YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution　　　　　　　ST.STEPHEN'S COLLEGE,PATHANAPURAM

- Name of the Head of the institution　　Mr.ROY JOHN

- Designation　　Principal-in- Charge

- Does the institution function from its own campus?　　Yes

- Phone no./Alternate phone no.　　04752352385

- Mobile no　　9497756779

- Registered e-mail　　ststephenspathanapuaram@gmail.com

- Alternate e-mail　　iqacssc2023@gmail.com

- Address　　Maloor College P.O,Maloor,Pathanapuram

- 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   **Sandhu John Sajan**

- Phone No.   **04752352385**

- Alternate phone No.   **9496335576**

- Mobile   **9496335576**

- IQAC e-mail address   **iqacssc2023@gmail.com**

- Alternate Email address   **sandhujohnsajan@ststephenspathana**
                                                  uram.ac.in

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**
Cycle 3	**B++**	**2.91**	**2022**	**14/06/2022**	**13/06/2027**

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
Institution	Ecorestoration and biodiversity enhancement of kallada river through people participatory programm	Directorate of Environment and Climate Change, Thiruvananthapura	2019-2022	1319000
Institution	DST FIST	Department of Science and Technology	2019-2024	5000000
Institution	RUSA	Centrally Sponsored Scheme (CSS)	2021	20000000

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　　**2**

- 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)

Conducted a One day seminar on Quality Enhancement of Institutions of Higher Learning on 28.11.2022

Conducted a week Induction programme for the newly enrolled Under Graduates and a special induction programme for the Post graduates taking into consideration the research needs.

Paradigm- A multidisciplinary book published under the auspicious of IQAC

National Seminars,Seminar on IPR and Research Methodology conducted

Karuthal has been initiated as one of the best practice and is to be geared up to the next stage involving greater numbers

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
Conduct of training programmes for staff under the auspicious of IQAC	Conducted a one day seminar on Quality Enhancement of Institutions of Higher Learning on 28.11.2022
Organising of workshops/Seminars under the auspicious of clubs and departments	All departments had conducted National Seminars and Workshops during the year
Signing of MoU's with different bodies	4 MoU's signed during the year
Initiating Certificate Courses to cater to the needs of NEP	7 Certificate Courses were conducted during the year
Initiation of new courses in the college	Application submitted for new programmes and verification at higher levels is awaiting
Seminars on IPR and Research Methodology to be conducted	All programmes successfully initiated in the institution
Karuthal - programme to cater to least ,lost and the last to be implemented	Karuthal has been initiated as one of the best practice and is to be geared up to the next stage involving greater numbers
Increase the publications of the faculty members in journals/books	Paradigm- A multidisciplinary book published under the auspicious of IQAC

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

- Name of the statutory body

Name	Date of meeting(s)
COLLEGE COUNCIL	21/12/2023

14.Whether institutional data submitted to AISHE

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Yes

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14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	18/01/2023

15.Multidisciplinary / interdisciplinary

The college initiated a number of activities in tune with the National Education Policy during the year 2022-23. The course in M.Sc Botany with specialisation for Ethnobotany and Ethno-pharmacology caters to the need of multidisciplinary appraoch. The undergraduate programmes of the college follow the Choice Based Credit and Semester System. Open Course is a two credit mandatory course for all the Undergraduate Programme which served as a platform for interdisciplinary learning.8 U.G programmes offers open course in their respective areas. The students were motivated to opt certificate courses of other Departments other than their own subjects. During the enrolment of students in certificate courses, course co-ordinators ensured that enrolment of students from different disciplines are there. Interdisciplinary research is promoted among students and teachers. The interdisciplinary research committee ensures the optimum utilisation of resources among various Departments. IQAC advised the Departments to give more emphasis to interdisciplinary seminars and lectures. Inter-Department Quiz and PowerPoint competitions are also organised by Departments and Clubs to encourage Interdisciplinary approach.Students from the institution also enroll in the courses offered by SWAYAM and NPTEL platforms.

16.Academic bank of credits (ABC):

The college being affiliated to the University of Kerala, has the limited authority to make decisions on the Protocols related to transfer of credits. The college which follows the statutes of the University of Kerala, adopts the Credit and Semester System .The institution is fully prepared to meet the requirements of Academic Bank of Credit as and when the University fully adopts to NEP.College is recognised as a centre of SWAYAM-NPTEL Local Chapter. Students are motivated to enroll and successfully complete the courses. The institution has a moodle paltform that supplements learning process through online mode.The courses offered by CCEK and certificate courses run by the various departments of the institution adheres to the policies of UGC regarding the same.

17.Skill development:

Vocational skills obtained through short-term courses will enhance our students to increase productivity and improve their standard of living. We have vocational courses affiliated with Centre for continuing education Kerala (CCEK). The best practice

proposed by us like 'Kaushal Vikas' which aims at taking initiatives for skill development among the students. We have interactive classrooms, multidisciplinary courses, and online infrastructure for empowering our student's skills.During the academric year the Certificate Course on LED bulb making, Python, etc was organised. Soft skill training programmes under the auspicious of HRD Cell,Soap making,paper bag making ,designing training programmes conducted in the institution also enhances the skill of the studets in these areas.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Integration of Indian and Regional Culture is given due importance in all the celebrations and the Arts Festival conducted every year through cultural processions, exhibitons and cultural events.Quality and equitable education for all through the Indian knowledge system is followed by our institution and which is envisaged very well in the College motto, "Sacrifice, Serve and Save". We imbibe our culture, tradition, heritage, customs, language, indigenous traditional knowledge, etc; to the generation for better values in life.Oriental languages department of the institution observes the Kerala Piravi dinam,the day of formation of the state.The multidisciplinary journal released during the year had articles from various languages and literature. A book on Poems was also compiled by the Department of Oriental Languages.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Being affiliated to University of Kerala, the college follows Choice Based Credit and Semester System (CBCSS) with Elective System for all UG and PG programmes. The college follows the structured syllabus with clearly stated Learning Outcomes prepared by the University. The College has a well-defined vision and mission, which are envisaged in the Learning Outcomes Based Curricular framework. We are trying to propose a student-centric teachinglearning methodology planned to achieve stated objectives and outcomes.All curricular courses, certificate courses, seminars and programmes of the college are designed with desirable outcomes. Use of technology was implemented for the attainment of Course outcomes during the academic year.IQAC has also conducted a seminar on Quality Initiatives in Higher Education which also focussed on areas related with Outcome Based Education.

20.Distance education/online education:

The college has established a MOODLE platform to perform online classes for the students. This facility empowers our faculties to develop and design classes and also evaluate the students. Seminars have been conducted to give the modern trends of online education, methodology, and technical expertise to teachers. Faculties have been received training from Kerala Higher Education Council. Other online platforms such as Google classroom, Zoom, Google meet, YouTube videos, audio lectures, blogs, etc are also used by our faculties. The college offers the facilities of ICT enabled teaching learning environment for the students through MOODLELMS, SWAYAM/NPTEL, Virtual Labs, and edX. The college has been registered as Local Chapter of SWAYAM NPTEL.

Extended Profile

1.Programme

1.1	328
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	929
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	141
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	312
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**46**
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	

File Description	Documents
Data Template	View File

4.Institution

4.1	**35**
Total number of Classrooms and Seminar halls	

4.2	**2125292.51**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**112**
Total number of computers on campus for academic purposes	

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 college adheres strictly to the University of Kerala's curriculum and syllabus. Each year, before classes begin, the department council assigns courses to teachers based on their expertise and interests. Following the college's academic calendar, curriculum delivery methods are clearly outlined for

students. These include lectures, seminars, discussions, quizzes, tests, assignments, and tutorials. To deepen understanding of prescribed texts, invited lectures and workshops are held at the department level based on IQAC suggestions.

Bridge courses help students adjust to the higher education learning environment and familiarize them with the curriculum and syllabus. Course plans are submitted to the Head of Department and verified by the IQAC. Regular meetings (departmental, college staff council, and staff) discuss curriculum delivery, with follow-up actions based on feedback. Teachers keep detailed diaries of their classes.

Remedial coaching supports slow learners, while the knowledge of fast learners is utilized in peer-teaching sessions. Audio-visual aids, role plays, and presentations are also employed in relevant subjects. Science stream students have planned internships and practical sessions for hands-on learning. Add-on courses offer additional knowledge in their chosen disciplines. Semester-wise internal and external assessments (college and university levels, respectively) ensure transparency and evaluate the effectiveness of the curriculum delivery process.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NIL

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

The academic year of the college is in accordance with the academic calendar which the University publishes every year prescribing the date of commencement and closure of classes and also the end semester exams for both odd and even semesters.

At the beginning of the semester, the council decides on the dates for the continuous internal exams and students are intimated of the same. The Academic Calendar gives the stipulated time for preparing question papers for the internal exams, dates for the conduct of the internal exams, as well as the date of publication of results .

The Internal Examination Committee of the college ensures the

quality of Continuous Internal Examinations and Assessments. Internal examinations are planned in advance and detailed time tables for the internal examinations are published on the notice board in advance. Students are also advised to complete their assignments and projects in accordance with the academic schedule prescribed in the academic calendar. Usually, all seminars and assignments are completed at least two weeks before the commencement of the examinations. The college also ensures that the number of working days prescribed by the University for each semester is available for academic activities.

Whenever, there are changes in the schedules which are necessitated by the modifications made in the University Academic schedule and Examinations schedule, the college brings the corresponding changes in its schedule. It is also ensured that all students get an opportunity to take part in the activities conducted in the college.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	[NIL](#)

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	A. All 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

13

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
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)

7

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
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

162

File Description	Documents
Any additional information	**No File Uploaded**
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 courses offered as per university syllabus include relevant discussions on all the issues cited above. Each Program offers a paper on Research Methodology in its respective field. It highlights the importance of maintaining professional ethics and intellectual honesty in the academics and future profession. The course, Informatics and Cyber Laws for B.Com elaborates on maintaining integrity in the cyberworld. Gender related courses related to feminism and Women's rights are included in the syllabus of BA English programme . The Women's Cell of the College conducts many activities, lectures, and seminars related to women empowerment. Programmes belonging to various departments like English, Economics offer modules that inspire the students to understand the importance of human values. Human Resource Management, offered by the Department of Economics, focuses on ethical management of human resources . Forestry, the Open Course offered by the Department of Botany, emphasise on the importance of afforestation and sustainable development. Course of the Department of Zoology, discusses relevant issues of social hygiene and health. Topics on Environmental Chemistry for Chemistry students promote a scientific sense among students to consider ecological and human sustainability for sustainable 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. The college has a rainwater harvesting system that sustains the college in the dry months.

File Description	Documents
Any additional information	No File Uploaded
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

13

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	**No File Uploaded**
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

309

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	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	https://ststephenspathanapuram.ac.in/feedback-2/
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	**No File Uploaded**

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	https://ststephenspathanapuram.ac.in/feedback-2/

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

272

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

43

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

Since the college serves students from a variety of socioeconomic and educational backgrounds, identifying the students varied

learning levels and comprehension skills is the first priority when the admissions process is over. Program-specific bridge course is given to the first-year students that includes logical thinking exercises, interactive discussions, and icebreakers. Based on their interactions with students, mentors and class tutors evaluate their learning levels. In the classroom, participation and problem-solving skills are valued and recorded course wise. Students are categorised as slow learners and advanced learners based on these parameters and their performance on qualifying examination.The local chapter of NPTEL SWAYAM at the college ensures theadvanced students to enrol the various courses offerd through SWAYAM platform. Our college being the subcentre of Centre for Continuing Education Keral (CCEK), offers professional diploma in shipping and logistics with NSDC certification gives oppurtunity to equip with voccational skills.The advanced learners take partand excell in the annual Young innovator's programme (YIP)challenge one of the main initiative ofof K-DISC,aims to encourage an innovative culture among Kerala's youth.Special coaching is given for PG students preparing for CSIR NET and UG students for qualifying entrance examinations ofor admission to central and state university departments.Counselling and motivational sessions are arranged for slow learners on a college- and program-level to help them create effective study plans.To match the specific requirements of these students, seperate learning modulethrough MOODLE, remedialsessions, and question paper discussions are organised.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

Number of Students	Number of Teachers
814	**46**

File Description	Documents
Any additional information	<u>View File</u>

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

Experiential learning involves interactive workshops led by several departments, such as those for assembling LEDs, training on software, growing mushrooms, apiculture, and producing soap and sanitizer. A culture of "earn while you learn" is ingrained through these training and certificate programmes. Since our college is a nodal centre for virtual laboratories, students of physics, chemistry, botany, and zoology have login credentials to access virtual labs, which offer an alternative to physical labs. Students are assisted in learning through cooperative activities by a variety of clubs, such as the Nature Club, Tourism Club, Biodiversity Club, etc. The Department of Commerce organises Commerce Square to improve marketing skills. This programme serves as a lab on consumer behaviour where they can hone their entrepreneurship skills. Government-funded research scholarships inspire our students to be scientifically inclined. Prominent individuals are invited to participate as guest speakers. Students' knowledge base is enhanced by their individual and collaborative research paper presentations.

Participative learning includes group discussions, quizzes, ICT-assisted seminar presentations, assignments, institutional visits, industry visits, visits to research centres, and lab visits organised by departments, book reviews organised by the college library, blood donation campaigns by the Department of Zoology and NCC unit. Students are given a platform for problem-solving and participation in academic meetings of department associations, discussion forums, etc., which improves their educational experience. As part of the Swatch Bharat and Gandhi Jayanthi programmes, cleaning drives are held. The Green Initiatives of the college make the students environment conscious

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

Students are guaranteed high-speed internet access with an overall student-to-computer ratio of 10. The institution has been officially recognised as a local chapter of the National Programme

on Technology Enhanced e-learning (SWAYAM-NPTEL). Students are encouraged to join NPTEL - SWAYAM courses to increase their knowledge base. As part of the National Mission on Education-ICT, MHRD, the science students has access to a virtual lab facility through the Virtual Labs Nodal Centre Programme. The college also features a digital library with 40 computers provides access to university resources, textbooks, question banks, e-PG Pathshala, SWAYAM MOOC courses, and Shodhganga. Learning Management systems like MOODLE and G suit for Education are effectively employed to transact the learning objectives and to simplify the creation, distribution and the grading of assignments in a paperless way. 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. . 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

45

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

46

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	View File

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

23

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

358

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.

The institution employs a various strategy to guarantee equity and openness in the execution of Continuous Internal Evaluation in accordance with the guidelines of the University of Kerala. In addition to centralised internal exams, a student's performance is evaluated based on their involvement in class, attendance, seminars, and assignments. 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 as well as through college website within a week. Those students who could not take the exams due to valid personal inconveniences are allowed a retest,only after producing a request from the parent duly endorsed by the Principal. Once all internal marks have been collected, a 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. After student, professor, HOD, and principal authentication, the aggregated internal mark sheet is ultimately uploaded to the university via the internal marks portal.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://ststephenspathanapuram.ac.in/internal-examination/

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

Exam-related complaints are handled by the institution through an open and well-organized grievance redressal process for both internal and university exams. Internal Assessment is monitored by the College Level Monitoring Committee (CLMC) and the Department Level Monitoring Committee(DLMC).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 exams. The students who could not take the exams due to personal inconveniences are allowed a retestwith the permission of the Principal. 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 and CLMC. The results are published on the notice board as well as through college website within a week. Every department has a real-time feedback system in place to identify any issues with how exams are administered and any problems students may be having. Every student gains a better understanding of how to efficiently and impressively answer a question through the discussion of question papers. They can therefore improve as learners by properly analysing each internal exam.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://ststephenspathanapuram.ac.in/internal-examination/

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.

A well-structured syllabus and specifications of each course are essential for the effective transmission of knowledge regarding the subject concerned. 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 institution's IQAC plays a crucial role in directing the teaching community and ensuring the adoption and use of outcome-based teaching and learning. POs, PSOs, and COs for every programme and course the college offers are provided on its website. The Pos and PSOs of each programme are displayed in the department notice board so that the students become familiar with it. A brief introduction of PO and PSOs are given to UG and PG students during Induction programme and bridge course. COs are discussed with students by paper coordinators, and at the end of the course, they are reviewed. Various kinds of assessment methods are employed to evaluate the attainment of course outcomes, including as project work, tutorials, seminars, presentations, and centralised internal exams. The educational goal of the programme is assessed every year by the feedback from employers, alumni, students, and teachers, as well as through placement records.

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

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

Programme certain Outcomes (PSOs), Course Outcomes (COs), and Programme Outcomes (POs) constitute the core set of ideas for assessing the knowledge and skills that students acquired after successfully completing a certain course or programme. The College adheres to the curriculum and outcomesset forth by the University of Kerala in accordance with the UGC-identified graduate attributes. The Board of Studies regularly modifies the curriculum and expected outcomes for each programme.

IQAC makes sure that all UG and PG programmes and courses have their PO/PSO/COs listed, and that creative methods for outcome achievement and mapping are used. The college has developed aninternal assessment policy that forms the basis for all outcome-based education, including the process for mapping and evaluating the achievement of learning objectives. Internal Examination Committee conducts continuous evaluations in accordance with IQAC and College Council directives through regular class assessments, internal examinations, seminars, assignments, projects, and mock viva. This information is utilised for outcome attainment analysis. The Tutors maintain a file detailing the progression and placement of each exit batch; this data is helpful in assessing PO and PSO attainment.

File Description	Documents
Upload any additional information	[View File](#)
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

172

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	https://ststephenspathanapuram.ac.in/aqar/

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/sss/

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)

`13.19 Lakhs`

File Description	Documents
Any additional information	View File
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

`10`

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

`2`

File Description	Documents
List of research projects and funding details (Data Template)	[View File]()
Any additional information	[View File]()
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

The college has successfully cultivated an innovation-driven ecosystem, fostering a dynamic environment for creativity and knowledge exchange. Through a range of college-level programs, the institution has positioned itself as a hub for innovation, providing a platform for students and faculty to explore, ideate, and implement groundbreaking ideas. These programs not only encourage research and development but also facilitate the flow of ideas between academia and industry.

The college has designed programs that nurture a culture of innovation, ensuring that students are not only consumers of knowledge but active contributors to it. Collaborative projects, research promotion programmes, and mentorship opportunities are integral components of these initiatives, promoting interdisciplinary approaches and real-world applications. The institution emphasizes the importance of knowledge transfer, bridging the gap between theoretical understanding and practical implementation. By facilitating the exchange of knowledge with industries, research organizations, the college ensures that the innovations generated within its ecosystem have a meaningful impact beyond the campus walls. This holistic approach to fostering innovation and knowledge transfer reflects the institution's commitment to staying at the forefront of academic excellence and contributing to societal progress.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://ststephenspathanapuram.ac.in/

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

1

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

6

File Description	Documents
URL to the research page on HEI website	https://ststephenspathanapuram.ac.in/research-scholars/
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	[View File](#)

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

16

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

19

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

Extension activities play a pivotal role in sensitizing students to social issues and fostering holistic development. These programs through NSS and NCC serve as a bridge between academic knowledge and practical application, providing students with hands-on experiences that extend beyond the classroom. Through initiatives such as community service projects, awareness campaigns, and outreach programs, students are exposed to real-world challenges, diverse perspectives, and societal issues. By actively participating in extension activities, students develop empathy, cultural competence, and a commitment to making positive contributions to society.

File Description	Documents
Paste link for additional information	http://ststephenspathanapuram.ac.in/wp-content/uploads/2023/12/NSS-and-NCC-Annual-Report-2022-2023.pdf
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

1

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	View File

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

42

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

250

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

9

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

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

The campus is spread over 12 acres. The college has 5 separate blocks to cater to 8 UG, 5 PG programmes and 2 Research Centre. The College Chapel serves as the nerve centre for ethical development. The total carpet area of the Central Library is 300 square meter witha reading space with 100 reading seats, stack section and reference section. LMS system is also used to support additional requirements in learning process.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(1000seating capacity), 2 seminar halls, 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://youtu.be/434kj1-NKvc?si=gZX3sq1Hr1u943i9

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

Our college has a sports hostel supported by the Kerala State Sports Council. The students being recruited to the University of Kerala by the Kerala State Council are directed to join Sports Hostel of St. Stephen's College and admitted under various graduate courses. Sports facilities includes two Volley Ball Courts with dimensions 18m length X 9m width ,Space for 200m Track and Field, Athletics, Cricket Outdoor badminton court , Badminton Indoor Court and Gymansium Fitness centre.

The college provides platforms for cultural events.This includes auditoriuum with a seating capacity of 1000.Apart from this departments also organises activities in the campus which includes mass involvement of students.The College Union organizes arts day and college day which provide the students ample opportunities to develop and showcase their talents in co curricular activities. Festivals like Onam, Christmas, Kerala Piravi (state formation festival) are vibrantly celebrated in tune with the cultural sentiments of the state. 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	https://youtu.be/434kj1-NKvc?si=gZX3sq1Hr1u943i9

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

20

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**
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)

2125292.51

File Description	Documents
Upload any additional information	**No File Uploaded**
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 in our library 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. 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 inthe library. All books are bar coded and a reference ID is given. The issues and returns are also automated. Online journals and INFLIBNET are available. All students and staff of the college can access the N-list- inflibnet for e-books and e-journal.

Name of the ILMS software:Version KOHA16.05.05.000

Nature of automation (fully or partially) : Fully Automated

File Description	Documents
Upload any additional information	**No File Uploaded**
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	**No File Uploaded**
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)

272647

File Description	Documents
Any additional information	**No File Uploaded**
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

73	

File Description	Documents
Any additional information	**No File Uploaded**
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 network infrastructure is designed in such a way that it ensures high-level data security through the installation of anti-virus software and firewalls.The institution is equipped with 112 computers and 5 laptops. Peripheral devices like printers, photocopiers, and scanners are also provided.. 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 for making teaching learning methods more effective.The departments of Physics and Mathematics have sophisticated computer labs with an appropriate number of computers for doing their work. 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 seminar hall with IT facilities. Open access system is followed in the Library. Information about upcoming events in the college is available on the college website which is updated regularly.

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

4.3.2 - Number of Computers

112

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	View File

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

File Description	Documents
Upload any additional Information	**No File Uploaded**
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)

2782981

File Description	Documents
Upload any additional information	**No File Uploaded**
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.**
- **St.Stephen's College has a sufficient number of computers which are used in offices, various departments and in the**

Computer Laboratory. The students can access them in the Computer Laboratory at the time of computer practical classes. Computers are properly serviced and reused for the proper functioning of academic and non-academic purposes and to minimize e-waste.

- The classrooms are well furnished and are provided with whiteboards. 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 Advisory Committee plays an active role for the smooth and efficient functioning of the library. Books,manuscripts, and reports are maintained with special care by the library assistants and they ensure a dustfree atmosphere in the Library.
- 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.
- The College Bus provides additional travelling facility to students and staff. 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	**No File Uploaded**
Paste link for additional information	https://ststephenspathanapuram.ac.in/uploads/2022/01/POLICY-4.4.2.pdf

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

517

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

55

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	*https://ststephenspathanapuram.ac.in/news-events/*
Any additional information	**No File Uploaded**
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

454

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

454

File Description	Documents
Any additional information	**No File Uploaded**
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	**No File Uploaded**

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

59

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
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

114

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
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

14

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
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.

42

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/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. The student council is elected every year following the guidelines set by Lyngdoh Committee as well as the University of Kerala. The elections are being conducted in parliamentary method where two representatives each from every UG class and one representative each from PG classes are elected. The office bearers are then chosen from this group. A staff advisor is also appointed to supervise the activities of the union. The College Union and its office bearers oversee various cultural, political, sports and other extra-curricular activities within that academic year. Annuals Arts Day, Annual Sports Day and other co academic events are organized under the leadership of the College Union. The annual college magazine is also produced under the leadership of the elected Magazine Editor in particular and College Union as whole. The Students' Union raises complaints on behalf of the student community in college and university levels 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. 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.

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

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

102

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
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. The Alumni Association is vibrant and their enthusiastic participation in the activities had been a valuable asset to the college.ExecutiveCommittee 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 Alumni Association organizes get-togethers and events to allow the coming together of former students. 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. The alumni association conducts an annual meet of all its members in the college. In addition to this, the Department of Physics, Chemistry, Zoology, Botany and Commerce conducted their regular annual meet. The association works to foster camaraderie among the old students and build a strong and lasting relationship with the Alma Mater. They actively contribute to the institutional, academic and infrastructural developments of the College. Besides all these activities our Alumni association actively participates in charity.

File Description	Documents
Paste link for additional information	https://ststephenspathanapuram.ac.in/alumni-login/
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 institution's governance aligns closely with its vision and mission, fostering an environment that upholds these core principles. This commitment is evident through a comprehensive set of policies and programs aimed at infrastructure development, teacher and employee recruitment, and initiatives for quality enhancement. The governing body, composed of the Manager, Principal, and management representatives, plays an active role in college administration.

The Principal serves as the institution's leader, with responsibilities cascading through department heads, faculty, non-

teaching staff, and ultimately the students. Decision-making bodies, such as the Governing Body, IQAC, and the College Council, ensure effective governance. Importantly, student representation is well integrated into these statutory and administrative bodies.

The faculty is dedicated to delivering high-quality education in line with the institution's objectives. Students' holistic development, encompassing academic, social, and physical skills, is fostered through various club activities, academic pursuits, and cultural programmes.

Faculty members actively participate in the planning body and IQAC, contributing to the institution's direction. Statutory committees further decentralize academic and administrative responsibilities. Teachers' council committees meticulously plan and oversee student-related activities, with students also holding significant roles within these committees. Collectively, these policies and practices steadfastly uphold the college's vision and mission.

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

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

The college has adopted an inclusive, decentralized, and participatory approach to its institutional operations, fostering an atmosphere of unity and mutual respect. The day-to-day management of the college is overseen by several key stakeholders, including the Principal, College Council, Heads of the Departments, Class teachers, administrative staff, and support services. Routine and significant decisions are made by the College Council and subsequently deliberated upon in general staff meetings to ensure their effective implementation.

The College Council, comprising faculty members from all academic departments and staff representatives, has been entrusted with the authority to influence academic policies, curriculum development, and extracurricular activities. This broader involvement ensures a more inclusive and equitable decision-making process, leading to

policies that better reflect the college's mission and goals.

The institution maintains various administrative committees that encompass faculty, staff, and students. Their primary functions include policy development, resource allocation, facilitating fair admission procedures, overseeing examination and assessment processes, managing library and learning resources, addressing student affairs, promoting discipline and ethical conduct, coordinating infrastructural facilities, supporting research and development initiatives, and providing guidance for student career development and placement opportunities. These committees collectively contribute to the effective functioning and growth of the institution.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college is committed to the motto of "Green Campus and Clean Campus" as a central theme in its strategic plan to enhance institutional effectiveness. A green protocol policy has been adopted to promote environmental conservation and sustainability, and a monitoring team has been appointed to ensure its implementation. Efforts are made to minimize waste production by advising officials and participants in various programmes, activities, and celebrations to avoid disposable products and flex banners. Students are encouraged to use stainless steel utensils for bringing food and drinking water. Each department, along with NSS and NCC, has collectively contributed 100 steel plates and 100 cups for communal events, including association activities, seminars, and other programmes.The campus is equipped with separate bins for different types of waste at various points to ensure proper collection and segregation. An electronic display at the college entrance highlights major activities, while a biodiverse botanical garden, housing rare plant species, serves as an ecosystem for diverse birds and animals. The campus boasts a variety of trees, each identified with informative displays. The

college has a rainwater harvesting unit. Water is gathered from different surfaces and directed to the catchment area, where it infiltrates into the recharge pit.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://ststephenspathanapuram.ac.in/green-campus/
Upload any additional information	No File Uploaded

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's organizational structure is effectively managed and administered by the Mount Tabor Diara in Pathanapuram. At the pinnacle of the institution's hierarchy is the Manager, who holds the highest authority in matters of policy-making within the institution.

Following the Manager, the next key figure in the organizational structure is the Principal, serving as the executive head of the institution. The Principal is responsible for the day-to-day management of the college, with support from the College Council in academic affairs.

The IQAC (Internal Quality Assurance Cell) plays a significant role in policy formulation with a comprehensive vision. These policies are then put into practice by various departments, academic committees, co-curricular clubs, and auxiliary bodies within the college.

The routine administrative tasks of the college are overseen by the Chief Superintendent, who operates under the guidance of the Principal.In matters of appointment and service regulations, the recruitment and promotion of permanent staff members within the college adhere to the guidelines provided by the University of Kerala Regulations and UGC Regulations. All employees are expected to adhere to the statutes of Kerala University and the Kerala Service Rules as issued by the Government of Kerala.

File Description	Documents
Paste link for additional information	NIL
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	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination — **A. All 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

The college places a strong emphasis on enhancing the financial security and overall welfare of its staff as a means of boosting their morale. The goal is to cultivate a workforce that is both efficient, healthy, loyal, and content, all of which contribute to creating a more favorable working environment within the institution.

Government welfare schemes

- Provident Fund

- Mediclaim

- Pension scheme

- **Group Insurance Scheme**

- **State Life Insurance**

- **Maternity and Paternity Leave**

- **Medical reimbursement**

Institutional Welfare Schemes

- **Free Wifi**

- **Institutional mail Id**

- **Washing Places**

- **Women Rest Room**

- **Canteen facility**

- **Car Parking facility**

- **Free Accomodation for faculty when required**

- **Adequate and sufficient wages (contract basis)**

- **Staff tour**

- **Fire And Lab safety**

- **Awards and acknowledgement for new Ph.D holders**

- **Financial assistance for participation in conferences and seminars.**

- **Cricket and Football matches arranged between teaching and non-teaching staff, or with neighbouring colleges.**

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

22

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

2

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	View File
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

14

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
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

The institution regularly conducts Performance Appraisals for its staff, engaging in discussions to pinpoint areas for improvement. This comprehensive evaluation process is executed at various levels on a regular basis.

As part of the assessment, teachers maintain a Daily Work Diary, subject to routine verification and review by department heads to ensure the effective completion of assigned tasks. The Work Diary undergoes routine verification by department heads, ensuring effective completion of assigned tasks.

Annually, the college distributes a standardized Performance Appraisal Form prescribed by Kerala University among the teaching faculty. Teachers complete the form, submitting it to the Internal Quality Assurance Cell (IQAC) after attestation by the Principal. The IQAC reviews the faculty-submitted proforma and makes necessary recommendations for improvement.

Additionally, at the end of each semester, students receive feedback forms to gather information about the teaching process. The questionnaire assesses parameters such as classroom teaching, regularity, communication skills, subject knowledge, discipline, and work ethics. The objective is to provide effective mentoring and career guidance to students, evaluating the teacher's ability to create an interactive and discussion-oriented teaching environment. Subsequently, faculties in the department, the IQAC, and the Principal analyze the feedback forms, implementing corrective measures as necessary.

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

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 institution maintains a rigorous system of financial accountability through both internal and external audits. Internally, an audit committee, comprising teaching staff, the head accountant, and accounts personnel, oversees selective sections of departmental finances, including the stock of items and equipment for the relevant financial year. This committee examines the stock register, PD Account Register, and DST-FIST Register maintained by the departments, with ultimate verification

by the principal.

Externally, the financial audits are conducted by several reputable agencies. The Accountant General, Government of Kerala, performs a statutory audit, scrutinizing all financial and accounting activities of the Institute. Any observations or objections raised by the Accountant General are carefully addressed, with the necessary additional documents, bills, and vouchers promptly provided to the auditors.

The Directorate of Collegiate Education, Government of Kerala, dispatches an audit team to verify the utilization of funds received from both Central and State governments. This includes grants from entities such as UGC, NAAC, RUSA, DST-FIST, KSCSTE, KSHEC, and other government agencies.

Furthermore, a Chartered Accountant conducts regular audits of the accounts, issuing certified Annual Financial Statements. Additionally, all Utilization Certificates submitted to various grant-giving agencies are countersigned by the Chartered Accountant, ensuring a transparent financial auditing process.

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)

.51 Lakhs

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	View File
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 Resource Mobilization Policy is designed to effectively achieve the institution's goals while ensuring accountability and transparency. The college secures funding from diverse sources, including funds from UGC,RUSA, DST-FIST,KSCSTE,KSHEC,State Government fund in the form of Grants-in -aid as salary ,National Service Scheme (NSS), Parent-Teacher Association (PTA), alumni, management, and other contributors.Various committees within the college are entrusted with the responsibility of evaluating, planning, executing, and overseeing fundraising activities. In the case of central government funds, the FIST committee, RUSA committee, and purchase committee collaborate to allocate funds to different departments for academic resources, infrastructure development, and other developmental initiatives. Allocation is based on proposals submitted by each department. State government funds are allocated for various club activities in the college.

Additionally, funds from Management, PTA, Alumni, and other contributions are directed towards addressing developmental needs, disbursing guest faculty salaries, providing scholarships to financially disadvantaged students, among other purposes. To ensure optimal resource utilization, stakeholders are informed about sanctioned budgets and instructed to maintain detailed records of all 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	https://ststephenspathanapuram.ac.in/wp-content/uploads/2021/12/Institutional-strategies-for-mobilisation-of-funds-and-the-optimal-utilisation-of-resources-6.4.3.pdf
Upload any additional information	No File Uploaded

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 spearheaded two groundbreaking initiatives aimed at enhancing educational standards. The first initiative focuses on comprehensive Faculty Development Programmes, including a 'One-day Seminar on Quality Enhancement of Institutions of Higher Learning: NIRF - Importance and Relevance' and a 'Seminar on Intellectual Property Rights.' The NIRF seminar concentrates on understanding the framework's parameters and fostering improvement strategies based on national ranking methodologies. The IPR seminar aims to enrich faculty knowledge of intellectual property concepts, promoting innovation and safeguarding academic and research contributions. These meticulously designed programs aim to equip faculty with the knowledge and tools necessary to elevate teaching standards, enhance research contributions, and achieve overall academic excellence, aligning with IQAC's commitment to continuous quality enhancement in higher education.

The second initiative by IQAC, a week long Induction Programme for undergraduate students, acclimates students to the academic environment, providing insights into institutional policies, academic expectations, and available support services. Through informative sessions, students gain a clear understanding of campus resources, including counselling services, library facilities, and extracurricular opportunities. The induction programme enhances the quality of education by providing students with essential insights, fostering the development of vital soft skills, and establishing a framework for continuous improvement and feedback.

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

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

Quality Management Programmes:The IQAC has implemented various measures to assess the teaching and learning processes, incorporating numerous reforms to evaluate student learning outcomes. These efforts collectively fall under the umbrella term of Quality Management Programmes. Noteworthy initiatives by the IQAC and HRDC include the integration of skill development programs into the curriculum to enhance students' employability. Additionally, collaboration with governmental agencies and industry partners has been established to identify and incorporate relevant skills and competencies through orientation and training programs, aimed at improving placement opportunities for students. It also plays a pivotal role in conducting workshops, seminars, and training sessions for faculty members to enhance their teaching skills. Furthermore, it actively supports faculty members in obtaining approval as research supervisors and has contributed to the recognition of the Department of Chemistry as an approved Research Centre by the University of Kerala.

Academic Audit: The purpose of academic audits is to assess and enhance institutional effectiveness, ensuring alignment with educational goals and standards. It evaluates curriculum relevance, faculty qualifications, student outcomes, and adherence to accreditation criteria. By identifying strengths and areas for improvement, academic audits promote continuous quality enhancement, accountability, and institutional excellence, fostering a conducive learning environment for students.

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	https://ststephenspathanapuram.ac.in/aqar/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
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

To ensure an equitable and inclusive atmosphere, the college ensures that the campus remains a safe place for everyone in the gender spectrum. It has a zero-tolerance policy towards gender exploitation and addresses issues relating to it in a timely manner. Sexual Harassment Redressal Cell, various departments and clubs, especially Health Club, NSS and Women's Cell conducted programmes, engaged students in seminars and discussions to inculcate right perspectives in students. Gender Champion Nodal Officers of the college safeguard gender equity and the Security of the college and surveillance cameras installed in the college ensures safety and security of all its students.

Commemoration of days which are of national, international, social, economic, commemorative, or festive importance and the like is an integral part of education and curriculum because it makes students aware of the themes and motives behind the celebrations and to make them socially motivated citizens. The college celebrates days of international significance such as

World Environment Day, World Ozone Day, World Space Week, International Human Rights Day and so on; national days such as Independence Day, NSS Day, Gandhi Jayanthi, National Voters Day and so on; and of festive importance like Onam, Christmas, Deepavali, Holi, Keralapiravi and so on.

File Description	Documents
Annual gender sensitization action plan	http://ststephenspathanapuram.ac.in/wp-content/uploads/2023/12/7.1.1.docx
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	https://ststephenspathanapuram.ac.in/specific-facilities/

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	No File Uploaded

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

To reduce electrical consumption and related cost of electricity, we have installed a solar plant, replaced the traditional bulbs and lights with LED lights. Teachers and students are asked to turn off lights, fans and other electrical instruments after use. The college administration ensures a maximum zero-waste policy and inculcates such practices among students and teachers. The college instructs the students to deposit waste in separate bins kept for the purpose such as biodegradable waste, non-degradable waste and E-waste. The college adopts traditional as well as modern, structural practices for conserving water. It has a rainwater harvesting system of 70000 litre capacity, and a big open well to

meet the water needs of the students. Rainwater pits are dug all across the campus to allow seepage of water to nourish the underground water table. A Stephanian Green Protocol was framed based on '3Rs' : Reduce, Reuse and Recycle and is ensured by the Green Protocol Committee. The student clubs like NSS, NCC and Nature Club regularly conduct campaigns and drives to maintain the lush greenery of the campus.

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	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: — A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

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	No File Uploaded

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	No File Uploaded
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	A. Any 4 or all 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	No File Uploaded
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).

The college admits students to various programmes as per the guidelines of the University of Kerala. There is reservation for SC,ST and OBC students.The college regularly organises different activities for inculcating valuess of tolerance and harmonytowards cultural diversities.Onam and Christmas celebrations,programmes organised by NCC,NSS etc are alligned in this direction.The students also engage in charity visits and charity driven activities which helps to include the down trodden in the society.

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	View File

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

Our College aims at equipping learners with knowledge, skills and perspectives to nurture in them attitudes to follow the values of inclusion, democracy, and citizenship. The College regularly organizes different activities for inculcating the value of tolerance and harmony towards cultural diversities. The College has an open mind towards various cultural, regional, linguistic and communal diversities among our stakeholders and conducts programmes to nurture the spirit of tolerance among its students, such as, Clean India Campaign, Charity Distribution, Village Adoption, Visit to Old Age Homes and Orphanages, Puneet Sagar

Abhiyan and so on. Different festivals of all religious groups are celebrated at St Stephen's by everyone with an open heart. The institution is a role model of best governance and democracy by strictly following thefundamental rights and duties given in the Constitution of India. The students union of the College is elected in a democratic way. Electoral Literacy Club and various other departments conducted seminars and campaigns to inculcate democratic values among students. Various clubs and departments organized seminars, rallies, competitions, flash mobs, street plays and other programmes on socially relevant themes like drug abuse, prejudice towards AIDS patients, and so on, inside and outside the campus to make the children and public socially motivated citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://ststephenspathanapuram.ac.in/wp-content/uploads/2023/12/7.1.9.docx
Any other relevant information	http://ststephenspathanapuram.ac.in/wp-content/uploads/2023/12/geo.docx

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	A. All 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	View File
Any other relevant information	View File

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

To ensure an equitable and inclusive atmosphere, the college ensures that the campus remains a safe place for everyone in the gender spectrum. It has a zero-tolerance policy towards gender exploitation and addresses issues relating to it in a timely manner. Sexual Harassment Redressal Cell, various departments and clubs, especially Health Club, NSS and Women's Cell conducted programmes, engaged students in seminars and discussions to inculcate right perspectives in students. Gender Champion Nodal Officers of the college safeguard gender equity and the Security of the college and surveillance cameras installed in the college ensures safety and security of all its students.

Commemoration of days which are of national, international, social, economic, commemorative, or festive importance and the like is an integral part of education and curriculum because it makes students aware of the themes and motives behind the celebrations and to make them socially motivated citizens. The college celebrates days of international significance such as World Environment Day, World Ozone Day, World Space Week, International Human Rights Day and so on; national days such as Independence Day, NSS Day, Gandhi Jayanthi, National Voters Day and so on; and of festive importance like Onam, Christmas, Deepavali, Holi, Keralapiravi and so on.

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

7.2 - Best Practices

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

1. "Karuthal": Youth Care

OBJECTIVES:

? To motivate the students by adopting the slogan "Sharing is Caring" and to create social responsibility

? To develop sensitivity among students regarding maintenance of a healthy lifestyle.

CONTEXT:

"Karuthal" in Malayalam is "to care". St Stephen's College has its motto to care for the students and society to bring them up as socially motivated and better citizens of tomorrow.

PRACTICE:

NSS, NCC, and various other clubs and departments of the college organized programmes and campaigns to instil life saving skills and practices that leads to the empowerment of tomorrow's citizens such as Certificate Course in Yoga, Self-Defence Training, Awareness for elimination of single use plastic, Financial literacy awareness programme and so on.

2. "Kaushal Vikas"/ Skill Development- Learn, Do and Earn.

"Kaushal Vikas"/Skill Development programme is designed to train and develop the skills of students and to make them understand the significance of self-sufficiency. The motto of the programme is "use, reuse thereby save your environment and develop your skills

and to learn marketing skills.

CONTEXT

Craft making is useful for the students in the present scenario because it improves the creative ability, and attitude of the students and develops innovative thinking skills.

PRACTICE: College organized a series of competitions, workshops and programmes to train and encourage students to develop a variety of skills.

File Description	Documents
Best practices in the Institutional website	http://ststephenspathanapuram.ac.in/wp-content/uploads/2023/12/best-practice.docx
Any other relevant information	http://ststephenspathanapuram.ac.in/wp-content/uploads/2023/12/b.p-2.docx

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

INSTITUTIONAL DISTINCTIVENESS

In the history of St. Stephen's College, the 2022-23 academic year recorded the greatest achievement in sports because for the first time in history 18 students have won various competitions this year and represented Kerala University in inter-university competitions. Out of which 6 students were selected for the university women's volleyball team, eight students for the men's volleyball team, three students for the men's netball team and one student for the women's chess team were selected for the Kerala University teams.

In Kerala University Intercollegiate Tournaments, our Men's Volleyball Team and Women's Volleyball Team became Champions. The Women's Volleyball Team participated in the College Games tournament and got selected as the best team in Kerala. Abhijith AS joined the Indian Army as a volleyball player, Shaino Simon got selection at the Paramilitary SSB GD and Nandana V was selected for the Kerala State Electricity Board team.

32nd Mar Thoma Dionysius and Aprem Remban All Kerala Intercollegiate Volleyball Tournament were organized from february 1 to 3.

The college has an excellent Men's Volleyball team with the reputation of "The University champions" for the last 8 years and also the Women's volleyball team reputed as "The University champions" for the last 3 years. The players from the college teams displayed their talents at the National level also.

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	[View File]()

7.3.2 - Plan of action for the next academic year

- **Preparation of Action Plan for 2023-24**

- **Reframing and creation of Clubs to ensure mpre activities in the institution**

- **Induction programme for UG and PG to be initiated by IQAC**

- **Attainment of bench marks like ISO,participation in NIRF and KIRF to improve quality in the institution**

- **KARUTHAL -the best practice followed in the institution to be geared up with more inclusivess**

- **Workshop on Outcome based Education to be organised by IQAC in association with UGC-HRDC**

- **Conduct seminars of various nature under the auspicious of various departments**

- **Signing of MoU's and mandatory certificate programmes to be carried out in every departments**

- **Attainment of Research status for the department of Botany**

- **More publications in journals and books to be ensured**

- **Science Exhibition,Food Fest to be initiated to invove mass involvement**

- **Placements to be initiated under the HRDC cell of the college.**

- **Three day workshop for all elected representatives and final year students on personality development to be conducted**

- **Commemmoration of days of National importance and days initaited by UGC**