

- A Counselling Centre is also functioning in the college.

- A restroom is earmarked on the campus for girls to ensure the privacy and safety of the girl students. Sufficient number of toilets are available there. Incinerators are installed in toilets to burn used napkins. Sanitary napkins are kept for distribution in a separate counter.

File Description	Documents
Annual gender sensitization action plan	http://ststephenspathanapuram.ac.in/wp-content/uploads/2022/03/7.1.1-GENDER-SESITIZATION-PLAN.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://ststephenspathanapuram.ac.in/wp-content/uploads/2022/03/7.1.1-safety-facilities.jpg

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**B. Any 3 of the above**

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

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

Response:

The college administration gives top priority to keep the campus eco-friendly. A Stephanian green protocol was framed and the principles of waste management based on '3Rs': Reduce, Reuse and Recycle were adopted.

Solid waste management

Dust bins are provided on the campus as well as in each classroom and staff room to keep the campus clean.Awareness on segregation of waste is created and blue, green, and red dustbins are used.NSS volunteers provided 'Penakkoodu' to each department to collect used pens.Encouraging the use of steel food containers, steel bottles and cups instead of plastic containers and disposable materials.Replacement of flex boards with LED display board is facilitated at college entrance.Two incinerators are installed in the girl's toilet for the safe disposal of sanitary napkins.

Liquid waste management:

Practical labs of Chemistry, Botany and Zoology departments have taken measures to ensure that all the chemicals are diluted before discarding in washbasins.

E-waste management

A minimal e-waste generation is ensured by optimal and periodic maintenance of computers and other electronic peripherals like printers.The cartridges of laser printers are refilled and used.UPS batteries are recharged and repaired by technicians.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	A. Any 4 or All of the above

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

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Response:

The institution aims at equipping its stakeholders with knowledge, skill, and moulding their behaviour and attitudes by inculcating democratic values of various diversities in tolerance and harmony

towards cultural, regional, and linguistic values.The college admits students to various UG and PG programmes through a single-window system according to university norms. There is a special reservation for SC, ST, PWD and OBC students. The college plays a vital role in uplifting such students who would otherwise have been left unnoticed and unsupported by providing various scholarships and economic support.The college regularly organizes different activities for inculcating the values of tolerance and harmony towards cultural diversities. Online Onam and Christmas celebrations are conducted this year with maximum student involvement. These celebrations bring a divine message of unity in diversity inside the campus. Online Arts Fiesta is celebrated in the college by providing opportunities to all students to represent cultural diversities and social harmony of our country in different forms. The institution always keeps its moral and social values by extending its help to needy people in the form of charity services, flood relief activities and in the prevention of corona spreading.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

Response:

The institution plays a role model of best governance and democracy by strictly following the fundamental rights and duties given in the constitution of India. Admission to various UG and PG programmes is conducted by satisfying different reservation quotas. PTA meetings are conducted regularly for the smooth and democratic functioning of the college.An active legal forum is functioning in the college for providing legal awareness and legal support to students. An active Women's cell functioning in the college sensitises students about gender equality. 'Republic Day' is celebrated on January 26th every year in our college to commemorate the adoption of the constitution. 'Independence Day' is celebrated annually on August 15th and the national flag is hoisted to promote a feeling of patriotism and national unity among students and staff. Every year the 'Flag day' is celebrated

by the NCC unit of our college on December 7th to express our gratitude and appreciation to veteran military personnel of our country. The International Day of Yoga is celebrated to develop self-control and discipline among students and also to give a chance to know how Yoga personifies the unity of mind and body by doing Pranayama and meditation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://ststephenspathanapuram.ac.in/wp-content/upload s/2022/03/7.1.9-Programmes-to-inculcate-duties-values-and-rights.pdf
Any other relevant information	NIL

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

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

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

World Environmental Day celebration

As part of the Environmental Day celebration, saplings were planted by the students in their home. Various departments are also involved in tree planting and environmental awareness programs.

Yoga day celebration

International Yoga Day was celebrated by conducting a Webinar on the Importance of "Yoga in our Daily Life".Students and Teachers of various departments participated in this webinar.

Independence Day celebration

The institution celebrated Independence Day on 15-08-2020 with a fewer number of participants as per covid protocol. The college Principal hoisted the flag and students actively participated in cleaning activities in and around the college premises.

Gandhi Jayanti Celebration

On 4th October 2020, the Department of Commerce conducted a Poster Making Competition (Inter-departmental) to observe Gandhi Jayanthi. Students from various departments actively participated in the program.

Republic day celebration

Hand-made posters and online presentations depicting the culture of the country had been prepared to celebrate Republic day.

Women's Day celebration

International Women's Day is celebrated in the college with the theme, "Women in Leadership". NSS Unit and Legal Service Authority, jointly organised an awareness programme on "Introduction and overview of Women and Law" relating to cyber security and women protection.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	View File

7.2 - Best Practices

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

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 were successfully implemented during the previous years.

1. "Sanjeevani"- Life-saving practices.

2."Kaushal Vikas"- Learn, Do and Earn.

- **The nearby hospitals collaborate with the college for the purpose of blood donation. The inquiries 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 organisations from outside send circulars to the College to conduct such programmes to enhance the social outlook among students.**
- **"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. Recycling eco-friendly trash objects is a commendable practice that promotes value to the waste materials. Upcycling discarded materials also reduces environmental pollution. The purpose of the programme is to engender skills among students by providing training for making useful items from waste materials. The motto of the program is "use, reuse thereby save your environment and develop your skills."**

File Description	Documents
Best practices in the Institutional website	http://ststephenspathanapuram.ac.in/wp-content/uploads/2022/03/7.2-BEST-PRACTICE.pdf
Any other relevant information	http://ststephenspathanapuram.ac.in/wp-content/uploads/2022/03/7.2-Any-other-relevant-information-Best-Practice.docx.pdf

7.3 - Institutional Distinctiveness

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

The faculty of Physical Education started in St. Stephen's College in 1964.The Department plays a vital role in uplifting the students who would have been left unnoticed and unsupported. The institution is highly reputed for its achievements in sports especially in volleyball. Kerala State Sports Council(KSSC) and Sports Authority of India (SAI) has assigned a Men's Volleyball coach and a woman Volleyball coach respectively to our college for training the students. The college has excellent men and women volleyball teams reputed as "University champions".The college has outdoor facilities like 200Mts track, football play field, cricket play field, two volleyball courts, shuttle badminton court and indoor facilities like table tennis board,badminton court, multigym, chess and carrom facilities.The players of our college displayed their performance in various university level competitions .Two volleyball players are successfully placed in Indian Army Service in the academic year 2020-2021.The Department of Physical Education also organises seminars for the students to create awareness on some important areas. During the academic year the Department organised a national webinar series on 'Influence of Proper Exercise in the Prevention of Pathogenic Diseases" . The focal theme of the webinar was Life style diseases, importance of exercise and diet habits.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. IQAC planned to submit IIOA by 15th October 2021
2. Encourage NCC and NSS Students to participate in online Army programme.
3. Encourage faculties to participate in online refresher courses and workshops for enhancing their skills.
4. Decisions were made to purchase computer for various departments
5. Decided to utilize RUSA fund for the construction of solar panel
6. Beautification of campus
7. Renovate laboratory facilities in the department of Mathematics
8. Construction of more toilet facilities in the college
9. Renovation of Zoology museum
10. Renovation of administrative block
11. Decided to construct a common facility for university examinations
12. Renovate laboratory facility in the Department of Physics
13. Decided to conduct Remedial programme for students
14. To conduct online evaluation to the students to face University Examination.
15. Proposed the Departments to conduct seminars and workshops.
16. Decided to obtain Google workspace for education.
17. Proposed to introduce suggestion box in the college website.
18. Encourage faculty members to register Ph.D. Programmes.
19. Encourage eligible faculties to apply as Research Supervisors in the concerned subject.
20. Decided to utilize FIST-DST Fund.
21. Decided to prepare Academic Calendar for the year 2021-22.
22. Submit proposal to the University of Kerala to begin PG courses in Botany, Commerce and Economics.
23. Encourage faculty to begin online classes for students during the Covid Pandemic.
24. To purchase sufficient computers for various departments.
25. Renovation of laboratory facilities in various Departments.
26. Initiative for campus beautification.
27. Decided to conduct a workshop on effective usage of learning management system.
28. To construct laboratory facilities in the Department of Botany.
29. Decided to introduce ICT facilities in various Departments