YEARLY STATUS REPORT - 2023-2024

Part A	
Data of the Institution	
1.Name of the Institution	ST.STEPHENS COLLEGE PATHANAPURAM
• Name of the Head of the institution	Dr. Biju .A
• Designation	Principal in Charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04752352385
• Mobile no	9447817971
• 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	**Dr. Ambily C R**
• Phone No.	**04752352385**
• Alternate phone No.	**9645006249**
• Mobile	**9645006249**
• IQAC e-mail address	**iqacssc2023@gmail.com**
• Alternate Email address	**ambily.binu@ststephenspathanapuram.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	RUSA	Centrally Sponsored Scheme (CSS)	2021	20000000
Institution	DST FIST	Department of Science and Technology	2019-2024	5000000

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	6	
• 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)

Secured ISO certification ISO 9001:2015 for quality management system. Conducted a two day workshop for teachers on OBE in collaboration with UGC-HRDC, Thiruvananthapuram. Participation in Young Innovators' Programme(YIP) organised by K-DISC of Kerala Start-Up Mission. Inaugurated IGNITE- a startup incubation centre in the campus. Reimplemented the Campus Radio project in collaboration with Sargavedi

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
Launch Karuthal	Karuthal, a new best practice was implemented and inaugurated.
Secure ISO certification	Secured ISO certification ISO 9001:2015
Establish an incubation centre to strengthen and support various cells in the college that promote innovation and entrepreneurship and conduct training programmes for students and teachers to promote innovation and entrepreneurship.	Inaugurated IGNITE- a startup incubation centre in the college and conducted various training programmes on innovation for students and faculty under the auspices of IEDC, IIC and ED clubs of the college.
Signing of MoU’s with different institutions	Signed three MoUs
Organise a workshop on OBE	Conducted a two day workshop on OBE in collaboration with Kerala University HRDC.
Reinitiate the implementation of Campus Radio Programme	Campus Radio Programme was implemented
Initiate an incentive scheme for faculty participating in Workshops and Seminars	Instituted incentive scheme for faculty for participating in Seminars and Workshops outside the campus
Initiate steps for upgrading the PG department of Botany into a Research department.	The Department of Botany was upgraded into a Research department.
Release college handbook and calendar	Released and distributed college handbook and calendar

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

- Name of the statutory body

Name	Date of meeting(s)
COLLEGE COUNCIL	31/12/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
YES	20/03/2024

15.Multidisciplinary / interdisciplinary

St. Stephen's College actively fosters interdisciplinary and multidisciplinary learning within the framework of its affiliated institution status. This commitment is evident across various initiatives of the college. The M.Sc. Botany program with a specialization in Ethnobotany and Ethnopharmacology exemplifies this approach, merging botanical knowledge with cultural and potentially medicinal applications. The college offers a range of add-on/certificate courses open to students from diverse disciplines. This encourages them to explore fields outside their main focus, fostering connections between subjects. The Choice Based Credit System (CBCS) for UG courses incorporates a mandatory two-credit Open Course, requiring students to take a course from a department outside their own. This broadens their academic exposure. The interdisciplinary research committee facilitates resource sharing and collaboration between departments, fostering the development of multidisciplinary research projects. Science departments, like Botany, actively encourage research projects that delvelop into traditional/ethnic knowledge. Similarly, arts departments, like English, promote studies on folk art forms and culture, bridging the gap between disciplines. The college also organises interdepartmental quiz and presentation competitions, creating a platform for students from different disciplines to collaborate and showcase their combined knowledge.

16.Academic bank of credits (ABC):

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17.Skill development:

St. Stephen's College is committed to fostering holistic development by equipping students with essential vocational skills. To achieve this, the college offers vocational courses affiliated with the Centre for Continuing Education Kerala (CCEK). These courses, coupled with interactive classrooms, multidisciplinary learning opportunities, and robust online infrastructure, empower students to excel in various fields. The CBC system of the UG course mandates an ability enhancement course on environmental science, equipping students with skills for sustainable living. College offers certificate courses in LED bulb making, Python programming, communication skills, innovation, etc. Additionally, various departments of the college organise soft skill training programs, including soap making, paper bag making, and drug design, further enhancing students' practical abilities. Beyond formal coursework, the college actively engages in extension activities and HRD cell initiatives to promote skill development. These initiatives encompass a wide spectrum, including: DIsha: A program dedicated to guiding and mentoring students. Civil Service Coaching: Training and support for aspiring civil servants. NSS and Women's Cell: Opportunities for community service and women empowerment. Logistics, IDEC, and IIC: Training in logistics, innovation and entrepreneurship, and intellectual property rights. Field Projects and Internships: Practical experiences to apply theoretical knowledge. In the report year, the college also launched a Finishing School aimed at providing soft skill training to students,making them ready for the job market.

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

St. Stephen's College has adopted various ways to integrate Indian Known System into its curricular and co-curricular framework. The college fosters Indian languages and culture by offering courses in Hindi and Malayalam and by organising various celebration activities that promote Indian culture and tradition, for events like Kerala Piravi and Onam. Regional literature in translation and Indian aesthetics are also made part of the academics to impart knowledge on Indian tradition and values. Students are also encouraged to do projects and studies on folk art forms. The M.Sc course on EthnoBotany and EthnoPharmacology also integrates traditional knowledge with botanical knowledge. The Department of Botany actively disseminates knowledge on traditional ecological wisdom, focusing on the plant base of the Western Ghats. This initiative helps to raise awareness and appreciation for the region's rich biodiversity. The college's RET (Rare, Endangered, and Threatened) garden serves as a vital resource for the conservation and preservation of endangered and medicinal plants of India. This garden provides a valuable sanctuary for these precious species and contributes significantly to scientific research and education.Cultural programmes and activities of yoga are also aim to provide a holistic educational experience to the students.

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

Aligned with the regulations of the University of Kerala, our teaching learning process focuses on achieving the learning outcomes outlined clearly in the syllabus of the university curriculum. All curricular courses, certificate courses, seminars and programmes of the college are designed with desirable outcomes. The curriculum offers project based learning that promotes “know-how-to” form of knowledge. The college also provides experiential learning through practicals and internships to enhance achievement of learning outcomes. Centralised internal assessment system and remedial coaching is also practiced in the college to assess, track and assist the progress of the students in achieving the learning outcomes. The college publishes Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) for all the courses offered on its official website. To enhance student understanding, POs and PSOs for each program are displayed on the departmental notice boards. Furthermore, during the induction program and bridge courses, both undergraduate and postgraduate students receive a concise overview of POs and PSOs. Course coordinators actively engage with students in discussions about COs throughout the course, culminating in a comprehensive review at its conclusion. A diverse range of assessment methods, including project work, tutorials, seminars, presentations, and centralized internal

examinations, are implemented to evaluate the achievement of these learning outcomes.

20.Distance education/online education:

The college leverages various online platforms to facilitate effective online learning. A dedicated MOODLE platform empowers faculty to design and evaluate courses, while regular seminars keep them updated on modern trends and technical aspects of online education. Faculty members have undergone training from the Kerala Higher Education Council to enhance their online teaching capabilities. Additionally, the college utilizes a range of tools like Google Classroom, Zoom, Google Meet, YouTube videos, audio lectures, and blogs to deliver diverse learning experiences. To further enrich the learning environment, the college offers access to ICT-enabled resources such as MOODLELMS, SWAYAM/NPTEL, Virtual Labs, and edX. Students can also benefit from the on-campus availability of INFLIBNET and language labs, providing additional opportunities for research and language learning. By integrating these resources and platforms, the college aims to create a dynamic and comprehensive online learning experience for its students.

Extended Profile

1.Programme

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

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	707

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	118

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**267**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**49**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**50**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**20**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**34.94210 Lakhs**
4.3 Total number of computers on campus for academic purposes	**112**

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 strictly adheres to the academic guidelines established by the University of Kerala. Before the academic year commences, the department council meticulously assigns courses to faculty members, considering their individual expertise and academic interests. The college's academic calendar outlines a clear route map for curriculum delivery, encompassing a diverse range of pedagogical approaches.Faculty members are required to submit detailed course plans to the Head of Department for review and subsequent verification by the IQAC.DLMC monitors department level conduct of courses and evaluation of CCE. This committee also examines complaints from aggrieved students of the college regarding the evaluation. The CLMC of the college monitors the implementation of the curriculum as per the university norms and academic calendar. It monitors the smooth conduct of university level ESE of all the semesters by providing proper arrangements. It also takes up and find responsible solutions to the complaints not rectified at the DLMC level. Regular meetings at the departmental, college staff council, and faculty levels provide a platform for open dialogue and critical evaluation of curriculum delivery. Feedback from these discussions informs subsequent actions and improvements. To enhance teaching effectiveness, faculty members maintain meticulous records of their classroom activities. Recognizing the diverse learning needs of students, the college offers remedial support for those requiring additional assistance while simultaneously leveraging the knowledge and skills of high-achieving students through peer-teaching initiatives.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://ststephenspathanapuram.ac.in/wp-content/uploads/2025/01/1.1.1.pdf

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

The college strictly adheres to the academic calendar published annually by the University of Kerala. This calendar outlines key dates, including the commencement and conclusion of classes for both odd and even semesters, as well as the schedule for end-semester examinations. At the beginning of each semester, the college council

determines the dates for continuous internal examinations and promptly informs students.

The academic calendar also provides a clear timeline for internal examination preparation, including deadlines for setting question papers, conducting examinations, and publishing results. The college's Internal Examination Committee rigorously oversees the quality and fairness of all internal assessments. To ensure smooth execution, detailed timetables for internal examinations are published well in advance on the college notice board. Students are also advised to adhere to the academic schedule for completing assignments and projects. Typically, all seminars and assignments are due at least two weeks prior to the commencement of examinations.

The college diligently ensures that the number of teaching days stipulated by the University for each semester is fully utilized for academic pursuits. In instances where the University modifies its academic or examination schedule, the college promptly adjusts its own schedule accordingly. Moreover, the college actively strives to provide all students with opportunities to participate in various co-curricular and extra-curricular activities organized within the college.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://ststephenspathanapuram.ac.in/academic-calendar/

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)

8

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

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

154

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 college curriculum, designed in accordance with the university syllabus, integrates discussions on critical contemporary issues. Each program incorporates a dedicated paper on Research Methodology within its specific field. This course emphasizethe significance of upholding professional ethics and intellectual integrity in academic pursuits and in their future careers. For instance, the B.Com program offers a course titled "Informatics and Cyber Laws," which specifically addresses maintaining ethical conduct in the digital realm. Similarly, the syllabus of BA English program incorporates gender-related courses exploring feminism and women's rights. The Women's Cell of the college, actively contributes by organizing lectures, seminars, and various activities focused on women's empowerment.

Furthermore, various Departments, including English and Economics, have designed modules that encourage students to appreciate the importance of human values. The Department of Economics provides the course ‘Human Resource Management’that specifically emphasizes ethical management practices. Additionally, the Department of Botany offers an open course titled "Forestry," which highlights the significance of afforestation and sustainable development. The Department of Zoology's curriculum incorporates discussions on social hygiene and health, while the course ‘Environmental Chemistry’ provided by the Department of Chemistry fosters a scientific understanding among students, prompting them to consider ecological and human sustainability for long-term development. The Department of Physics offers an open course titled "Energy Physics," that delves into environmentally sustainable energy resources, which is a crucial topic in the face of the pressing crisis of global warming.

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

259

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	**A. All of the above**

Teachers Employers Alumni

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	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://ststephenspathanapuram.ac.in/uploads/2025/01/IQAC_CurriculumFeedback23_24.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

224

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

30

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

Given the diverse socioeconomic and educational backgrounds of the college's student body, the initial focus post-admission is on evaluating their varied learning capabilities and comprehension levels. First-year students undergo a programme-specific bridge course, encompassing logical reasoning exercises, interactive discussions, and team-building activities. Mentors and class tutors assess students' learning abilities through these interactions. In-class engagement and problem-solving aptitude are evaluated and documented for each course. Students are subsequently categorised as either slow or advanced learners based on these criteria and their performance in qualifying examinations. The college's local NPTEL SWAYAM chapter facilitates the enrolment of high-performing students in various SWAYAM platform courses. As a sub-centre of the Centre for Continuing Education Kerala (CCEK), the college offers a Professional Diploma in Shipping and Logistics with NSDC certification, enhancing students' vocational skills. Advanced learners participate and excel in the annual Young Innovator's Programme (YIP) Challenge, a key K-DISC initiative aimed at fostering innovation among Kerala's youth. Specialised coaching is provided for postgraduate students preparing for CSIR NET and undergraduate students sitting entrance examinations for prestigious national higher education institutions. For slow learners, counselling and motivational sessions are arranged at both college and programme levels to assist in developing effective study strategies. To address these students' specific needs, separate learning modules via MOODLE, remedial classes, and question paper discussions are organised.

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

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

Number of Students	Number of Teachers
707	49

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

Various departments conduct interactive workshops as part of experiential learning, encompassing topics such as LED assembly, software training, mushroom cultivation, apiculture, soap and sanitiser production, and group language learning activities. These training and certificate programmes foster a "earn while you learn" ethos. The institution, serving as a nodal centre for virtual laboratories, provides students in Physics, Chemistry, Botany, and Zoology with access credentials to virtual labs, offering an alternative to physical facilities. Numerous academic societies, including the Nature Club, Tourism Club, and Biodiversity Club, facilitate cooperative learning activities. The Commerce Department organises Commerce Square to enhance marketing skills, functioning as a consumer behaviour laboratory where students can develop their entrepreneurial abilities. Government-funded research scholarships encourage scientific inclination among students. Distinguished individuals are invited as guest speakers, and students expand their knowledge through individual and collaborative research paper presentations.

The departments ensure a participative learning atmosphere by conducting group discussions, quizzes, ICT-assisted seminar presentations, assignments, and visits to institutions, industries, research centres, and laboratories arranged by departments. The institutional library organises book reviews, while the Department

of Zoology and NCC unit conduct blood donation campaigns. Students are provided opportunities for problem-solving and participation in academic meetings of department associations and discussion forums, enhancing their educational experience. Cleaning drives are conducted as part of the Swatch Bharat and Gandhi Jayanthi programmes. The institution's Green Initiatives promote environmental awareness among students.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

The institution maintains a ratio of 10 students per computer, providing high-speed internet access. It has been officially recognised as a local chapter of the National Programme on Technology Enhanced e-learning (SWAYAM-NPTEL), and students are encouraged to enrol in NPTEL - SWAYAM courses to enhance their knowledge. Science students have access to virtual laboratory facilities through the Virtual Labs Nodal Centre Programme, part of the National Mission on Education-ICT, MHRD. The college's digital library, equipped with 40 computers, offers access to university resources, textbooks, question banks, e-PG Pathshala, SWAYAM MOOC courses, and Shodhganga. Learning Management systems such as MOODLE and G suit for Education are utilised to deliver learning objectives and facilitate assignment creation, distribution, and grading in a paperless manner. INFLIBNET facilities enable students to access a wide range of international journals and resource materials alongside other library resources. Postgraduate students receive INFLIBNET user credentials, while undergraduate students can obtain them upon request. Students are required to create short videos as part of their continuous evaluation assignments. These methods promote active student participation in the learning process and assist educators in monitoring students' progressive development.

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

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

49

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

49

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

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

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

25

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

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

2.4.3.1 - Total experience of full-time teachers

376

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 implements a diverse approach to ensure fairness and transparency in Continuous Internal Evaluation, adhering to University of Kerala guidelines. Student assessment encompasses centralised internal examinations, classroom participation, attendance, seminars, and assignments. An Academic calendar, prepared by IQAC in line with the University calendar and approved by the Staff Council, outlines internal test and evaluation dates. This calendar is disseminated to faculty and students alike. Prior to each internal assessment, CLMC and the Centralised Internal Examination Committee convene. Departments submit question papers online, based on intended outcomes, to the Centralised Internal Examination Committee, which oversees fair examination conduct. Results are published on notice boards and the college website within seven days. Students unable to sit exams due to valid personal reasons may request a retest, subject to parental application and Principal approval. Following the compilation of all internal marks, a PTA meeting is arranged to update parents/guardians on their wards' academic progress. The institution

utilises an online attendance portal with daily updates. The final internal mark sheet, after authentication by student, professor, HOD, and principal, is uploaded to the university's internal marks portal.

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

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

Exam-related complaints are addressed by the institution through a transparent and structured grievance redressal process for both internal and university examinations. Internal Assessment is overseen by the College Level Monitoring Committee (CLMC) and the Department Level Monitoring Committee (DLMC). Internal Assessments of all semester examinations are conducted by the Centralised Internal Examination Committee. Question papers are prepared at the departmental level and submitted to the Centralised Internal Examination Committee, which ensures the fair administration of examinations. Students unable to take the examinations due to personal circumstances are permitted a retest with the Principal's authorisation. Class tests are administered by the respective teachers to evaluate student progress. Grievances pertaining to the conduct of examinations or evaluation of answer scripts may be reported initially to the concerned teacher, and subsequently to the Head of Department and Principal. Scrutiny of answer papers, revaluation, and improvement examinations are conducted with the approval of DLMC and CLMC. The results are published on the notice board and through the college website within a week. Each department implements a real-time feedback system to identify any issues with examination administration and student concerns. Every student gains enhanced understanding of effective question-answering techniques through the discussion of question papers. Consequently, they can improve as learners by critically analysing each internal examination.

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/pospsos-cos/
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

Programme SpecificOutcomes (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

265

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

2.7 - Student Satisfaction Survey

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

https://ststephenspathanapuram.ac.in/wp-content/uploads/2025/01/SSS-2023-2024-1-1.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

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

12

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	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

St. Stephen’s College has established itself as a hub of innovation and excellence by fostering a culture that promotes creativity and problem-solving. The college actively engages in partnerships with industries, government bodies, and academic institutions, creating a collaborative ecosystem that drives impactful advancements. With research centers, the institution empowers students and faculty to transform ideas into tangible solutions. These initiatives not only encourage the pursuit of groundbreaking research but also equip learners with the skills and resources needed to address real-world challenges effectively.

The college emphasizes the importance of multidisciplinary collaborations, bringing together expertise from diverse fields to foster innovative solutions. With a strong focus on intellectual property (IP) creation, the institution provides comprehensive support for securing patents and publishing impactful research, ensuring that groundbreaking ideas receive the recognition and

protection they deserve.

The College is committed to empowering innovation and knowledge dissemination through diverse platforms such as conferences, workshops, and seminars that connect scholars, industry leaders, and students. The interaction with experts helps in bridging the gap between academia and industry. These initiatives reinforce the institution's dedication to fostering a thriving ecosystem of innovation and collaboration.

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

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

2

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

2

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

22

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

13

File Description	Documents
Any additional information	No File Uploaded
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

St. Stephen’s College has consistently demonstrated its commitment to community engagement and student development through extension

activities organized by the National Service Scheme (NSS) and National Cadet Corps (NCC). These initiatives aim to bridge the gap between academia and society, sensitizing students to social issues while fostering their holistic growth.

Over the years, the NSS has undertaken a series of impactful activities, including organizing health awareness drives, tree plantation programs, and cleanliness campaigns under Swachh Bharat Abhiyan. NSS volunteers have actively participated in neighboring villages and have emphasized literacy, health, and sustainable development, nurturing a sense of responsibility and empathy among students.

The NCC has contributed significantly to community welfare. Cadets have participated in national integration camps, anti-drug rallies, and disaster preparedness programs. These activities have provided students with firsthand experience of societal challenges, cultivating a deeper understanding of issues like

poverty, illiteracy, and environmental degradation. Regular interactions with the community have made students more empathetic, socially aware, and solution-oriented.

The extension activities carried out by NSS and NCC have not only enriched the neighborhood community but also contributed to the holistic development of students. By addressing social issues and fostering civic consciousness, the college has upheld its role as a transformative force in society.

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

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

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

00

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

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

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

26

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
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

308

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

12

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

8

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The St. Stephen’s College campus spans 12 acres, featuring five separate blocks dedicated to 8 undergraduate programs, 5 postgraduate programs, and 3 research centers. At the heart of ethical development on campus is the College Chapel.

The Central Library covers a total area of 300 square meters,

offering a reading area with 100 seats, stack sections, and a reference section, all supported by an LMS system to enhance the learning experience.

The campus infrastructure includes 10 staff rooms, 35 classrooms, 19 ceiling-mounted LCD projectors, and 19 smart classrooms, 8 of which are equipped with interactive smart boards. There is also a 1,000-seat auditorium, 2 seminar halls, 12 major science labs, 3research labs, 2computer labs, a language lab, a zoological museum, a biodiversity park, a butterfly park, and a herbarium.

Administrative facilities include offices for the Principal, Manager, and a visitor's lounge. The campus offers dedicated spaces for NCC, NSS, Women's Cell, a gymnasium, health club, canteen, 12 staff restrooms, an exclusive ladies' waiting block with washrooms and resting areas, accessible washrooms and ramps for physically challenged students,gents toilet, a green house, main library, digital library, language lab, and parking areas for staff and students. Sports facilities include 2 volleyball courts, a cricket/football field,badminton court, and a sports hostel.College bus facility is also provided to the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.youtube.com/watch?v=434kj1-NKvc

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

St. Stephen's College hosts a sports hostel supported by the Kerala State Sports Council, providing accommodation for students recruited by the Council to the University of Kerala.

These students join various undergraduate programs and enjoy facilities such as two volleyball courts (18m by 9m), a 200m track and field area, space for athletics, an outdoor cricket field, an outdoor badminton court, an indoor badminton court, and a fitness gym. The college fosters cultural expression with a 1,000-seat auditorium for events.

Departments also host campus-wide activities involving significant

student participation. The College Union organizes arts and college day celebrations, giving students a platform to showcase their talents. Festivals like Onam, Christmas, and Kerala Piravi are celebrated vibrantly, reflecting the state's cultural heritage. The auditorium also hosts yoga sessions 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=gZX3sq1Hr1

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)

17.96608 Lakhs

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 college library organizes its books through indexing, subject categorization, and the Dewey Decimal Classification system. It uses KOHA (Version 16.05.05.000) as its integrated library automation software, alongside "Grandha," an additional library software that enables mobile access to the catalog, schedules, books, and resources.

The library also offers WEB OPAC, a feature that allows users to search the library's holdings from any internet-enabled location, including access to a book's bibliographic details. The library actively uses around 22 databases, and all books are bar-coded with assigned reference IDs, making issue and return processes fully automated.

Online journals and INFLIBNET are available, and students and staff have access to the N-List INFLIBNET platform for e-books and e-journals.

ILMS Software: KOHA Version 16.05.05.000

Nature of Automation: Fully Automated

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://youtu.be/434kj1-NKvc?si=gZX3sq1Hr1

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)

71744

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

74

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

Each department in the college is equipped with computers and internet access. The network infrastructure prioritizes data security, utilizing firewalls and antivirus software. The institution has a total of 112 computers and 5 laptops, as well as peripherals like printers, photocopiers, and scanners.

A digital library with 38 internet-connected computers is also available. All postgraduate and final-year undergraduate classrooms are equipped with LCD projectors to enhance the teaching-learning process.

The Physics and Mathematics departments have dedicated computer labs, while the English department operates a versatile Language Lab.

Online attendance systems are implemented across departments, and the entire campus is under CCTV surveillance.

Wi-Fi access is available throughout the campus, with unlimited broadband connecting all departments and the library.

The IQAC office is equipped with a computer, LAN, internet connectivity, an LCD projector, and a printer-scanner for documentation and communication management.

The college office operates under partial automation with LAN connectivity. An IT-enabled seminar hall is available for events. The library follows an open-access system, and updates on upcoming events are regularly posted on the college website

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	View File
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

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)

16.97602Lakhs

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.

Each department maintains its laboratories, with stock verification conducted by faculty and lab assistants.

? St. Stephen’s College has an adequate number of computers distributed across offices, departments, and the computer laboratory.

? Students can access computers in the laboratory during scheduled practical classes.

? Computers are regularly serviced and reused to support academic and non-academic functions, contributing to e-waste reduction.

? Classrooms are well-furnished and equipped with whiteboards.

? Classroom maintenance, including furniture, doors, windows, and cleaning, is conducted regularly, with daily cleaning by support staff.

? The librarian, with assistance from library staff, oversees the maintenance of library facilities and addresses library needs.

? The Library Advisory Committee actively supports the efficient and smooth operation of the library.

? Library assistants ensure books, manuscripts, and reports are well-maintained and kept dust-free.

? The Department of Physical Education manages the upkeep of sports equipment and schedules an annual service for sports facilities.

? Professional trainers are hired for specialized sports training and field maintenance.

? The college provides a bus service to facilitate additional travel for students and staff.

? Security personnel are present around the clock, ensuring the safety of campus infrastructure, gardens, and entry points.

? CCTV cameras cover all areas of the campus, safeguarding assets and monitoring security.

File Description	Documents
Upload any additional information	View File
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

518

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
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

78

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	**A. All of the above**

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

394

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

394

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

B. Any 3 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

22

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
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

64

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

20

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.

2

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)

The Student Council plays a vital role in enriching the student life at our college, fostering leadership skills and political aptitude. The student council is elected annually through a parliamentary

system, adhering to the guidelines set forth by the Lyngdoh Committee and the University of Kerala. Two representatives are elected from each undergraduate class and one representative from each postgraduate class. Subsequently, office bearers are chosen from this elected group. A staff advisor is appointed to provide guidance and supervision for the union's activities. The College Union and its office bearers oversee various cultural, political, sports and other extra-curricular activities throughout the 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 guidance of the elected Magazine Editor and the overall leadership of the College Union. The Students' Union acts as a voice for the student community, raising concerns and complaints both at college and university levels to ensure that the best is offered to students. Representation from the student council is also present in various committees of the college like IQAC. Furthermore, each department of the college has its own departmental associations with its 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

26

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

5.4 - Alumni Engagement

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

The Stephani Alumni Association of St. Stephen’s College, Pathanapuram is a registered association under Travancore Registration Act with Reg.No: KLM/TC/72/2015, which serves as a dynamic platform connecting past students of the institution, fostering a lifelong bond with their alma mater. Founded with the mission of celebrating the legacy of St. Stephen’s College, the association plays a pivotal role in uniting alumni from diverse walks of life to contribute to the growth and reputation of the college. Besides at the institutional level, the college has established alumni associations at the department level also. All the outgoing students of the college are inducted into the Alumni Association In the areas of academic activity, social service, and infrastructure development, alumni involvement is guaranteed as a crucial aspect of the college's developing agenda. The institution has invited alumni to give knowledgeable speeches and demonstrations to students on campus, demonstrating how they have applied their professional expertise.

The Physics Department's Alumni Association has designated its former students as "Royal Classmates of Physics," honouring the enduring bond they have with the department. Every year, on second Saturday in February, the department held its alumni meetup.The Zoology Department's Alumni Association has also been actively working to improve the department's standing as it attempts to become a Research Centre. Other department like Commerce, English were also gathered their alumni group annually.

File Description	Documents
Paste link for additional information	Nil
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 governance of the institution is closely aligned with the vision and mission of the institution, fostering an environment that upholds these core principles. This commitment is evident in 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.

As the institution's chief executive, the Principal oversees a hierarchical structure that extends through department heads, teaching staff, support personnel, and ultimately to the student body. Effective governance is maintained through various decision-making entities, including the Governing Body, IQAC, and College Council. Notably, these statutory and administrative bodies incorporate significant student involvement, ensuring their voices are heard in institutional matters.

The faculty are 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 programs.

Faculty members actively participated in the planning body and IQAC, contributing to the institution's direction. Statutory committees further decentralise their academic and administrative responsibilities. Teachers' council committees meticulously plan and oversee student-related activities, with students also playing significant roles within these committees. Collectively, these policies and practices steadily 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	No File Uploaded

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	http://ststephenspathanapuram.ac.in/wp-content/uploads/2024/12/6.1.2b.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As part of our strategic vision, our college has devised a comprehensive five-year plan, "Darshan 2026," which outlines our goals and objectives. In line with this plan, we have initiated

several programs aimed at enhancing institutional performance. Notably, we have successfully submitted reports for the National Institutional Ranking Framework (NIRF), Unnat Bharat Abhiyan (UBA), and Green Campus initiatives. Furthermore, we have established a navigation board and implemented a code of conduct to promote a culture of excellence.

To foster a research-oriented environment, we have established three research centers, which have been instrumental in promoting scholarly pursuits. Our "Karuthal" initiative has also been well-received, encouraging innovation and creativity among our students and faculty. Additionally, our departments regularly conduct national and international seminars, workshops, and other activities that facilitate knowledge sharing and collaboration. Through these endeavors, we aim to create a vibrant academic ecosystem that nurtures intellectual growth, innovation, and excellence.

The college has also demonstrated notable excellence in innovation, driven by the vibrant activities of the Institution's Innovation Council (IIC) and the Innovation and Entrepreneurship Development Centre (IEDC).

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://ststephenspathanapuram.ac.in/strategic-plans/
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 is effectively managed and administered under the leadership of the Mount Tabor Diara in Pathanapuram. At the top of the institution's hierarchy is the Manager, who holds the highest authority in policy-making and governance.

Directly below the Manager is the Principal, who serves as the executive head of the institution. The Principal oversees the daily operations of the college, supported by the College Council in academic matters.

The Internal Quality Assurance Cell (IQAC) plays a pivotal role in

formulating policies with a comprehensive vision, which are implemented through the efforts of various departments, academic committees, co-curricular clubs, and auxiliary bodies within the college.

Routine administrative tasks are managed by the Chief Superintendent, who operates under the guidance and direction of the Principal.

Regarding appointments and service regulations, the recruitment and promotion of permanent staff members are conducted in accordance with the guidelines set forth by the University of Kerala Regulations and UGC Regulations. All employees are required to comply with the statutes of Kerala University and the Kerala Service Rules as prescribed 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/?s=organogram
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

Government welfare schemes and institutional welfare schemes are ensured for all staff members by the institution. The college prioritizes enhancing the financial security and overall well-being of its staff to boost morale. This approach aims to foster an efficient, healthy, loyal, and satisfied workforce, thereby contributing to a more positive and productive working environment within the institution.

Government welfare schemes

- Provident Fund
- Medisep
- 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	http://ststephenspathanapuram.ac.in/wp-content/uploads/2025/01/WelfarePolicy.pdf
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

8

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

3

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

8

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 organisation routinely carries out Staff Performance Evaluations and engages in dialogues to identify areas requiring enhancement. This thorough assessment was undertaken at multiple levels on a consistent basis.As part of the assessment, teachers maintain a Daily Work Diary, subject to monthly verification and review by department heads to ensure the effective completion of assigned

tasks.The Work Diary undergoes monthly verification by department heads, ensuring effective completion of assigned tasks.

Annually, the college distributes a standardised Performance Appraisal Form prescribed by Kerala University to the teaching faculty. Teachers complete the form and submit it to the Internal Quality Assurance Cell (IQAC) after attestation by the principal. IQAC reviews the faculty-submitted proforma and makes recommendations for improvement.Additionally, at the end of each semester, the students received feedback forms to gather information about the teaching process. The questionnaire assessed parameters such as classroom teaching, regularity, communication skills, subject knowledge, discipline, and work ethics. The objective was to provide effective mentoring and career guidance to students and evaluate the teacher's ability to create an interactive and discussion-oriented teaching environment. Subsequently, departmental teachers, the IQAC, and the Principal analysed the feedback forms, implementing corrective measures as necessary.

File Description	Documents
Paste link for additional information	https://ststephenspathanapuram.ac.in/feedback-2/
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 organisation employs a stringent financial oversight process, utilising both internal and external auditing measures to ensure fiscal responsibility. Within the institution, a committee consisting of educators, the chief accountant, and financial staff monitors specific areas of departmental finances, including inventory and equipment for the relevant fiscal year. This group reviews the stock, PD Account, and DST-FIST registers maintained by departments, with final verification conducted by the principal. Outside the institution, financial audits are performed by several esteemed organisations. The Accountant General of Kerala's government carries out a statutory audit, examining all financial and accounting activities of the Institute. Any queries or concerns raised by the Accountant General are promptly addressed, with necessary supplementary documents, invoices, and receipts provided

to the auditors. The Directorate of Collegiate Education, under the Kerala government, sends an audit team to confirm the proper use of funds received from both Central and State governments. This encompasses grants from bodies such as UGC, NAAC, RUSA, DST-FIST, KSCSTE, KSHEC, and other governmental 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)

12.26 LAKHS

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

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

The colllege has a Resource Mobilization policy according to which the various funds are mobilised.The Resource Mobilisation Policy aims to accomplish the institution's objectives whilst ensuring accountability and openness. The college obtains funding from various sources, including UGC, RUSA, DST-FIST, KSCSTE, KSHEC, and State Government grants-in-aid for salaries, as well as contributions from National Service Scheme (NSS), Parent-Teacher Association (PTA), alumni, management, and other benefactors. Several committees within the college are tasked with assessing,

planning, implementing, and supervising fundraising efforts. For central government funds, the FIST, RUSA, and purchase committees work together to distribute resources to different departments for academic materials, infrastructure improvements, and other development projects. This allocation is based on proposals submitted by each department. State government funds are designated for various club activities within the college. Furthermore, contributions from Management, PTA, Alumni, and other sources are utilised to address development needs, pay guest faculty salaries, and provide scholarships to financially disadvantaged students, among other purposes. To ensure optimal resource utilisation, stakeholders are informed about approved budgets and instructed to maintain detailed records of all financial transactions. The Head Accountant, on behalf of the Principal, manages the accounts for all these financial dealings.

File Description	Documents
Paste link for additional information	http://ststephenspathanapuram.ac.in/wp-content/uploads/2025/01/Institutional-strategies-for-mobilisation-of-funds-and-the-optimal-utilisation-of-resources-6.4.31.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

- **IQAC has initiated the student induction programme for UG Students “Deeksharambh” from 31 st July 2023 to 4 th August 2023.The programme was drafted in accordance with UGC Guidelines and covered aspects like socialising,associating,Governing and experiencing.Bridge courses was organised in the morning session and Icebreaking,Awareness Sessions,Health and wellbeing sessions were arranged in the afternoon sessions.**
- **IQAC has successfully submitted the requirements for ISO Certification and the college has been assessed and found in accordance with the requirements of ISO 9001:2015**
- **IQAC in association with the University of Kerala organised a one day College Level Training Programme on Four Year UG Programme on 27.02.2024 in the seminar Hall.Dr.Pramod N, Assistant Professor, N.S.S College,Nilamel and Dr.R .Prakash Chandran Asst.Prof ., MMNSS College,Kottiyam served as the**

resource persons. Very.Rev.Dr.David Koshy Ramban inaugurated the session.

- IQAC in association with UGC-MMTTC ,University of Kerala organised a one day workshop on Outcome Based Education:Active Learning Pedagogyon 16th March 2024 in Aprem Ramban Seminar Hall. Dr.George Varghese ,Asst.Professor, Mount Tabor Training College,Pathanapuram served as the resource person. Principal Mr.Roy John chaired the session.
- Eight certificate courses has been initiated under the auspicious of various departments by the IQAC.
- A total of 4 active MoU'S have been initiated by IQAC this year.The MoU's were signed as to enable improvement in the academic and student oriented activities in the college.

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

The Internal Quality Assurance Cell (IQAC) establishes various guidelines that govern the teaching and learning process. These include conducting academic audit at the end of an academic year and professional development sessions for faculty members.

Academic Audit: The objective of academic evaluations is to measure and improve institutional efficacy, ensuring congruence with educational objectives and benchmarks. This process examines the relevance of curricula, qualifications of teaching staff, student achievements,result analysis,activities such as mentoring,peer teaching and compliance with accreditation standards. By recognising strengths and identifying areas for enhancement, academic assessments encourage ongoing quality improvement, responsibility, and institutional distinction, cultivating an environment conducive to student learning.

Professional Development Programmes: The IQAC plays a pivotal role in organizing workshops, seminars, and training sessions for faculty members to enhance their teaching skills. As part of its initiatives, the IQAC conducted a one-day workshop on Outcome-Based Education in collaboration with the UGC-HRDC, University of Kerala,

which was a new initiative introduced during the year. Similarly, a one-day training session on the National Education Policy (NEP) and the Four-Year Undergraduate Programme (FYUGP) was organized. A training programme on Intellectual Property Rights was also introduced. Additionally, the IQAC conducted an orientation programme for first-year students, offering them valuable insights into higher education and learning.

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)	A. All 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	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college remains steadfast in its commitment to fostering a fair, inclusive, and welcoming environment for all individuals, irrespective of their gender. By implementing a series of proactive

and preventative measures, the institution ensures the safety, empowerment, and equitable treatment of its students and staff. These initiatives underscore the college's dedication to upholding a culture of respect, sensitivity, and inclusivity, where every individual feels valued and secure.To nurture a deeper understanding of gender parity among students, several departments and clubs, including the Women's Cell, NSS, and Health Club, organized seminarsand discussions aimed at fostering awareness and promoting the right attitudes and perspectives.Surveillance cameras have been strategically placed throughout the campus to strengthen safety and security measures. Additionally, the college's security personnel and Gender Champion Nodal Officers play a crucial role in safeguarding gender parity and ensuring a secure and inclusive environment for all.Dedicated restrooms for women have been established to ensure privacy and convenience. These facilities are for promoting a sense of safety and comfort.Fitness facilities have been upgraded to include gender-inclusive spaces, encouraging students and staff of all genders to maintain physical health and wellness.

File Description	Documents
Annual gender sensitization action plan	http://ststephenspathanapuram.ac.in/wp-content/uploads/2025/01/genderLHead-2-1-3.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	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	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

St. Stephen's College, Pathanapuram, upholds a commitment to eco-friendliness on its 41-acre campus, guided by the Stephanian Green Policy and the principles of Reduce, Reuse, and Recycle. Campaigns by NSS, NCC, and the Nature Club raise awareness and promote waste management practices.

Solid Waste Management

- **Dustbins: Strategically placed across the campus to ensure cleanliness.**
- **Waste Segregation: Color-coded bins facilitate separation of biodegradable, non-biodegradable, and recyclable waste.**
- **Eco-Friendly Alternatives: LED display boards replace flex boards at the campus entrance.**
- **Recycling: Non-biodegradable waste is handed to scrap dealers for recycling.**

Liquid Waste Management

- **Drainage Systems: Efficient systems ensure proper disposal of toilet waste.**
- **Chemical Waste: Laboratories dilute chemical waste and promote minimal usage.**

E-Waste Management

- **Awareness Campaigns: Educate about responsible e-waste disposal.**
- **Recycling and Repair: Non-functional devices and cartridges are repaired or recycled.**
- **Battery Maintenance: UPS batteries are recharged and repaired.**

Through these practices, the college fosters sustainability and environmental stewardship.

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

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

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

7.1.5 - Green campus initiatives include

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

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the	A. Any 4 or all of the above

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	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	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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).

St. Stephen’s College, Pathanapuram, is deeply committed to

fostering an inclusive environment that embraces cultural, regional, linguistic, communal, and socioeconomic diversity. The college promotes tolerance and harmony through its policies, practices, and initiatives, ensuring that all members of the community feel valued and respected.

Cultural and Regional Diversity The college organizes cultural festivals, seminars, and exhibitions that celebrate the rich traditions of various communities, encouraging students to appreciate and learn about different cultures.

Linguistic Inclusivity With students from diverse linguistic backgrounds, the institution provides support through bilingual communication, language classes, and cultural exchange programs to bridge linguistic gaps and foster understanding.

Communal Harmony Observance of religious festivals, and awareness programs instill a sense of unity among students and staff, promoting respect for all religions and beliefs.

Socioeconomic Support The college offers scholarships, fee concessions, and mentorship programs to support economically disadvantaged students, ensuring equitable access to education.

Anti-Discrimination Measures Through sensitization workshops, grievance redressal mechanisms, and counseling services, the institution actively combats discrimination, fostering a campus atmosphere of mutual respect and cooperation.

By nurturing a spirit of inclusivity, St. Stephen’s College prepares its students to thrive in a diverse and interconnected world.

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 to sensitize students and employees of our institution to constitutional obligations involves creating awareness and fostering a deeper understanding of the values,

rights, duties, and responsibilities by various programs. The college organizes various workshops and seminar to 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, Kargil Vijay Diwas Observance, Karuthal -Charity Distribution, Anti Drug Awareness Programme, Legal awareness program and so on. Different festivals of all religious groups are celebrated in our institution. The institution is a role model of best governance and democracy by strictly following the fundamental 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 etc on socially relevant themes like drug abuse, ragging 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	ttp://ststephenspathanapuram.ac.in/wp-content/uploads/2025/01/7.1.9-Supporting-Document1.pdf
Any other relevant information	http://ststephenspathanapuram.ac.in/wp-content/uploads/2025/01/Report-f0r-7.1.9.pdf

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	**B. Any 3 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

The celebration and organization of national and international commemorative days and events play a vital role in fostering awareness, unity, and cultural enrichment. These observances provide an opportunity for institutions to engage with diverse themes, ranging from social, environmental, cultural, and educational causes to global peace and solidarity. By marking these occasions, institutions contribute to promoting shared values, honoring significant milestones, and inspiring action among participants.Activities such as seminars, workshops, cultural programs, and community outreach initiatives are often organized, creating platforms for learning, dialogue, and collaboration. Such celebrations strengthen the institution’s commitment to holistic development, inclusivity, and its role as a responsible global citizen. These events not only enrich the community’s knowledge and appreciation of important issues but also encourage individuals to contribute to meaningful change in society.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)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

1. “Karuthal”: Youth Empowerment

OBJECTIVES:

To motivate the students by adopting the slogan “Sharing is Caring”

To offer educational loan facilities and free meals for the students in the college.

CONTEXT:

Karuthal- A Stephanian initiative to spread smiles and make dreams alive. To be of service to the less advantageous sections of the students and to create the sense of belongingness towards the nation. “Karuthal” in Malayalam is “to care”.

PRACTICE:

This fund raised is utilized for providing food for the deprived, extend loans for education purpose and arranging life saving skill development programmes in the college.

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

This 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.”

CONTEXT

Craft making is really useful for the students as it improves the creativityand attitude of the students and develops innovative thinking skills.

PRACTICE:

Craft making involves using a variety of materials,tools, and techniques to create functional or decorative objects, offering a unique way to showcase creativity and craftsmanship.

File Description	Documents
Best practices in the Institutional website	http://ststephenspathanapuram.ac.in/wp-content/uploads/2025/01/karuthal-1.pdf
Any other relevant information	http://ststephenspathanapuram.ac.in/wp-content/uploads/2025/01/7.2-best-practice-list-1-2.pdf

7.3 - Institutional Distinctiveness

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

The college has carved a unique niche in the realm of volleyball, earning recognition for its exceptional performance and commitment to the sports.Over the years, the college has consistently produced players who have excelled at state, national, and international levels, showcasing the institution’s dedication to fostering sportsmanship and excellence. Regular intercollegiate tournaments and training camps are organized to ensure rigorous practice and exposure to competitive scenarios.

The college takes immense pride in its state-of-the-art infrastructure, which stands as a testament to its commitment to providing a conducive and inclusive learning environment. The institution has invested in modern classrooms, advanced laboratories and libraries, all designed to cater to the diverse needs of its students. This infrastructure supports both academic excellence and the well-being of the college community.

In line with its priority to promote inclusivity, the college ensures that society members are actively involved in all its celebrations and activities. This collaborative approach fosters a sense of belonging, where every member, regardless of their background, has the opportunity to participate and contribute to the college’s vibrant culture.

These efforts are a clear reflection of the college’s dedication to creating a holistic and inclusive educational environment.

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

1. Diamond Jubilee Celebrations

- **Mega Exhibition**
- **Mega Alumni Meet.**
- **Grand Valedictory Function: Conclude the Diamond Jubilee celebrations with cultural programs, awards, and special guest lectures from prominent figures.**

2. Quality Enhancement Initiatives

- **Preparation of Action Plan for 2023-24.**
- **Attainment of Benchmarks:**
    - **Participate actively in NIRF and KIRF Rankings to improve visibility and reputation.**

3. Karuthal Programme

- **Expand inclusivity and reach of the best practice program, integrating social welfare and community engagement.**

4. Academic and Co-Curricular Development

- **Organise Seminars and Workshops.**
- **Clubs and Activities**
- **Induction Programme: Conduct induction programs for students to familiarize them with the institution’s ethos, facilities, and opportunities.**

4. Research and Academic Excellence

- **Publications: Encourage faculty and students to contribute more to peer-reviewed journals and publish books.**
- **MoUs and Certificate Programs: Establish collaborations with industries, research institutions, and international bodies to introduce mandatory certificate programs in each department.**

5. Innovation and Idea Development

- **Young Innovators Program (YIP):Promote active participation in YIP by hosting ideation workshops and providing mentorship for student projects.**
- **Support students in presenting innovative ideas at state-level and national-level Idea Fests.**

6. Holistic Development through Co-Curricular Activities

- **Conduct leadership and personality development workshops to prepare students for future challenges.**
- **Community Engagement: Integrate community service initiatives like volunteering and awareness campaigns as part of student activities.**
- **Incubation Support: Collaborate with local and national incubation centers to transform student ideas into startups.**