SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

ST.STEPHEN'S COLLEGE, PATHANAPURAM

MALOOR COLLEGE PO, MALOOR, PATHANAPURAM
689695
ststephenspathanapuram.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

St. Stephen's College, Pathanapuram is a first-grade college affiliated to the University of Kerala founded in 1964 by the great educationist and philanthropist H. G. Mar Thoma Dionysius. It is a Minority Christian institution governed and managed by the Educational Agency, Society of the Order of Sacred Transfiguration. It offers Degree courses in Mathematics, Physics, Chemistry, Botany, Zoology, Economics, Commerce and English and Post Graduate courses in Botany, Chemistry, Mathematics, Physics, and Zoology. Department of Zoology has been recognized as a Research Centre by the University of Kerala. Currently 17 research scholars are pursuing their doctoral studies in the department. Two scholars have been awarded Ph.D. and another scholar has submitted thesis. The College also offers 8 Diploma/Certificate programmes. The College is a training partner institution of Centre for Continuing Education Kerala (CCEK) and ASAP. Out of 46 permanent faculties 25 are Ph.D. holders. A total of 971 students are studying in the college during the year 2020-21. The College has undergone two cycles of accreditation securing B++ grade in 2004 (83 % score) in the first, and B grade in 2015 (CGPA 2.80) in the second cycle.

The college has a central library with 29603 books, 436 reference books, 32 academic journals, 36 periodicals and N-LIST INFLIBNET. The campus is provided with three independent high speed internet connections. The Departments of Zoology, Chemistry, Physics and Mathematics have received the DST-FIST support in 2019. The college has received funds and grants from funding agencies like UGC, KSCSTE, KSBB, etc. We received Rs. 2 crore for infrastructure development under RUSA in 2018.

The college has 41 acres of land with lush greenery and a well-preserved ecosystem. We also have Botanical Green House, Bio-diversity Park, Zoological Museum and Butterfly Park. Solar energy and biogas are alternative energy sources in the campus. Sustainable development initiatives of the college include water harvesting and Vermicomposting unit. The college also has gymnasium, sports hostel and cctv camera surveillance. The infrastructural facilities include 18 ICT enabled class rooms, 1 seminar halls, 12 well equipped laboratories, 3 Research lab, 2 computer labs, language lab and digital library.

Vision

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

Mission

To provide quality education in the concerned areas of learning, by arranging a suitable educational environment, where learning becomes a joyful experience.

To encourage creative thinking in students, which would inspire experimentation, research and discovery leading to excellence in learning.

To provide for the growth of students as mature personalities, by developing academic, social and physical skills, through playing leadership roles; and participation in campus activities and community building programmes.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The college is situated in a serene environment surrounded by 41 acres of lush greenery.
- It is a minority institution that provides excellent educational facilities, especially to socially and economically backward students from rural area.
- We have a separate sports hostel sanctioned by the Sports Council of Kerala. Our Men's Volleyball Team has produced players selected for the National team. Our Women's volleyball team attracts players from all over the country.
- A new aided PG programme -M.Sc. Botany - was started in 2020.
- Post Graduate departments received funds from DST-FIST for developments in the research and academic fields.
- We have qualified and efficient faculty members of which 54% are Ph.D. holders and 41 % M.Phil. holders. The supporting staff are service minded and diligent.
- We receive fundings from all funding agencies like UGC, KSCSTE, RUSA, DoECC etc.
- The campus is Eco-friendly and peaceful to facilitate effective learning and research activities.
- Departmental associations are pro-active and conducts various celebrations, extension and charity activity etc. Students are admitted into the college according to norms of UGC/ Government with special attention to SC/ST/OBC communities.
- Students receive various government and institutional scholarships.
- A registered Alumni association spread globally, functions efficiently.
- Parent-Teacher Association (PTA) is functioning effectively
- Hostel facility is available for girl students.
- Scholar Support Programme (SSP) and Walk with a Scholar (WWS) programmes are run efficiently.
- NSS and NCC have made significant achievements and are involved in various extension activities.
- College conducts regular job-oriented programs in association with Centre for Adult Continuing Education (CCEK), Government of Kerala
- Value-added/ Add-on/ Certificate programs are conducted in the College
- CBCSS was introduced at the UG level and the semester system was introduced at the PG level
- A fully equipped gymnasium and playgrounds are available for the mental and physical development of the students
- N-LIST INFLIBNET and High-speed broadband connectivity are available in the Library
- Mentoring and tutorial system exist in the college.

Institutional Weakness

- Lack of public transport system in the college area
- Hostel facility for boys to be improved
- Regular appointment of staff restricted by Government
- Due to less adherence to the academic calendar by University, there is a delay in University examination and release of results which also leads to the undesirable lagging of courses.

- Academic autonomy is restricted as it is affiliated to a university
- Hesitation from University and Government, doesn't allow the start of self-financing courses
- Existing academic policies of universities are not supportive of interdisciplinary courses and academic flexibility

Institutional Opportunity

- More Research centres can be introduced
- More sports events can be introduced
- Sanctioned Rs. 2 crore under RUSA funding, 50 lakhs under DST-FIST to the college
- Applied for new Graduate and Post Graduate programmes
- Many faculty pursuing Research leading to Ph.D. and a few have applied for guideship
- Since the college is located in the rural area, there is a scope for empowering the manpower available locally through education

Institutional Challenge

- Cater to the needs of the economically weaker session, develop new strategies
- Loss of working days due to public issues like Dharna, Hartal etc.
- Difficulty in completion of syllabus due to limited time within a semester.
- Loss of class hours due to the pandemic and natural calamities has seriously affected the regular teaching-learning and evaluation process
- Unable to conduct proper campus placement drives due to delayed result publication from the University
- Reduction of grants from funding agencies coupled with an increase in the running cost affects smooth functioning of the college.
- Disposal of E-waste is a serious challenge

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

St. Stephen's College, Pathananapuram is a Government aided college affiliated to the University of Kerala and follows the curriculum offered by the University. It is a matter of privilege to the institution that a majority of the academic staff are members of Board of Studies in various universities contributing to the area of curriculum design and development. The college has planned its own mechanism for the effective implementation and transaction of the curriculum with a good commitment to the Kerala University CBCSS regulations. The curriculum ensures the fulfilment of vision, mission, and outcomes articulated by the institution. The college has incorporated courses that instill a sense of responsibility towards the environment, society, gender sensitization and empowerment of the marginalized. It follows CBCSS for UG and semester system with electives for PG programmes. Effective curriculum transaction is ensured through periodic meetings of department faculty and heads, day-based time table, orientation programmes for staff and students, invited lectures, workshops, field trips, experiential learning, academic projects, add on courses, peer teaching, and certificate courses. Lecture classes are supplemented with recorded YouTube Videos, language laboratory, Moodle etc. and relevant study materials are also shared through Google classroom and Whatsapp groups. We

identify the advanced and slow learners during admission. Bridge course, and separate programmes like Student Support Programme (SSP) and Walk with a Scholar (WWS) are conducted for them. We also provide remedial classes to slow learners. Students are exposed to various socio-cultural-political problems through debates, seminars, conferences, workshops and mandatory club activities. Students imbibe values of discipline, patriotism and community service through the programmes organized by NSS and NCC. The IQAC monitors the curriculum planning infrastructure of the college through a well-documented procedure which involves University academic calendar, academic calendar of the college, departmental academic plans, college hand book, virtual learning platform, result analysis, online student feedback system etc. Monitoring and assessing the outcome of the curricula are done by taking feedback from the stakeholders, analyzing it and undertaking corrective measures.

Teaching-learning and Evaluation

The teaching-learning and evaluation process of the college follows a systematic pattern. The teachers follow learner centric approach to develop critical thinking and scientific temperament among students to achieve desired outcomes. The average student enrollment percentage for the last five years is 92.17% and the average percentage of seats filled against the reserved category is 58.69%. The average student-teacher ratio is 21:1 and the average pass percentage is 55.79 %. The institution has 54.34 % of teachers with PhD degree. The identification of students as advanced and slow learners is done at the commencement of first semester of all programmes. The initiatives like WWS, ASAP, participation in competitive exams and enrolment in MOOC/ SWAYAM courses are encouraged among advanced learners. Remedial coaching, peer teaching, and SSP are conducted for the slow learners. For enhanced learning experiences, experiential and participative learning tools and problem-solving techniques are employed. These include internships, industry and field visits, skill development programmes, workshops, participation in seminars, exhibitions, socio economic surveys, hands on training sessions etc. The college provides ICT enabled teaching learning environment for the students through MOODLE LMS, INFLIBNET, SWAYAM/NPTEL, Virtual Labs, video recordings via Google Work space for Education, YouTube videos, audio lectures, blogs, pdf notes, soft copies of learning materials etc. The effective coordination of CLMC, DLMC, Grievance Redressal Cell, Heads of various departments and Tutors ensures transparency and robustness in the Internal Assessment Mechanism of the college. Induction Programme and Bridge Course ensure the smooth transition of students from the higher secondary to the college academic ambiance. Special care is given for *divyangan* students by creating a barrier free environment and by providing scribes during examination. The Programme Outcomes, Programme Specific Outcomes and Course Outcomes are instilled among the students and the teaching learning methods ensure that the PO, PSO and CO are attained and evaluated through mechanisms like test papers, quizzes, group discussions, projects, seminars, and presentations.

Research, Innovations and Extension

St. Stephen's College received four research projects/grants approved by the DST and other Government agencies during the past five years. Department of Zoology is a recognised research centre under University of Kerala and Department of Botany also has the research facilities . A good number of faculties from various departments have published papers, research articles and book chapters in reputed international, national and state journals. The majority of the articles are published in UGC-listed journals.

St. Stephen's College has created an ecosystem for innovations by conducting extension activities mainly through NCC and NSS. Almost all departments of the College conduct extension activities on a regular basis.

Four seminars were conducted on Intellectual Property Rights (IPR) and an international webinar was conducted on entrepreneurship during the last five years. Our College has signed two MoUs with the Government/Agricultural institutions to support the students to achieve professional Diploma course in 'Shipping and Logistics' through CCEK and provide an opportunity for dissertation work and training in Regional Agricultural Research Station, Sadanandapuram.

Two research scholars have so far completed Ph.Ds. and seventeen doctoral students are pursuing their Ph.D. currently. The college received three awards and recognitions for extension activities from Government/ Government recognised bodies during the last five years.

More than 200 extension and outreach programmes were conducted by the institution through Department, NSS and NCC etc. The programmes connected with Swachh Bharat Abhiyan and women empowerment initiatives were organised in collaboration with community and NGOs during the last five years. Thirteen collaborative activities for research were conducted during the last five years, which were highly beneficial for the students in carrying out their project work.

Infrastructure and Learning Resources

St. Stephen's College consistently upgrades its physical, academic, and technological infrastructure to keep abreast of changing times and evolving needs of the students. The college has 5 separate blocks to cater to 8 UG, 5 PG programmes and 1 Research Centre. Departments have essential IT infrastructures like Computers, Printers, and Scanners. Wi-Fi facilities are available in each department which makes accessing online materials easier. A Display board has been established at the main administrative block which displays all important informations. The college has a spacious, well-equipped auditorium which can house an audience of 1000. The college also has a conference hall which can accommodate up to 150 students with modern audiovisual and IT facilities.

We have a centralized computer lab in the college to enhance the scientific and technological research and invention capacity of students, apart from conducting the courses as per syllabus.There are 29603 Books and 436 reference books, 32 journals, 9 magazines, 5 News Paper, Newsletters, reports, dissertations and thesis are available in the library. The library provides unlimited internet facility and varieties of electronic resources. They are E-Journals, E-books, E thesis, Databases, N-LIST INFLIBNET, Open access repositories, Online Catalogues.

The college also provides safe drinking water facilities through the installation of water coolers at various places in the campus. For harvesting rainwater, a harvesting well has been installed in the campus. Transport facility is provided with the help of a 41 seated bus. The college also has Zoological Museum, Biodiversity Park, Butterfly Park, Herbarium, Administrative office Room, Principal's office, Manager's office, Visitors launch, separate rooms for NCC, NSS, Women's Cell. Gymnasium and Health club, Canteen, toilets for staff, exclusive ladies waiting block with attached washrooms and restrooms. Specially designed toilet and ramp facilities are provided for physically challenged students. The physical education department has a fitness training centre, volleyball court, badminton court, football field and 200-meter track and a Gymnasium room fitted with fitness training equipment.

Student Support and Progression

The college believes that the institution brand equity is mainly generated by the quality, progression and success of its students. It makes sure that no student falls back in excellence due to lack of means and support. On an average 80% of the students get scholarships and free ships from the government. Besides this, college has instituted around fifty scholarships to meritorious and deserving students.

A number of capability enhancement and development schemes are effectively implemented in our college. The college gives special focus on yoga practicing and physical fitness. It also has facilities like language lab and soft skill development programme. An active career counseling cell functions in the college. Coaching for competitive examinations is also being offered to the students.

Grievance Redressal Cell provides opportunities for students to submit their grievances to the Principal directly and resolve the same within a stipulated time. Anti-ragging Committee and Anti-sexual Harassment Committee are also constituted in the college as per the guidelines of UGC to prevent ragging and sexual harassment. 18% of outgoing students get placed and 30% goes for higher studies. Some of them get qualified in prestigious competitive examinations like NET, GATE etc.

College union election is being conducted every year in parliamentary mode. The IQAC has a student representative. College also gives good platform to students to exhibit and develop their extracurricular activities through various clubs, associations, NCC and NSS. The elected college union takes lead in organizing various cultural, sports and celebrations of national days to develop a spirit of patriotism on the campus. Many of our students have won national and international recognition. NCC cadets of our college have participated in the Republic Day parade in Delhi

The STEPHANI alumni association has liberally contributed to constructing the rainwater harvesting unit, providing financial support to the needy students and donating books to the library. Departments conduct alumni meetings every year in addition to the general alumni meeting of the college. The alumni have contributed Rs. 5, 00,500 over the last five years.

Governance, Leadership and Management

St. Stephen's College conceptualized with the aim of spreading the light of knowledge in remote areas, now concentrates on equipping students for the present and emerging challenges.

Governance

The college practices a decentralised mechanism in its administrative and other institutional practices right from the beginning of the college. This inclusive and participatory approach promotes an environment of solidarity, oneness and mutual respect which ensure the smooth functioning and growth of the institution.

Effective Deployment of Plans

Focus was given to the general theme 'Comprehensive development of teaching, learning and research

activities in the college'. The pandemic situation fuelled our initiative towards a blended teaching-learning process. Our faculty utilized variant modes of online teaching such as G-classroom, G-meet, YouTube channel, and LMS (personalised Moodle links). Our college has now established a centralized MOODLE platform incorporating all faculty and students. We have ensured the participation of the students in various certificate courses offered by MHRD, SWAYAM-NPTEL and AICTE to develop self-learning aptitude in students. Four certificate courses were provided among which one was started this academic year. For equipping students to undertake small-scale entrepreneurship, we have arranged hands-on training in LED fabrication in association with PMMMNMTT (Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching).

The management has been providing financial support to teachers for obtaining membership in professional bodies. There has been active participation of teachers in attending professional development programmes leading to their overall development.

Welfare Schemes: Both institutional and Government welfare schemes are implemented.

IQAC initiatives: The IQAC of the college coordinates all the activities in the college. The cell plans and directs the departments on activities regarding the progress of the institution. IQAC conducts regular meetings and all decisions are recorded.IQAC is steadily monitoring the academic activities and progress of teaching staff of the college. IQAC has initiated SOLSTICE, an annual newsletter which is a kaleidoscope of the academic and the non-academic activities of the college and reports on the initiatives and activities of departments, clubs, cells and associations.

Institutional Values and Best Practices

The college organizes various activities for gender equity promotion, environmental consciousness, differently able friendliness, promotion of human values and also promotion of professional ethics. Gender Champion Club and Women's Cell organized activities like Mathritham-Samskarathilum Sahithyathilum (Seminar on Strength of Women) legal awareness Programme on women empowerment, Webinar on Gender Equity etc. For differently abled students, institution provides facilities like ramp, rest rooms and scribes for writing examination.

A rain water harvesting unit is functioning in the college. Department of Physics is organizing energy conservation programmes like distribution of LED bulb. Such programmes are conducted for the wellbeing of the society by creating an environmental consciousness among people.

Our institution has taken many initiatives to contribute to local community. NCC unit conducted 'Swatch Bharat Abhiyan' to ensure hygiene in the college premises. Department of Botany has organized a community extension programme in which training on mushroom cultivation was given to local people. During the time of Covid 19 outbreak, Department of Chemistry prepared sanitizer and distributed to the houses near the college. Such programmes are conducted for the wellbeing of the local community.

To maintain professional ethics and human values, a code of conduct is followed by staff and students of the institution. A Palliative Care Unit is functioning in the college under Health Club. Charity visits to nearby old age homes and orphanages are conducted every year to inculcate social responsibility in students.

The best practices of the institution consist of 'Sanjeevani' and 'Kaushal Vikas'. Health based social services of the college like blood donation, palliative care etc. are included in Sanjeevani. Kaushal Vikas aims at taking

initiatives for craft making and skill development among students and also enabling them to earn from their products by providing market through Commerce Square, Vipani etc.

The distinctiveness of the college lies in the performances of students in various sports activities, especially Volleyball. The college is one of the sports centers recognized by the   Kerala State Sports Council for Volleyball and has produced many national and international players.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ST.STEPHEN'S COLLEGE, PATHANAPURAM
Address	Maloor College PO, Maloor, Pathanapuram
City	Pathanapuram
State	Kerala
Pin	689695
Website	ststephenspathanapuram.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal(in-charge)	Koshy P. M.	0475-2352385	9447087260	-	ststephenspathanapuram@gmail.com
IQAC / CIQA coordinator	Roy John	0476-2620667	9497756779	-	royjohn@ststephenspathanapuram.ac.in

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes Minority certificate.pdf
If Yes, Specify minority status	
Religious	Malankara Orthodox Syrian Church
Linguistic	
Any Other	

Establishment Details	
Date of establishment of the college	08-06-1964

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Kerala	University of Kerala	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	31-03-1987	View Document
12B of UGC	31-03-1987	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Maloor College PO, Maloor, Pathanapuram	Rural	41	10832

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Economics	36	Plus Two	English	52	52
UG	BA,English	36	Plus Two	English	44	44
UG	BSc,Chemistry	36	Plus Two	English	38	28
UG	BSc,Mathematics	36	Plus Two	English	40	16
UG	BSc,Physics	36	Plus Two	English	35	18
UG	BSc,Botatny	36	Plus Two	English	38	37
UG	BSc,Zoology	36	Plus Two	English	38	34
UG	BCom,Commerce	36	Plus Two	English	41	41
PG	MSc,Chemistry	24	Graduation	English	14	14
PG	MSc,Mathematics	24	Graduation	English	16	16
PG	MSc,Physics	24	Graduation	English	13	12
PG	MSc,Botatny	24	Graduation	English	12	12
PG	MSc,Zoology	24	Graduation	English	13	12
Doctoral (Ph.D)	PhD or DPhil,Zoology	36	MSc	English	8	5

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				7				49
Recruited	0	0	0	0	5	2	0	7	16	23	0	39
Yet to Recruit				0				0				10
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				9
Recruited	0	0	0	0	0	0	0	0	2	7	0	9
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				30
Recruited	13	5	0	18
Yet to Recruit				12
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	1	0	10	11	0	25
M.Phil.	0	0	0	1	1	0	1	2	0	5
PG	0	0	0	1	0	0	5	10	0	16

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	7	0	8

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	272	0	0	0	272
	Female	559	2	0	0	561
	Others	0	0	0	0	0
PG	Male	13	0	0	0	13
	Female	108	0	0	0	108
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	1	0	0	0	1
	Female	16	0	0	0	16
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	14	15	14	16
	Female	25	33	21	34
	Others	0	0	0	0
ST	Male	0	0	0	1
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	36	34	39	33
	Female	59	86	89	68
	Others	0	0	0	0
General	Male	60	66	53	44
	Female	170	143	134	145
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		364	377	350	341

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	For enrollment of more students, we are very much interested in starting new courses in multi discipline but the Government is not sanctioning due to policy issues. New courses are proposed to enroll more students in attractive programs offered by Centre for continuing education Kerala (CCEK.). The institution is very much interested to have self-financed courses in various disciplines but the University of Kerala is not permitting such courses in the Aided sector at present. Our college is providing multidisciplinary programs and we have 5 five degree courses in science faculty and 3-degree programs in arts faculty. Also, we have 5 post-graduation degree programs in science.

2. Academic bank of credits (ABC):	Large numbers of our students are participating in online MOOC courses from SWAYAM and NPTEL to avail of Academic Bank Credit. A process is initiated to equip our students, especially those from rural backgrounds to cope with the modern academic world. The courses offered by CCEK are a Professional diploma in industrial instrumentation & fire and safety (PDIFS) and a Professional Diploma in Shipping and logistics (PDSL).
3. Skill development:	Vocational skills obtained through short-term courses will enhance our students to increase productivity and improve their standard of living. We have vocational courses affiliated with Centre for continuing education Kerala (CCEK). The best practice proposed by us like 'Kaushal Vikas' which aims at taking initiatives for skill development among the students. We have interactive classrooms, multidisciplinary courses, and online infrastructure for empowering our student's skills.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Quality and equitable education for all through the Indian knowledge system is followed by our institution and which is envisaged very well in the College motto, "Sacrifice, Serve and Save". We imbibe our culture, tradition, heritage, customs, language, indigenous traditional knowledge, etc; to the generation for better values in life.
5. Focus on Outcome based education (OBE):	We are trying to propose a student-centric teaching-learning methodology planned to achieve stated objectives and outcomes. At present the University is providing us the curriculum and colleges have no freedom in designing or proposing. We expect the new education policy will give greater freedom to the institutions to have outcome-based education at the interest of students.
6. Distance education/online education:	The college has established a MOODLE platform to perform online classes for the students. This facility empowers our faculties to develop and design classes and also evaluate the students. Seminars have been conducted to give the modern trends of online education, methodology, and technical expertise to teachers. Faculties have been received training from Kerala Higher Education Council. Other online platforms such as Google classroom, Zoom, Google meet, YouTube videos, audio lectures, blogs, etc are also used by our faculties. The college offers the

	facilities of ICT enabled teaching learning environment for the students through MOODLE-LMS, SWAYAM/NPTEL, Virtual Labs, and edX.

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
261	269	249	246	261

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
14	12	12	12	12

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
971	985	1007	1007	1005

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
78	76	76	76	77

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
338	315	310	327	307

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
55	47	38	41	45

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
56	56	56	56	56

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 35

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
79.96770	59.20570	24.91865	15.92301	26.56370

4.3

Number of Computers

Response: 108

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

St. Stephen's college, Pathanapuram is a Christian minority institution established in 1964. It was started in an educationally and economically backward rural area with the aim of uplifting rural community through value - based education. The college has implemented Choice Based Credit and Semester System (CBCSS) for all UG programmes and Semester System for PG programmes as per the regulations of the University of Kerala, Thiruvananthapuram. Each department prepares an outline of the activities that are proposed to be implemented every year and follow an academic calendar based on the University syllabus. The teachers follow a well-structured teaching strategy using smart boards and ICT facilities. The slow learners are identified based on their initial performance in class tests. To enhance their learning process, remedial classes are arranged for them, which is included in the Student Support Programme (SSP). Advanced learners are identified and are included in the Walk With Scholar programme (WWS) to improve their skills. The progress of the students is continuously evaluated through monitoring Attendance, Assignments, Seminars and Internal examinations. University examinations are held and results are published on time.

Department-wise Parent-Teacher meetings and General PTA meetings are held periodically. Internal marks are published and complaints are resolved. Both Internal and External Evaluations are carried out using a Grading System. Students are provided an opportunity to familiarize their programme through bridge course.

A well-equipped library with reference textbooks, journals, publications, databases like INFLIBNET and e-resources accommodate to the needs of the students. Faculty members, research scholars and post-graduate students are provided with INFLIBNET user accounts. High speed internet is provided at the library, research labs and to the departments. To cultivate research culture in the college, a research committee is constituted under the supervision of a research director. The college is also having a research laboratory with the support of DST FIST. A centralised computer lab facility is also available for students with the support of DST FIST. Certificate courses and open courses are offered by various departments to the students for job opportunities and to widen their information horizons. Department-wise seminars and discussions are arranged to provide insight into the recent developments in respective disciplines. 'Memorial Lectures' are also held. Field trips, industrial visits and projects are arranged for the students to experience real industrial situations. The educational plan is executed to channelize the students into socially valuable residents of this country. The system of educational plan conveyance in the college is appropriately reported on the college website and in the handbook. Faculty members use Learning Management Systems and platforms like Moodle, Google Classroom, YouTube channels, etc. The students can access video lectures of the faculty, power point slides prepared by the faculty through the Virtual Class Room Facility.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

An Academic Calendar is prepared by the concerned departments at the beginning of each semester in line with the University's calendar comprising various curricular, extra and co-curricular activities. All the classes and examinations are planned as per the calendar, thus ensuring complete adherence. The process is:

Teacher: Every teacher is assigned the subjects to be taught during the academic year. The teacher plans the teaching and evaluation schedule of the assigned subject. The institution plan the type and schedule of internal evaluation in consultation with the head of the department.

Head of the Department: The Head of the department compiles the academic plan submitted by the teachers and ensures that there is no overlapping of the activities and the Continuous Internal Evaluation, in particular at both the internal and the university level. Then the Academic Calendar is forwarded to the IQAC.

The Institution, right from the admission, monitors the progress of the students, and the departments constantly keep track of their students' progression. This helps in continuously evaluating the student. The unit tests are also conducted for the students by all the departments for the Slow Learners following the criteria set by the College.

The college level internal examination committee strictly conducts one internal examination for UG students and two internal examinations for PG students before the commencement of their university examination. Course– wise assignments are taken from the students. The departments maintain the internal and end-semester question papers and upload them to the college websites as well.

The CIE also done according to the norms of the parent university which includes the end-semester examination. This keeps the student on constant evaluation. The practical examinations and viva-voce are held by the external examiners appointed by the university. The university end semester examinations are conducted in the college with the involvement of all the faculty members.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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 last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document](#)
Any additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.2 Academic Flexibility

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

Response: 92.86

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

Response: 13

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 13

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
4	3	4	1	1

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 7.23

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
91	84	157	14	13

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

1.3 Curriculum Enrichment

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

Response:

The University courses offered bring into the curriculum discussions on all the issues cited above. Every Program offers a paper on Research Methodology in its respective field. It highlights the importance of maintaining intellectual honesty in the academics. The course, Informatics and Cyber Laws for B.Com elaborates on maintaining integrity in the cyberworld.

All U.G. classes, except B. Com., have the language courses, Writings on Contemporary Issues, and Environmental Studies and Disaster Management. These courses have modules on Gender, Environmental Issues and Disaster Management. These discuss the implications of the same by drawing in examples from contemporary issues and literature. B. Com. Students have the course Environmental Studies that addresses similar concerns. Courses like, Women's writing, Post-Colonial Literatures in English, 20th Century Malayalam Literature in English Translation for B.A. English students look at gender and environmental issues from multiple and fresh perspectives. Women's Cell and Gender Champions' Club organizes seminars, film festivals etc. that serve as active forums for productive discussions on Gender and human rights issues.

Forestry, the Open Course offered by the Department of Botany, underscores the importance of afforestation and sustainable development. The various modules on Green Chemistry for Chemistry students promote a moral sense among students to put ecological and human sustainability needs ahead of mere mindless and blind scientific development. Energy Physics, the Open course of the Department of Physics, looks into environmentally sustainable energy resources that assume importance in the current emergency of global warming. The celebration of Environment Day with the planting of saplings and Ozone Day by organizing awareness seminars also puts forth the same message. Nature Club, Biodiversity Club and Energy Conservation Club are functional in the college. First year Commerce students conduct an environmental census and submit the report by earmarking out a local area and studying its local environmental issues. The college strictly adheres to the Green Protocol and hence keeps the campus plastic free. Banners are encouraged on cloth and biodegradable materials. Styrofoam and paper cups and plates are replaced with steel cups and plates, plantain leaves etc. As part of an extension activity, the Department of Chemistry conducted classes on the paper bag making for the public and students. The college has a rainwater harvesting system that sustains the college in the dry months.

Human Resource Management, the Open Course offered by the Department of Economics, elaborates on the ethical management of human resources for nation building. Public Health and Hygiene, the Open Course of the Department of Zoology, discusses the much ignored but most relevant issues of social hygiene and health. The Human Resource Development and Placement Cell of the college organizes classes by experts to improve the overall emotional health of the students and to instil leadership and workplace skills in them. Entrepreneurship Development Club conducts activities to find out budding entrepreneurs among students. Legal Forum imparts basic awareness on constitutional rights and duties to the students. The Anti-Drug Committee ensures students grow up into valuable assets to the society.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 4.67

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
12	12	12	12	12

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 34.81

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 338

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: B. Any 3 of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 92.17

2.1.1.1 **Number of students admitted year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
341	350	377	364	361

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
397	388	387	387	387

File Description	Document
Institutional data in prescribed format	[View Document]()

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 58.69

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
51	35	48	39	52

File Description	Document
Average percentage of seats filled against seats reserved	[View Document]()

2.2 Catering to Student Diversity

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

Response:

The faculty advisors of the first-year students collect the details of curricular and co curricular achievements/abilities of students at the time of admission itself. They are asked to enter those details in a proforma prepared for the same. Bridge Course for newly admitted students is conducted every year before the commencement of the first semester classes. The main objective of the course is to bridge the gap between subjects studied at the Higher Secondary level and subjects they would be studying in the undergraduate classes. A centralized pattern exists to organize the course. Induction Programme is organized in the institution to help new students adjust and feel comfortable in the new environment, to inculcate in them the ethos and culture of the institution and to help them build bonds with other students and faculty members. Previous academic records and the marks obtained in the first continuous evaluation are considered to identify advance and slow learners. Remedial classes are conducted after assessing the learning difficulties of the students with compensatory strategies for specific learning weaknesses or disability. Remedial classes are taken for the topics found to be difficult to grasp by the slow learners. Peer Teaching is also employed for instilling confidence in slow learners.

The Scholar Support Programme (SSP), an initiative of the Department of Higher Education, Govt. of Kerala, is functioning in the college for imparting additional support to students in curricular areas of weakness.

The advanced learners are given special care for nurturing their interest in the subject. They are encouraged to acquire in-depth knowledge on specific topics. They are encouraged to have serious discussions on the recent developments in their field of study. The teachers act as facilitators by getting them into an interactive mode of learning rather than being passive listeners. Special coaching is given for PG students preparing for NET.

Walk with a Scholar (WWS) scheme proposes to arrange specialized mentoring programs for students in Undergraduate Programs in Arts, Science and Commerce and to provide guidance for their future. The scheme introduces the idea of mentoring and builds on the concept of mentor as a 'Guide' and 'Friend'. The students are taken to educational institutions of high repute for motivating them to aim for higher goals in life.

Mentoring for PH – students. Special care is given for PH – students in the college which is evident from the consistent increase in the number of PH students in UG and PG streams. The institution also has a scribe bank, as a new initiative for helping such students.

INFLIBNET facility available in the institution help the students, who are predominantly from rural background with no internet facility at home, to have access to a wide variety of international journals and resource materials along with other Library resources,

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

Extension/ outreach programmes are organized by the departments of the institution with the participation

of students to make them socially committed.

File Description	Document
Past link for additional Information	[View Document](#)

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

Response: 17.65

File Description	Document
Any additional information	[View Document](#)

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

Response:

The institution takes ample care to adopt student centric learning methods and the students are encouraged to actively participate in the learning process which enable them to become independent learners. Teaching–learning methods adopted by the faculty members include Lecture Method, Interactive Method, Project-based Learning, Power point presentations, Group discussion, Quiz, questions and answers discussion based on syllabus. Teachers are guides to students in the process of preparation of projects. All the PG and UG courses have project work in their final semester.

Participative methods: Includes active participation of students through Group Discussion,Quiz, ICT aided seminar presentations, assignments, debates and Walk with a Scholar programme. Industrial visits: Institutional visits, Industrial visits, Visits to Research Centres, and Lab visits are conducted regularly under the auspices of Departments and Walk with a Scholar Programme. Various clubs like Nature club, Tourism Club, Bio-diversity Club etc. help the students to learn through co-operative activities

Student Initiative Programmes: Peer Teaching provides opportunities for students to get into the various nuances of a topic by explaining it to their peers. Through Teaching Talent Scan PG students volunteer for taking classes in UG. Students organised Exhibitions with the help of the faculty in various departments provide them with participatory learning experience. Poster Presentations organised by students to observe national and international days of scientific and social significance. Students organise Programmes for school students – conducting quiz, introducing science labs and the procedures adopted there etc. in connection with national science day.The Student seminars are organized wherein the papers are presented by students on syllabus-based topics to enrich their learning experience.

Skill Enhancing Programmes:

- Commerce Square organized by the Department of Commerce is an initiative to enhance the marketing ability of the students. It also provides the students with an opportunity to learn consumer behaviour.

- Inspire, aspire scholarships.
- Student projects funded by govt. agencies.
- Participation of students in Additional Skill Acquisition Programme (ASAP)
- To encourage scientific temper among our students renowned personalities like Dr. Oomman V. Omman V Omman, Former Chairman, Bio-diversity Board, Government of Kerala are invited as guest speakers.

Green Initiatives:

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

Communication:

- The College Magazine under the auspices of College Student Council and Manuscript Magazines, published by various departments provide a platform for students to express their creativity and raise their opinion on various academic and social issues.

File Description	Document
Link for additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Learning Management systems like MOODLE and G suit for Education are effectively employed to transact the learning objectives and to simplify the creation, distribution and the grading of assignments in a paperless way. Google meet, Zoom, YouTube videos uploaded by the faculty etc. are used to conduct the online classes. Institution provides a Moodle platform to increase the efficiency of the teaching – learning process. Students are encouraged to join NPTEL - SWAYAM courses to increase their knowledge base. NPTEL videos are used in the teaching learning process as well.

INFLIBNET facilities available in the institution help the students to have access to a wide variety of international journals and resource materials along with other Library resources. PG students are provided with INFLIBNET user credentials. UG students are also given the user credentials on their demand. e-PG Pathshala resources are also used in the teaching learning process for UG and PG students. Students are encouraged to make short videos as part of their assignments for continuous evaluation. The above-mentioned methods ensure the enthusiastic participation of students in the learning process and help the teachers in tracking the gradual progress of the students.

File Description	Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<u>View Document</u>

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

Response: 23:1

2.3.3.1 Number of mentors

Response: 42

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<u>View Document</u>
mentor/mentee ratio	<u>View Document</u>
Circulars pertaining to assigning mentors to mentees	<u>View Document</u>

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 80.71

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<u>View Document</u>
List of the faculty members authenticated by the Head of HEI	<u>View Document</u>

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 39.48

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
24	22	15	14	15

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<u>View Document</u>
Any additional information	<u>View Document</u>

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

Response: 6.95

2.4.3.1 **Total experience of full-time teachers**

Response: 382

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<u>View Document</u>

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The college being affiliated to the University of Kerala, designs the process of continuous internal evaluation in accordance with University Academic Calendar. IQAC prepares an Academic calendar according to the University calendar which is endorsed by the Staff Council. In the beginning of an academic year the calendar is distributed among students. The schedule contains the dates of the internal test and evaluation process. The Academic Calendar is circulated among the faculty members and the same is informed to the students. The college being affiliated to the University of Kerala, designs the process of continuous internal evaluation in accordance with University Academic Calendar. IQAC prepares an Academic calendar according to the University calendar which is endorsed by the Staff Council. In the beginning of an academic year the calendar is distributed among students. The schedule contains the dates of the internal test and evaluation process. The Academic Calendar is circulated among the faculty members and the same is informed to the students. Before every internal assessment, the meeting of CLMC and Centralised Internal Examination Committee is conducted and arrangements for the internal examinations are chalked out and minutes are maintained. The internal examination schedule is prepared and conveyed to students and the same is exhibited on the notice board. Question papers set based on the Outcome at the department level are submitted Online to the Centralised Internal Examination Committee, which takes care of the fair conduct of examination. The results are published on the notice board within a week. The CE marks are uploaded only after it is signed by the students. The faculty advisor of each class

is entrusted with the responsibility of uploading the internal marks into the University Portal. Those students who could not take the exams due to valid personal inconveniences are allowed a retest, (conducted by the department), only after producing a request from the parent duly endorsed by the Principal. Teachers are allotted examination invigilation duty by the Centralised Internal Examination Committee. On completion of the internal examinations, written answer scripts are handed over to the teachers concerned for valuation. Once all internal marks have been collected PTA meeting is called to inform parents/guardians of the academic progress of their wards. PTA meeting is arranged for each class in every semester. Assignments and class tests are conducted besides the centralized conduct of an Internal Examanation per semester under the supervision of the Centralised Internal Examination Committee. Grace marks for assignments based on timely submission is a reform implemented by the institution. The institution maintains an Online attendance portal and attendance is uploaded on a daily basis. After every month attendance is published in the notice board.

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

Response:

Internal Assessment is monitored by the College Level Monitoring Committee (CLMC) and the Department Level Monitoring Committee (DLMC). Before every internal assessment, the meeting of the Department Level Monitoring Committee is conducted. Internal Assessments of all the semester examinations are conducted by the Centralised Internal Examination Committee. Question papers are set at the department level and handed over to the Centralised Internal Examination Committee, which monitors the fair conduct of exam. The invigilation duties for the teachers are allotted by the committee. On completion of the internal examinations, written answer scripts are handed over the concerned teachers for valuation.

Attendance Consolidation: Attendance is consolidated every month with the aid of Online attendance portal and published in the department notice board. The college has an Attendance Committee which looks into the attendance issues of the students.

Timely Valuation: The results are published in the notice board within seven working days. The CE marks are uploaded only after it is signed by the students.

Re-tests: The students who could not take the exams due to personal inconveniences are allowed a retest, (conducted by the department) with the permission of the Principal.

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

Uploading of Internal Marks in the University Portal: After obtaining the signatures of the students, the internal marks of each course are uploaded at three levels- Teacher level, HoD level and Principal level.

Parents-Teachers-Students Meeting:Once all internal marks have been collected, a Parent –Teacher - Student (PTS) meeting is called to inform parents/guardians of the academic progress of their wards.

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.

Response:

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 specifications include the in-depth knowledge a learner has to attain in his/her respective field of study, the skills associated with it, the application of the theory imparted in real life situations and scope for further exploration. The syllabus prepared as such by the BoS is discussed meticulously by each department and course outcomes are delineated accordingly keeping in mind the transfer of knowledge to occur which indeed is the efficacy of the course. The POs, PSOs and Cos thus analysed and consolidated by each department are uploaded in the college website. Every year the institution organises Induction Programme to help new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution and to help them build bonds with other students and faculty members. Details regarding their first-year degree programme and significance of Department Associations and other clubs are made clear to students since all such activities and involvements enable the students to attain the set goal. Orientation programme for the first-year students organised by the institution, is a platform for discussion regarding the syllabus – POs, PSOs and Cos. Students are made aware of the various academic avenues possible before them after the successful completion of the course. COs are explained exhaustively by the teachers in the introductory classes of each course. Students are assisted with e-resources and supplementary study materials from the College Library which enable them to accomplish these outcomes. The institution encourages the students to discuss and raise doubts in their field of interest during the conduct of seminars, peer teaching, paper presentations etc. which motivates them to attain the outcomes as specified in the syllabus. The College Calendar gives details regarding each programme and course. The IQAC collects feedback from teachers and students concerning the syllabus and consolidates the same. The departments inform the BoS the concerns expressed by the teachers and students about the syllabus for further action. Apart from the mandatory clubs, the institution organises Short Term Certificate Courses and Value-Added Courses in such a way that students are enabled to attain the expected outcome.

File Description	Document
Past link for Additional information	[View Document](#)

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

Response:

The POs and PSOs for all programmes and COs for each course are prepared considering the outline provided by the University of Kerala. The CO, PO and PSOs designed by the university are carefully discussed at the department and teachers concerned plan their lessons accordingly. The methods chiefly used to assess whether students have attained the Course Outcomes include the participatory levels of students in curricular/ cocurricular activities, marks scored for internal exams, their participation in seminars, their ability to handle assignment topics and their performances in the final examination. A

detailed Blueprint is prepared at the department level to assess the attainment of COs, PSOs while setting Question papers for the Internal Examination and selecting topics for assignments.

A student's Grade Point (GP) is taken as the benchmark to measure whether the Course Outcome has been achieved or not.

Students with a GP of 9 or above are considered to have achieved all the outcomes of the courses.

A student with GP between 8 - 9, 7 – 8 and 6 – 7 is deemed to have achieved 85%, 75% and 65% respectively of the course outcome.

Students with GP between 4 and 6 are deemed to have achieved 50% of the course outcome.

Students with GP less than 4, do not pass the course.

If a student passes all Semesters, he is ascertained to have achieved the Programme Outcome. His/her 'Cumulative Credit Point Average' (CCPA) is taken as the benchmark to measure whether the programme outcome has been achieved or not. If a student scores 9 and above, he is taken to have achieved all the outcomes of the programme. Those with CCPA less than 4 are considered not to have met the minimum outcome of the

programme. Students in the Science stream have to submit Field Report and Industrial Visit Report to the University based on their Field Visit and Industrial Visit organised by the departments concerned. The report thus submitted is also taken into consideration for assessment. The IQAC of the college gathers feedback mainly from teachers, students and alumni with regard to the significance and application of the syllabus. The same is discussed in departments and suggestions of teachers and students are consolidated and forwarded to the Board of Studies of each subject for further action. The institution strictly adheres to the guidelines given by the University in assessing the feasibility of the syllabus in attaining POs and PSOs for all programmes and COs for each course. Apart from that various department conduct class tests, seminars, assignments and paper presentations based on selected topics. The UG and PG students are encouraged to take up innovative ideas in carrying out the project by the project guides. The mock viva conducted for students by respective departments help the students as well as the teachers to assess the attainment of specific objectives set for the project.

2.6.3 Average pass percentage of Students during last five years

Response: 56.13

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
163	200	195	189	148

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
334	309	313	332	309

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View Document]()
Upload any additional information	[View Document]()

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response: 3.61	
File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document]()

Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 117.9

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
1.5	115.95	00	00	0.45

File Description	Document
List of endowments / projects with details of grants	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)

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

Response: 5.45

3.1.2.1 **Number of teachers recognized as research guides**

Response: 3

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 12.5

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
02	02	00	00	01

3.1.3.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
08	08	08	08	08

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)
Any additional information	[View Document](#)
Paste link to funding agency website	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

Our college is providing a healthy ecosystem for knowledge sharing, quality education that upholds the creativity in students and other stakeholders and it also impart social and cultural commitment. We have an active research forum consisting of doctoral degree holders and other academicians. The forum frequently conducts debates and discussions related to recent scientific advancements and trends and the outcomes are shared to research scholars, faculty and students.The department of Botany has introduced an innovative initiative in conserving and providing the details of the plant by QR code. The college was awarded the FIST by the Department of Science and Technology, Government of India for fostering science and technology developments. As a result, the college acquired new research equipment including Double beam UV-Visible Spectrophotometer with DSR attachment, Sonicator, Olympus trinocular microscope with camera and other equipment. Thus the laboratories of the institution were lifted to new levels of excellence. The Institution shares these facilities with other colleges, researchers, and the public.

Now our institution has 7 research guides and 14 research scholars doing their research in various interdisciplinary areas. Two new aquatic species identified from Cochin backwaters of Kerala are the contributions of our faculty. Intellectual Property Rights (IPR) seminars and webinars were conducted frequently for stakeholders which impart knowledge regarding patent, copyrights and other areas of new innovations and inventions. The knowledge inculcating programmes like symposia, seminar and workshops focusing on the areas such as apiculture, mushroom cultivation, paper bag making and craft

making is beneficial to all stakeholders and also helps for their intellectual development and better earning. These knowledge sharing practices help various groups such as Women self-help groups, Kudumbasree units and other local communities for uplifting the latest trends and tendencies around the world. We conducted energy audits more frequently and have distributed LED lights for the last several years and given proper guidance to the public regarding the energy conservation measures.

Student Support Program (SSP), Walk With a Scholar (WWS) and knowledge shared by eminent academicians and researchers are experienced as a unique and flourishing the needs of bright students and helped to mould their future prospects.The newly introduced course in Logistics under Centre for Continuing Education (CCE) of Government of Kerala and newly sanctioned M.Sc. Botany with specialization in Ethnobotany and Ethnopharmacology courses of University of Kerala helps the students to attain an additional and traditional expertise and place better chances and opportunities.

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

As part of social obligation, the students, teachers, non-teaching staff and stakeholders effectively participated in flood relief campaigns during the worst affected flood in Kerala (August 2018), in association with governmental and non-governmental organizations. In association with the Public Health Department, Government of Kerala, our institution frequently provides aid to the needy people around the campus, and it was appreciated by different governmental agencies.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 6

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

2020-21	2019-20	2018-19	2017-18	2016-17
04	00	01	01	00

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 2

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 12

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 6

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document
URL to the research page on HEI website	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 1.04

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
17	20	5	2	3

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)
Any additional information	[View Document](#)

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.19

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 last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
14	4	13	14	9

File Description	Document
List books and chapters edited volumes/ books published	[View Document](#)
Any additional information	[View Document](#)

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 last five years.

Response:

We realize that higher education in the current perspective cannot be confined to the limits of academic exercises. It should be modified in a way that would cater to the needs of this technologically advanced age. Having realized the demand of the current scenario, we have created and implemented a series of programmes in collaboration with several government and non-governmental agencies. This was purely in confirmation with the regulation and strictures put forward by the Higher Education Department and University Grants Commission. Our Institution is strongly and resolutely motivated to the service of the society and within our limits, we are trying to fulfill our commitments to the society. Covid-19 prevention activities and Flood relief activities were conducted in the College.

As a part of extension activities during the year 2016-2017 NCC cadets visited Asha Bhavan, a home for the destitute. NSS volunteers participated in a cleaning programme at KSRTC bus stand Pathanapuram market. NCC cadets visited Asha Bhavan as a charity visit.

During 2017-2018, Dept. of Zoology and NCC unit conducted blood donation camp. Dept. of Physics conducted energy conservation audit and distribution of LED lamps. The NSS unit of St. Stephens College organized an organ donation forum. Blood Donation Camp, Yoga Day Celebrations and Energy Audit were conducted during this period.

Major NSS activities during 2018-2019 were House Construction, Environmental Day Celebration and Selling of Paper Pen. Relief materials were collected for relief camps in Kuttanad and Chengannur. Kallada River protection programme with the support of Elikkattoor Block Panchayat near Elikkattoor Bridge. Energy Conservation Rally, a poster competition on the theme constraints on Gender Equality and a charity visit to Snehatheeram with essential food items and Christmas kit distribution were conducted.

During the year 2019-20, NSS and NCC unit actively participated in various extension activities such as Nadhiyodappam, flood relief activities, palliative care activities etc. The NSS volunteers attended palliative care training programme and visit homes as part of palliative care programmes. Vigilance awareness programmes, antidrug programmes, yoga day programmes were also conducted during the year. Blood donation camp was conducted at the college. Training programme on paper bag making was conducted at the college.

In 2020-2021, NCC unit and NSS unit of the college conducted several extension activities. The activities involve Covid-19 awareness programmes, Swachh Bharath activities, gender sensitization programme and other socially relevant programmes. The activities related to Covid-19 pandemic were mask distribution, donation of pedestal sanitizer, Maintenance of Covid-19 protocol and giving awareness to the importance of vaccination. NSS unit distributed a Dialysis kit to the needy people. Gender sensitization programmes such as 'women's day' and 'let's celebrate' were organized. The NSS volunteers visited 'Snehatheeram', an old age home nearby college and distributed necessary food materials and personal care items.

During the year 2021-2022, NSS and NCC units actively participated in different Covid-19 related programmes. Environmental Day, Reading Day, Teachers Day, Ozone Day, Cargil Vijaya Divaswere observed in the college. Anti-Dowry campaign and Anti-Drug Campaign programmes are also conducted during the year.

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

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 29

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
16	6	3	3	1

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 31.56

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 last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
630	330	296	202	100

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 65

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

2020-21	2019-20	2018-19	2017-18	2016-17
19	15	14	8	9

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 5

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	2	2	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	[View Document](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	[View Document](#)

Criterion 4 - 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.

Response:

The College is situated in the serene village of Maloor, 6 km. away from Pathanapuram. The campus is spread over 41.08 acres. The college has 5 separate blocks to cater to 8 UG, 5 PG programmes and 1 Research Centre. It has 35 classrooms which are well lit and ventilated,12 PG and UG laboratories, 2 computer labs, 3 research laboratories and a language lab. The College Chapel serves as the nerve centre for ethical development.

The college has state of the art infrastructural facilities which qualifies the minimum conditions as prescribed by the affiliated university in introducing a new course. It includes adequate classrooms, laboratories, computing equipment, staff rooms, restrooms, research rooms and ramps for the physically challenged students. To ensure its optimal utilization, besides conducting regular classes, the classrooms are used for conducting remedial coaching, certificate courses, annual and semester examinations; departmental meetings, mentoring sessions, Parent-Teacher meet, alumni meet, training programme and competitive examinations. . A Display board has been established at the main administrative block which displays all information regarding the working days. The college has a spacious, well-equipped auditorium which can house an audience of around 1000. The auditorium hosts programmes of academic importance as well as cultural significance in addition to competitions, inaugurations, variety entertainment programmes and festival celebrations. The college also has a seminar -conference hall which can accommodate up to 150 students with all modern audiovisual and IT facility.

Library

The Central Library supports the teaching and research activities of the College. It is the Centre of all academic activities of Undergraduate, Post Graduate and Research studies. The total carpet area of the Central Library is 300 square meter. This consists of a reading space with 100 reading seats, stack section and reference section.

Laboratories

All the Laboratories of the college are fully equipped with advanced equipment and are supported by the DST- FIST scheme. There are 12 laboratories for Science UG and PG programmes, 3 Research Labs and 2 Computer laboratories, and one instrumentation lab in the college.

Online Platforms:

The covid pandemic has forced our education system to shift dramatically to virtual modes of teaching and learning using various online platforms like MOODLE, G suite, Google Classroom & G-meet etc.

In brief, St.Stephen's College Campus consists of 10 Staff rooms, 35 class rooms,19 ceiling mounted LCD projectors, 19 smart classrooms out of which 8 provided with interactive smart boards, 1 Auditorium(1000

seating capacity), 1 seminar hall, 12 Major science labs, 2 Research labs, 2 Computer labs, 1 language lab, Zoological museum, Biodiversity Park, Butterfly Park, Herbarium, Administrative office Room, Principal's office, Manager's office, Visitors' launch, separate rooms for NCC, NSS, Women's Cell, Gymnasium and Health club, Canteen, 12 toilets for staff, 1 exclusive ladies waiting block with attached washrooms and rest rooms, specially designed toilet and ramp facility for physically challenged students, Green House, Main Library, Digital Library and Language Lab, Parking Area for staff and students, 2 Volley Ball Court, Cricket/ Football Court, 1 College Bus, Sports' Hostel, and a Generator.

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

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

Response:

The institution utilizes a lot of its resources to provide an environment to its students where they are encouraged to indulge in sports and extra-curricular activities. This ensures holistic development and an all-rounded personality. Students are trained in sports under the guidance of qualified and specialized coaches.

Sports Facilities:

Our college is one of the sports centres recognised by the University of Kerala and the Kerala State Sports Council for volleyball. We have a sports hostel supported by the Kerala State Sports Council. Mr Biju Mathew is currently the volleyball coach.

The students being recruited to the University of Kerala by the Kerala State Council are directed to join the Sports Hostel of St. Stephen's College and admitted under various graduate courses, wherein they get rigorous training by skilled and experienced veteran teachers. The students utilize these hours constructively to develop their physical skills as well as explore their interests to find their passion. They are trained and encouraged to participate in various levels of competition including intra college events, inter-university events, state and national level events.

Sports facilities include:

Stadium/ Court	Dimension	Events being played/ used
Volley Ball Court - I	18m length X 9m width	Volleyball
Volley Ball Court - II	18m length X 9m width	Volleyball
Playground (Space for 200m Track and Field)	75m length X35m	Athletics, Cricket

| Indoor court | 13.5 lengthX6.25m | Badminton |
| Gymnasium | 15.2 m x 25.6 m | Fitness centre |

Playing Kit and Facilities available:

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

For the last five years, our volleyball team bagged several prizes in various state, national and international events. We have also been champions in the intercollegiate volleyball tournament conducted by Kerala University. Mr. Ajithlal C (2015-17 BA Economics) is still playing in international competitions in the Indian Men Volleyball Team. Mar Thoma Dionysius All Kerala Intercollegiate Volleyball Championship instituted by the college is held every year.

Facility for Cultural Activities:

The college believes in the all-around development of its students. It constantly encourages them to take part in extracurricular activities to kindle their aesthetic interests. The College Union organizes arts day and college day which provide the students ample opportunities to develop and showcase their talents in co-curricular activities. These activities are actually preparing the students for real life and strengthening their personal skills. Festivals like Onam, Christmas, Kerala Piravi (state formation festival) are vibrantly celebrated in tune with the cultural sentiments of the state.

Facilities of Gymnasium & Yoga:

The gymnasium facility of the college has been regularly used by sports students to develop more strength and stamina in terms of their health and other activities. The college auditorium also acts as the venue for conducting Yoga for up to 200 students. The NCC unit of the College celebrates International Yoga day. The yoga certificate programme was conducted in the year 2018-2019 and 2019-2020. A total of 15 cadets successfully completed the yoga certificate programme organised by NCC.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 48.57

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 17

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 35.07

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
9.66	42.00	16.21	2.44	3.17

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

The Central Library supports the teaching and research activities of the College. It is the Centre of all academic activities of Undergraduate , Post Graduate and Research studies. The total carpet area of the Central Library is 300 square meter. This consists of a reading space with 100 reading seats, stack section, reference section, Journal section and digital library. The following print resources are available. 29603 Books and 436 reference books, 32 Journals, 9 magazines, 5 News Paper, Newsletters, reports, dissertation and thesis. The Library provides unlimited internet facility and varieties of electronic resources. They are E Journals, E books, E thesis, Databases, N-list-Inflibnet, Open access repositories, Online Catalogues.

The books are indexed, categorized according to subjects and classified according to the Dewey Decimal classification system. KOHA(Version 16.05.05.000) integrated library automation software is used in the Library. This software helps in accesing the formation easily and reduces the time of processing of library

items.Grandha is another library software used in the library which also provides mobile access to search the library catalog, schedules, books and resources. Library has a special facility called WEB OPAC which allows the user to search library holdings from any location with internet access. A user can access the bibliographic details of a book from the WEB OPAC. Nearly 22 Databases are actively used in the library.

The library follows the book bank scheme. With this, the students are able to borrow books for 14 days and they can renew the same books three times so as to help them study. All books are bar coded and a reference ID is given. The issues and returns are also automated. Online journals and INFLIBNET are available for the benefit of research scholars and students. All students and staff of the college can access the N-list- inflibnet for e-books and e-journal. The access of e -resources are via username and password.

Our College library provides an information Literacy training programme for students. All students in the College are mandatory to attend library orientation class which will help them to develop sharp learning skills and information seeking behaviour.

 In addition to this Main Library, Department library facilities are also available.

Name of the ILMS software	Nature of automation (fully or partially)Version	Version	Year of automation
KOHA	Fully Automated	16.05.05.000	2018

Features of Koha :

- Koha is an open source Integrated Library System (ILS), used world-wide by public, school and special libraries.

- Koha at Ststephens is streamlined with dedicated cloud servers ensuring 24x7 access.

- Customizable search facility.

- Koha is built using library standards and protocols

- Multilingual and multi-user support

- Koha's OPAC, circulation, management and self-checkout interfaces are all based on standards compliant.

- Motivate and encourage staff to be creative.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional Information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.87

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
2.57	2.15	1.40	1.18	2.07

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

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

Response: 6.24

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

Response: 64

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college has maintained its IT infrastructure and facilities in accordance with the current needs and trends. All departments are provided with computers with internet facilities. The network infrastructure is designed in such a way that it ensures high-level data security through the installation of anti-virus software and firewalls.

The institution is equipped with 112 computers and 5 laptops. Peripheral devices like printers, photocopiers, and scanners greatly help the students, teachers, and office staff in managing the e-resources. Laptops are provided in some departments which can be used by teachers and students in the campus. A well-equipped digital library with 38 computers with an internet connection is available in the college. All PG and final year UG classrooms are furnished with LCD projectors for making teaching-learning methods more effective.

The departments of Physics and Mathematics have sophisticated computer labs with an appropriate number of computers for doing their work. The department of English has a multipurpose Language Lab. Students can acquire different language skills and can improve their pronunciation with the help of language software.

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

The IQAC of the College has a computer with LAN and internet connectivity to facilitate documentation and communication management system. It is equipped with an LCD projector and a printer cum scanner. The College office is partially automated under LAN connectivity. The College has a state-of-the-art seminar hall with IT facilities.

Open access system is followed in the Library. Students and Teachers have access to resources of INFLIBNET in the General Library. NPTEL video tutorials and study materials are available in the Library for the use of students. Access to e-journals and e-books are provided by the N-LIST. The library utilizes Library management software, KOHA and GRANDHA for book cataloging and issuing. This allows for easy tracking of books in the Library. Information about upcoming events in the college is available on the college website which is updated regularly.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 8.99

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

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

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 52.16

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

2020-21	2019-20	2018-19	2017-18	2016-17
20.34665	14.60161	15.25924	11.65953	20.25271

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

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.

Response:

The college has well-planned procedures for maintaining and utilizing physical, academic, and support facilities. The Principal is the authority in charge of all the facilities and exercises the same through Heads of Departments, faculty, administrative staff, lab attendants, Librarian and library assistants, etc. The management undertakes annual maintenance and periodical works on a regular as well as contractual basis. The college has enough space to accommodate all the requirements. There are enough classrooms for routine classes with a spacious Library, administrative office, and other basic facilities as per the university affiliation norms.

Science Laboratories:

Laboratories are properly maintained by each department. Stock verification is done by the faculty and Lab assistants in charge of it. Equipments are purchased as per the requirements and decisions of the respective departments. Faculty and Staff in charge monitor the equipment of the laboratory as well as the department for maintenance and protection.

Computer Maintenance:

Computers have become a part and parcel in every walk of life, hence their requirement is felt in every institution. St.Stephen's College has a sufficient number of computers which are used in offices, various departments and in the Computer Laboratory. The students can access them in the Computer Laboratory at the time of computer practical classes. Computers are properly serviced and reused for the proper functioning of academic and non-academic purposes and to minimize e-waste.

Classrooms:

The classrooms are well furnished and are provided with whiteboards. Maintenance of the classrooms including furniture, doors, windows, and cleaning is done on a regular basis. Classrooms are opened, closed, and cleaned daily by supporting staff.

Library:

Librarian initiates the requirement and maintenance of the library facilities with the help of library assistants. The Library Advisory Committee plays an active role for the smooth and efficient functioning of the library. The Library is automated using Integrated Library Management Software. Books, manuscripts, and reports are maintained with special care by the library assistants and they ensure a dust-free atmosphere in the Library.

Sports Facilities:

The Department of Physical Education monitors the maintenance of sports equipment and service of sports facilities at least once a year. Professionals are hired for special sports training and field maintenance. Our college is one of the sports centers recognized by the University of Kerala and the Kerala State Sports Council for Volleyball. We have a sports hostel named Very Rev. T.M. Samuel Remban Memorial Sports Hostel supported by the Kerala State Sports Council. It can accommodate 21 inmates. The Physical Education Department has a Fitness Training Centre, Volleyball Court, Badminton Court, Football Field, and a 200-meter track. The Mar Thoma Dionysius All Kerala Intercollegiate Volleyball Championship instituted by the college is held every year. The college has organized sports competitions at different levels. Students of the college have participated in University, State, and National level competitions.

College Bus:

The College Bus provides additional travelling facility to students and staff. In addition to these, KSRTC buses also operate from Punalur and Kottarakkara Bus stations.

Security:

There are security personnel round the clock on the campus who ensure the safety and security of all infrastructure and the gardens, entry points, etc. All areas are covered under CCTV surveillance for safeguarding the assets.

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

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 80.03

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
699	808	879	853	745

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document]
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document]

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 3.95

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
8	58	44	45	42

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

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

> 1.**Soft skills**
> 2.**Language and communication skills**
> 3.**Life skills (Yoga, physical fitness, health and hygiene**)
> 4.**ICT/computing skills**

Response: D. 1 of the above

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

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 33.15

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
75	437	313	498	333

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

09-05-2022 05:11:43

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

> 1.Implementation of guidelines of statutory/regulatory bodies
> 2.Organisation wide awareness and undertakings on policies with zero tolerance
> 3.Mechanisms for submission of online/offline students' grievances
> 4.Timely redressal of the grievances through appropriate committees

Response: C. 2 of the above

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

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 6.3

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
25	25	18	19	14

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 102.96

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 348

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Details of student progression to higher education (Data Template)	[View Document](#)
Any additional information	[View Document](#)

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 7.87

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, *etc.*)) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
14	15	21	09	02

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
156	159	157	151	126

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[View Document](#)
Any additional information	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 9

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) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
00	05	02	00	02

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)
e-copies of award letters and certificates	[View Document](#)
Any additional information	[View Document](#)

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

Response:

Student council plays an important part in the student life in our college. It is meant to inculcate leadership quality as well as political aptitude in students. By participation in the activities of the student council, our students inculcate qualities of initiation and organizational skills. In addition to leadership skills, it provides an opportunity to the students to gain qualities like respect towards the opposition and creative response to criticisms. The student council is elected every year following the guidelines set by Lyngdoh Committee as well as the University of Kerala. The elections are being conducted in parliamentary method where two representatives each from every UG class and one representative each from PG classes are elected. The office bearers are then chosen from this group. A staff advisor is also appointed to supervise the activities of the union. Chairman, Vice Chairman (reserved for women), General Secretary, Arts Club Secretary, Sports Club Secretary, Magazine Editor, University Union Councilor, Lady Representatives and Class Representatives constitute the office bearers of the council.

The College Union and its office bearers oversee various cultural, political, sports and other extra-

curricular activities within that academic year. Annuals Arts Day, Annual Sports Day and other co-academic events are organized under the leadership of the College Union, especially the office bearers. The annual college magazine is also produced under the leadership of the elected Magazine Editor in particular and College Union as a whole. Apart from playing a role of organizer, the students union also acts as a voice for the students addressing various issues faced by the student community.Thestudentsunion raises complaints on behalf of the student community in college and university level in order to make sure that the best is offered to students.

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

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

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 33.4

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
25	43	37	32	30

File Description	Document
Upload any additional information	[View Document](#)
Report of the event	[View Document](#)
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	[View Document](#)

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

Response:

The alumni association of St. Stephen's college is named STEPHANI ALUMNI ASSOCIATION and since its inception had been a vital participant in the functioning of the college. The Alumni Association is vibrant and their enthusiastic participation in the activities had been a valuable asset to the college.ExecutiveCommittee of the association meets annually to chart the activities of the association for that year. Each department of the college has separate chapters of the Alumni Association facilitating a stronger bond for each alumnus with college. The Alumni Association organizes get-togethers and events to allow the coming together of former students. The college Alumni Association is registered under the number KLM/TC/72/2015.

The STEPHANI ALUMNI ASSOCIATION keeps a good liaison with the Principal, HoDs, and PTA representatives. The Association contributes to infrastructure development, encourages extracurricular activities and provides career guidance and support to the students. In 2018, the Alumni Association funded and constructed a rain water harvesting system in the college adding to the environmental friendliness of the campus. The alumni association conducts an annual meet of all its members in the college. In addition to this, the Department of Physics, Chemistry, Zoology, Botany and Commerce conducted their regular annual meet. The association works to foster camaraderie among the old students and build a strong and lasting relationship with the Alma Mater. They actively contribute to the institutional, academic and infrastructural developments of the College. Besides all these activities our Alumni association actively participates in charity.

The Physics Wing of the Alumni Association had a reunion of their former batches from 1981-2015 on 13th February 2016, many of whom were returning to the college for the first time since their graduation. As a token of appreciation, the Royal Physics alumni association sponsored cash prizes and mementos to the successful graduates from both PG and UG students of the department, who achieved first place in the academic year and also deserving students from PG and UG. The Chemistry Department and Zoology Department also organizes annual alumni meets which also features lectures from eminent scholars of the field. The National Cadet Corps in the college also has a separate alumnus. In the academic year 2019, NCC alumni chapter donated dummy rifles for the training of cadets. The members of the Alumni association are also given opportunities to interact with students to share expertise and guide them in their career tracks. This camaraderie with the alumni provides a good support system for the students.

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

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: A. ? 5 Lakhs

File Description	Document
Upload any additional information	[View Document](#)
Link for any additional information	[View Document](#)

Criterion 6 - 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

Response:

St. Stephen's College was founded in 1964 after the name of St. Stephen, the first martyr of Christianity and the institution is governed under the management of Mount Tabor Dayara, Malankara Orthodox Church. Initially conceptualized with the aim of spreading the light of knowledge in remote areas, now the college equips students for the present and emerging challenges.

Vision:

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

Mission:

o   To provide quality education in the concerned areas of learning, by arranging a suitable educational environment, where learning becomes a joyful experience.

o   To encourage creative thinking in students, which would inspire experimentation, research and discovery leading to excellence in learning.

o   To provide for the growth of students as mature personalities, by developing academic, social and physical skills, through playing leadership roles; and participation in campus activities and community building programmes.

Governance Mechanism:

1. The leadership is democratic,blending the traditional and current. The Governing Body includes the Manager, the Principal, management representatives who have been actively involved in the administration of the college. The management provides effective leadership by participative decision making and having a transparent financial policy. There are clearly stated policies for infrastructural development, teacher and employee recruitment and quality assurance. The Principal is the Head of the institution with responsibilities percolating down through the Heads of the departments, the faculty and the non-teaching staff into the students. The decision-making bodies are-the Governing Body, IQAC and the College Council. The other statutory bodies- Internal Compliance Cell, Students' and Employees' Grievance Redressal Cells, Anti-Ragging Cell, Minority Cell, SC/ST Cell ensure the smooth functioning of the institution.There is student representation in statutory and administrative bodies. The new teachers and students are given an orientation focusing on the globally applicable and locally relevant core values envisioned in the vision and mission.

2. The faculty imparts quality education keeping in line with the objectives of the institution. There is an active interface between the student bodies, the staff and the management.

3. The overall growth of students into ideal personalities, by developing academic, social and physical skills, through playing leadership roles; and participation in campus activities and community building programmes is envisaged through the involvement of a large number of club activities in the college. The various department associations also conduct programmes involving student participation. Faculty and student achievers are regularly felicitated.

4. The IQAC defines the quality bench mark parameters for enhancing the overall academic atmosphere of the college. It takes initiatives in planning and implementing the various quality improvement strategies of the college through the departments and supporting bodies. Performance appraisal reports of teachers, feedback collection, analysis and subsequent action forms part of the regular functioning of the college.

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

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

Response:

The college practices a decentralised mechanism in its administrative and other institutional practices right from the beginning of the college. This inclusive and participatory approach promotes an environment of solidarity,oneness and mutual respect which ensure the smooth functioning and growth of the institution.

The decentralised mechanism consists of :

- Governing Body, the decision-making entity, includes the Manager, Principal, and management representatives.

- The daily functioning of the institution is managed and overseen by the Principal, College Council, Heads of the departments, Class teachers, administrative staff and the support services. Routine and extraordinary decisions are taken by college council and discussed in general staff meetings for implementation.Student representatives are also included in the various core committees of the college.

- Feedback data is taken into account for policy and decision making.

- The Research Committee formulates and implements the research policy and innovation related matters of the college in consultation with authorities and bodies.

- The Planning and Purchase Committee studies, makes proposals and carries out the infrastructure and other planning needs of the institution.

- College students' Union holds cultural and sports programmes under the guidance of Staff Advisors. Club activities and associations involve student participation at all levels.

- Grievance Redressal Cell deals with mechanisms for students and employees.

- The administrative office takes care of all the administrative duties pertaining to the students and teachers.

- IQAC functions as an overall regulating and monitoring body.

CASE STUDY

Decentralization and Participation in project implementation under RUSA, DST-FIST :

The college has developed an effective methodology for involvement in the mechanisms of RUSA, DST-FIST. The college has developed a team under the leaderships of Principal,management representatives to apply for various projects and funds under RUSA,DST-FIST.Initialy the committee receives the suggestions and proposals from the departments and the stakeholders.After scrutinises the proposals and based on the discussions, the proposal has been finalised in the committee. The college has been sanctioned with the funds from the competent authorities.Implementation committees have been framed for the implementation of the project.

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

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Comprehensive development of teaching, learning and research activities in the college.

We had a strategic plan focused on the general theme 'Comprehensive Development of Teaching, Learning and Research Activities in the College'. The pandemic situation fuelled our initiative towards a blended teaching-learning process. Our faculty utilized variant modes of online teaching such as G-

classroom, G-meet, YouTube channel, and LMS (personalised Moodle links). Our college has now established a centralized MOODLE platform incorporating all faculty and students. Faculty were encouraged to participate in online moodle training offered by other institutions during the lockdown period and our IT cell in association with IQAC has provided moodle hands-on training workshops to our faculty. In our college, MSc and final year Degree classrooms were now ICT enabled which accounts for 19 out of 35 classrooms. We have a Language Lab functioning in the college exclusively for improving English language communication. It is a state-of-the-art lab with the latest multimedia facilities, aimed at improving communication skills of the students. Computer labs are well developed in Mathematics and Physics departments to aid students in their curriculum. Our College library is the centre of all academic activities of UG, PG and Research studies and is being continuously modernized in terms of number of books, journals, magazines, newspapers and digitalized to walk in pace with our growing demands. Practical Labs of the science departments were renovated and included new experimental set ups for students. We have ensured participation of the students in various certificate courses offered by MHRD, SWAYAM-NPTEL and AICTE to develop self-learning aptitude in students. Our College is an Active SWAYAM Local Chapter (SPOC ID: 2572) and our PG students and faculty actively benefit from these courses. Our college offered 17 add-on/certificate courses both in collaboration with other premier institutions and individually by the college during the last five years through English, Commerce, Economics, Mathematics, Zoology, Botany and Chemistry Departments. For equipping students to undertake small scale entrepreneurship, we have arranged a hands-on training in LED fabrication in association with PMMMNMTT through Physics Department. As per AQAR 2019-20 action plan, we had applied for new-generation courses and procured PG course in the Botany Department. We have collaborated with the Amrita Vishwa Vidyapeetham for providing intensive online experimental training in 4 science subjects through Virtual lab, an initiative of MHRD. Among 43 faculty members, we have 24 Ph.D. holders. The college management has motivated research and up to now 17 faculty are pursuing their PhD. 3 faculty members of chemistry department have acquired guideship this academic year accounting to a total of 7 approved research guides in our college and 2 have applied for guideship under University of Kerala. We have an active well facilitated research center in the Zoology department with 19 ongoing research scholars and produced 2 PhDs in the ongoing academic year. Initiatives are being taken to develop a research environment in other departments also and both the Botany and Chemistry departments are in the process of establishing a research center.

File Description	Document
Upload any additional information	[View Document](#)
strategic Plan and deployment documents on the website	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

Organogram of the college:

The Governing Body: The college has a well-functioning organisational structure managed and administered by the Mount Tabor Diara, Pathanapuram. The highest authority in the organogram of the institution is the Manager of the institution, presently, Very Rev. Younan Samuel Ramban. The Governing Body is the apex body with regard to the matters in policy making. It also sets a framework for the implementation of the proposed plans. The President of the Managing Body is the Manager assisted by representative members of the College. It recommends strategic plans that can be adopted in matters like infrastructural development, enhancement of quality in teaching-learning process, promotion of research and healthy practices.

The Principal: The next key person of the organogram is the Principal, who is the executive head of the institution entrusted with the responsibility of managing the day-to-day affairs of the college. He implements the directives of the governing body in accordance with the norms and guidelines stipulated by the government and University of Kerala to which the institution is affiliated.

College Council: It consists of the heads of the departments. The council takes appropriate measures for the implementation of strategic plans. It also takes major decisions regarding the day-to-day administrative affairs of the college. Under the academic council, the heads of the departments and conveners of various committees work based on the policies of IQAC and council.

IQAC: The Internal Quality Assurance Cell works directly under the guidance of the Principal and Governing Body. The IQAC coordinator in consultation with the academic council and planning board makes policies with a broad vision via regular meetings and discussions. These policies are then implemented by different departments, academic committees, clubs and auxiliary bodies in the college.

Academic Committees: include the Internal Exam, University Exam, College level monitoring, Research & Development Cell, Scholarships, Attendance,and Purchase committees. Co-curricular activities are under the coordination of various clubs.

Administration: Under the guidance and directions of the Principal, the office administration is led by the Chief Superintendent. He is in charge of managing the College Office Staff and other supporting staff of the College.

Library: The college has an established and well organized library with a rich collection of academic and non-academic student-cum-faculty oriented books. The library functions under the direct governance of the principal.

Recruitment: Vacancies are reported to the Directorate of Collegiate Education, Government of Kerala and concurrence is availed. The direct recruitment to the posts of Assistant Professor is on the basis of merit through an advertisement in the newspapers, followed by selection of a duly constituted committee as per the provisions of University of Kerala Regulations and UGC regulations. The institution follows the UGC regulations on minimum qualifications for appointments.

Promotion: Promotion is given to teachers based on the UGC regulations regarding Career Advancement Scheme (CAS).

Service Rules: All the employees are bound to follow Kerala University Statutes and Kerala Service Rules

(KSR) issued by the Finance Department under the authority of the Government of Kerala.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: C. 2 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Introduction : Welfare schemes are aimed to create efficient, healthy, loyal and satisfied staff for the institution. Providing such facilities would make their working environment better and less strenuous. It will create a feeling of oneness among the staff.

Government Welfare Schemes: Provident Fund, Medi Claim, Pension Scheme, GIS, SLI, Medical Reimbursement, Maternity leave, Paternity leave: All the aforesaid welfare schemes are implemented in our college as per government rules.

Institutional Welfare Schemes:

Free WiFi: Free WiFi is given to all the departments and Office for the smooth working of the e-administration and educational purposes of teaching and non-teaching staff.

Institutional mail ID: G-suite institutional email IDs are given to all teaching staff and departments. Thus teaching staff have authorized and high storage capacity email accounts suitable for their online teaching purposes.

Canteen: We have a well equipped, student and staff friendly canteen facility at nominal rate. The management has provided rent free space for this facility along with water and electric supply.

Washing places: The college has adequate washing places for all the departments. Attached washrooms are also available in the majority of the departments. Others can avail common washroom facilities on each floor.

Women Restroom: We have a women's restroom in our college with a first aid facility.

Free accommodation: Some free accommodation facility is provided in the campus and the faculty can utilize it when required.

Adequate and sufficient Wages (Contract basis): Adequate and sufficient wages are given to guest faculty on an advance payment basis. We also have cleaning staff and security staff (for day and night). They are also given adequate wages on a daily basis.

Taking Safety Measures (COVID 19): Our NCC unit has generously donated enough sanitizers, gloves and other amenities essential for ensuring covid safety.

Fire & Lab Safety: Adequate measures are implemented against fire and chemical hazards in practical laboratories of science departments.

Lighting and Vent: All departments, classrooms, seminar halls and laboratories are furnished with sufficient number of openings such as windows and ventilators affording effective means of admission of light and air by direct communication with the external air.

File Description	Document
Paste link for additional information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 5.45

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
15	0	0	0	0

File Description	Document
Upload any additional information	[View Document](#)
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	1	2	1	1

File Description	Document
Upload any additional information	[View Document](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 36.33

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

2020-21	2019-20	2018-19	2017-18	2016-17
37	21	14	8	6

File Description	Document
Upload any additional information	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

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

Response:

A good performance management system works towards the improvement of the overall organisational performance of teams and individuals for ensuring the achievements of the overall organisational mission and vision. An effective performance management system plays a crucial role in managing the organisation in an efficient manner. In line with this, the Institute is following the appraisal scheme suggested by UGC and University of Kerala.

The teachers are evaluated on the basis of their performance mainly in teaching learning and Evaluation related activities, Co-curricular and Professional Development related and Research related. Every year a Performance Appraisal by the teachers in standardized proforma issued by the University of Kerala is circulated among the teaching faculties. These Self – Appraisal reports are then submitted to the IQAC attested by the Principal. When a promotion falls due to a teacher the IQAC through the Principal requests the University to constitute a Steering committee. The Committee comprises two subject experts selected by the University and also the HOD and the Principal. Based on the evaluation of his/her PBAS proforma, the overall performance of the teacher is evaluated at this instance and suggestions are given to improve the services. Appraisal forms are then submitted to the University for approval for promotions.A file is also maintained by the IQAC.

Further, at the end of each semester, feedback forms are issued to the students for each of the courses attended by them. The feedback forms in the form of questionnaire collect information about the teacher and different aspects pertaining to the teaching process.As such there is no performance appraisal system followed for non teaching staff in the institute. However the Non Teaching staff and their performance is closely watched and necessary instructions are given by the Principal and the Management.

File Description	Document	
Paste link for additional information	[View Document](#)	

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution regularly conducts internal and external financial audits . The following agencies conduct regular financial audit in the Institute:

Internal Audit:

On behalf of the Principal, the Head Accountant maintains the accounts of the government funds. The initial internal audit is done by the office staff comprising the superintendent, the head accountant and the staff in charge of accounts. This is done in the case of the daily income and expenditure statement regarding fees, caution deposit, grants for students etc. This is verified by the principal

External Audit:

External Audit is conducted by the following:

(a)External Audit by Account General (AG), Govt of Kerala-

Accountant General, Kerala conducts statutory audit for all financial and accounting activities of the Institute. All receipts from fees, donations, grants, contributions, interest earned and returns on investments; and all payments to staff, vendors, contractors, students and other service providers were audited during this process . All observations/objections of AG are communicated through their report. Any objection or clarification raised will be dealt with utmost care and the required additional documents/bills/vouchers will be produced before the Auditors in time.

(b)External Audit by Directorate of Collegiate Education, Govt of Kerala-

The Directorate of Collegiate Education, Govt of Kerala conducts periodic audits in the institution. The audit team verifies utilisation of funds received from the Central and state governments which include grants from UGC, NAAC, RUSA, DIST-FIST, KSCSTE, KSHEC and other government agencies. The audit team checks whether fund utilisation is done in accordance with the accepted norms and procedures.

 (c)External Audit by Chartered Accountant of the Institute-

Chartered Accountant of the Institute conducts regular accounts audit and issues certified Annual Financial Statements. All Utilization Certificates to various grant giving agencies are also countersigned by the Chartered Accountant.

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

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

Response: 8.71

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

2020-21	2019-20	2018-19	2017-18	2016-17
2.04109	2.03140	1.03700	2.80148	0.80330

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document](#)
Annual statements of accounts	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

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

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

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

Response:

Internal Quality Assurance Cell (IQAC) has contributed significantly to institutionalizing the quality assurance strategies and processes Internal Quality Assurance Cell (IQAC) of the college is active in framing the quality enhancement by continuous improvement in all working areas of the institution by connecting students, teachers, parents, management, alumni, funding agencies and society in general. It also ensures the integration of modern methods of teaching, promoting research and to maintain a high professional standard. It takes the effort to inculcate a value system among students for good academic performance as well as to make them credible personalities. After the reaccreditation in 2015, IQAC suggested measures to improve the performance of the institution which were successfully implemented in the college.

1.**MODERNISATION IN THE COLLEGE**: IQAC has taken a huge step to develop the college in various areas in tune with The college infrastructure has improved significantly with the construction of digital computer lab thereby upgrading the college library into a completely digital library. Moreover the renovation in the Heritage building was another milestone in this direction. The practical labs of various science departments were also upgraded. The IQAC has taken steps towards sustainable development by the construction of rain water harvesting unit. New programmes were initiated in the college. Internal Quality Assurance Cell suggested installing standardized uniform attendance software in order to ensure the participation of the students in the learning process. This was implemented with the support of the management. In order to improve the academic excellence IQAC suggested supporting traditional method of teaching with Audio Visual Methods, for that it converted many classrooms into ICT enabled classrooms. Internet connection was upgraded periodically all the departments have Wi-Fi facility which helps the faculties for their teaching note preparation.

2. SOLSTICE annual newsletter, initiated in 2018,was the brainchild of IQAC. The newsletter is a kaleidoscope of the academic and the non-academic activities and reports on the initiatives and activities of departments, clubs, cells and associations. It also reports the achievements of faculty, non-teaching staff and students.The editorial board is constituted by teachers from various departments. The timely and precise recording of the events provide a boost to the community to innovate and continue with the activities reflecting the ethos of the institution. These also serve as ready reckoners for information on an academic year. The Chronicle thus renders possible a documenting and reviewing of the curricular and co-curricular activities of the college.

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

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

The college gives prime importance in the academic outcome of every student. IQAC has initiated several measures to review teaching, learning process and implemented several reforms to evaluate student's learning outcome.

Academic audit: The institution reviews its teaching-learning process regularly by a comprehensive process operated at various levels through the structures formulated by the institution, which ultimately culminates into an academic audit at the end of each year. IQAC has carried out academic audit right from 2018.

Institution Level: Staff Coordinators of various academic bodies are decided annually on a rotational basis. Result analysis and other academic matters are discussed in the Staff council and HOD meeting. Curriculum feedback and teacher feedback are collected at the end of every semester by the IQAC chairperson.

Department Level: The departments prepare Action Plan for the year based on the guidelines of IQAC. Head of the departments ensure conduct of the academic matter in its right manner. Departmental meetings are organised. Results analysed are submitted to the Principal.

Faculty Level: Work diary is provided to the staff in which the tutors record their hours and topics to be taken.This enables them to come prepared for the classes. The learning outcome of the student is analysed at the teacher level. The result of the continuous evaluation is informed by the tutor in PTA meetings conducted in each semester. Students' feedback is obtained by the IQAC on teaching process for review and evaluation.

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

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - 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 last five years.

Response:

Gender Equity & Sensitization Programmes

As education is the catalyst for change, it is the responsibility of the educational institutions to realize the need for gender sensitization on the campus. Women's Club and Gender Champion club are functioning in our college so as to provide a platform for students irrespective of their gender to discuss their problems, find solutions to many of their issues and arrive at fruitful results of gender equality and sensitization. Students are made aware of various gender issues on our campus through activities like seminars, workshops, debates, art performances, etc. Such programs enable them to express their attitudes in a common platform and enjoy the spirit of oneness by overcoming the barriers of inequalities.

Specific Facilities provided for women

a). Safety and security:

- Hostel: The College is providing hostel facilities for the students. At most care is taken to ensure their safety and security.

- Women's Cell: Women's cell is functioning in the college to ensure the promotion and protection of girls in all sectors of their life. It organizes programs to sensitize the girl students on personal hygiene, self-defense, legal protection, etc. Male students are also included in these programs for effective gender harmony.

- Sexual Harassment Redressal Cell and Anti Ragging Committee: Sexual Harassment Redressal cell and Anti Ragging Committee consisting of faculty members and Sub Inspector of Police is functioning effectively in the College. The dreadful impact of involving in the activity of ragging is conveyed to the students through display boards.

- Grievance Redressal Cell: The cell is meant for redressing the grievances of various stakeholders of the college.

- Complaint Box: A complaint box is placed on the campus for collecting the complaints of students and other suggestions relating to the activities and functioning of the college. On the website, a suggestion box is included to initiate students to convey their suggestions and ideas.

- Canteen: Well-furnished room and eco-friendly environment near the canteen play an important role in fostering social interaction and gender equality.

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

- Health aid facilities: The College has a Health Centre equipped with various medicines and first aids for dealing with the emergency health issues of students.

- All people who enter the campus are required to identify themselves to the security guards and must complete a security check process.

b). Counselling:

A Counselling Centre is also functioning in the College. The PTA of our College organizes an orientation program 'Hridayapoorvam' led by a professional counselor for first-year students every year to support their academic and personal stress-related problems.

c). Common Room:

For the privacy and safety of girl students, a restroom is earmarked for girls. A sufficient number of toilets are available for girl students. Incinerators are installed in toilets to burn used napkins. Sanitary napkins are kept for distribution in a separate counter in the common room for ladies.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)
Link for annual gender sensitization action plan	[View Document](#)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

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

Response:

The College administration gives top priority to maintaining the campus eco-friendly. The sprawling campus spread over 41 acres of land is rich with vegetation and natural beauty. The college instructs the staff and students to reduce waste to the maximum possible extent. Also, the college instructs the students to deposit waste in separate bins kept for the purpose such as biodegradable waste, non-degradable waste, and E-waste. A Stephanian Green Policy was framed and the principles of waste management based on '3Rs': Reduce, Reuse and Recycle were adopted. The student clubs like NSS, NCC, and Nature Club are campaigning on the campus to properly manage waste.

• Solid Waste Management:

The primary aim of solid waste management is reducing and eliminating the dreadful impact of waste material on human health and the environment so as to conserve and preserve our natural environment and to support economic development. The following measures are adopted on our campus in this regard:

- Dust bins are provided on the campus as well as in each classroom and staff room to keep the campus clean.
- Awareness on segregation of waste is created and for which different colours of dustbins are used.
- NSS volunteers provided 'Penakkoodu' to each department to collect used pens only.
- The college conducts an awareness and training program on paper bag making every year for college students and local people to reduce the use of plastic bags.
- Encouragement of the use of steel food containers and replacement of single-use disposable cups with steel cups are promoted
- Replacement of flex board with LED display board is facilitated at the college entrance.
- Non-biodegradable wastes which include bottles, cans, plastics, broken glassware, tins, etc are handed over to scrap dealers for recycling.
- Two incinerators are installed in the girl's toilet for the safe disposal of sanitary napkins.
- The college conducted a national seminar on solid waste management supported by UGC and KSCSTE to make students aware of how to manage and dispose of solid waste properly.
- Many students have stopped using disposable lunch packets and started using reusable stainless steel lunch boxes and water bottles.

. Liquid Waste Management:

Managing liquid waste can be a significant challenge for any institution. The following methods are successfully employed in our College with regard to liquid waste management:

- Well, efficient drainage and septic tank systems exist on the campus for the proper disposal of toilet waste.
- Practical labs like Chemistry, Botany, and Zoology Departments have taken measures to ensure that all the chemicals are diluted before discarding in washbasins.
- Teachers encourage students to minimal use chemicals in laboratories.

• E-waste management:

E-Waste includes discarded electrical or electronic devices. The practice of repairing and re-using these equipment helps to reduce its wastage to a great extent.

- Awareness programs are initiated on e-waste management.
- The non-functional computer equipment and its spare parts are safely handed over to scrap dealers.
- The cartridges of laser printers are refilled and used.
- UPS batteries are recharged and repaired by technicians.

File Description	Document
Any other relevant information	[View Document](#)
Link for Geotagged photographs of the facilities	[View Document](#)
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	[View Document](#)
Geotagged photos / videos of the facilities	[View Document](#)
Any other relevant documents	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

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

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	[View Document](#)
Certification by the auditing agency	[View Document](#)
Certificates of the awards received	[View Document](#)
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**

4. **Assistive technology and facilities for 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**

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

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 500 words).

Response:

Our institutions aim at equipping learners with knowledge, skill, and understanding and moulding their behavior and attitudes to follow the democratic values and responsibilities for the promotion and upliftment of society.

The College admits students to various UG and PG programs through a single-window system according to university norms. There is a special reservation for SC, ST, and OBC students. Sports quota and community quota are also considered for the admission process. The College is situated in a remote location and the majority of students hail from rural areas. Owing to its geographical location, the College attracts the best brains of the locality, students from a wide area and from varied socioeconomic backgrounds. The college plays a vital role in uplifting such students who would otherwise have been left unnoticed and unsupported by providing various scholarships and economic support.

The College regularly organizes different activities for inculcating the value of tolerance and harmony towards cultural diversities. Onam and Christmas celebrations are conducted every year with maximum student involvement. These celebrations bring a divine message of unity in diversity inside the campus. An art day is celebrated in the College by providing opportunities to all students to represent cultural diversities and social harmony of our country in different forms. The NCC and NSS units of the College organize different programs to uphold the values of cultural harmony, social service, and inclusion. The institution always keeps its moral and social values by extending its help to needy people in the form of charity services. When there is a disaster in the form of a flood or any other natural calamity that affects the life and lives of human beings, the institution is always in front of all the services in the form of financial and physical support for giving a helping hand to the affected ones.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

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. The institution obeys the fundamental principle of equality and fraternity. Admission to various UG and PG programs is conducted by satisfying different reservation quotas. PTA meetings are conducted regularly for the smooth and democratic functioning of the College.

An active legal forum is functioning in the college for providing legal awareness and legal support to students. The Department of Economics conducted a national seminar on 'Parliamentary Democracy in India: Emerging trends in defection politics' to make students aware of Indian democracy. The complementary course offered under BA English and BA Economics in political science which cover the paper 'Indian Government and Politics in the second semester. 'Republic Day is celebrated on January 26th every year in our college to commemorate the adoption of constitution. On this day National Flag is hoisted and speech on the Indian constitution and its importance are delivered by various faculty members. 'Independence Day is celebrated annually on August 15th and the National Flag is hoisted to promote a feeling of patriotism and national unity among students and staff. Every year the 'Flag Day' is celebrated by the NCC unit of our college on December 7th to express our gratitude and appreciation to veteran military personnel of our country. The Flag Day fund collected directly by the NCC will be utilized for the welfare of the families of armed forces who stake their lives protecting the country's borders and for the sake of people's safety. The International Day of Yoga is celebrated in our college on June 21st to develop self-control and discipline among students and also to give a chance to know how Yoga personifies the unity of mind and body by doing Pranayama and meditation. The staff of our institution plays a key role in the smooth conduct of elections to state and central legislatures by acting as presiding officers and polling officers.

File Description	Document
Link for any other relevant information	[View Document](#)
Link for details of activities that inculcate values necessary to render students in to responsible citizens	[View Document](#)

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.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: D. 1 of the above

File Description	Document
Code of ethics policy document	[View Document](#)

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Our institution takes utmost effort and dedication in celebrating and organizing days and events of national and international importance. A brief description of such celebrations is given below:

- **Independence Day Celebration:**

Independence Day is a day to feel proud about being a part of this great nation. In memory of this day and for inculcating the spirit of patriotism and oneness among all, the institution celebrates Independence Day every year.

- **Gandhi Jayanti:**

In memory of our Father of the nation and for respecting his simple and dedicated life to the whole, the various clubs and departments of our college conducted cleaning programs in and around the college.

- **World Environment Day:**

World Environment Day is celebrated in our college with the aim of creating awareness among the new generation on the need for preserving and protecting the environment. Programs like seminars, debates and discussions, workshops, and other competitions are conducted to attain these objectives. Saplings of fruit-bearing trees were planted in and around the campus on environment day on June 5 by different Departments.

- **Onam Celebrations:**

The college conducted department-wise Onam celebrations with various games and cultural programs. The students prepared the traditional floral decoration – Athapookalam and presented various programs.

- **Christmas Celebrations:**

The college conducted department-wise Christmas celebrations with various programs. Cultural programs and charity programs were organized during this day.

- **World Wetland Day Celebration:**

World Wetland Day is observed in the college to provide awareness to the students, teachers and other participants about the need and importance of conserving nature and natural resources.

- **Ozone Day Celebration:**

To have an awareness of climate change and depletion of the ozone layer and its consequences on the environment, ozone day is celebrated by organizing various programs by the college.

- **Kerala Piravi Day:**

Observing the great tradition and imbibing the true spirit of Kerala Piravi Dinam, programs were organized, it stressed the need of nurturing and protecting the culture of Kerala.

- **National Science Day Celebration:**

In connection with 'National Science Day Celebrations, a science exhibition and a PowerPoint presentation were arranged for high school students by the Department of Chemistry.

- **Youth Day Celebration:**

To raise awareness about the cultural and legal issues surrounding the youth, Youth day was celebrated. Such programs help to highlight the importance of youth as the driving force of change in the world.

- **International Anti-drug Day:**

The international anti-drug day is observed with the aim to strengthen action and cooperation to achieve the goal of a mentally and physically healthy society free from drug abuse.

- **International Day of Yoga:**

Yoga intends to unite the body and mind to bring harmony and is an invaluable gift of our Indian culture and tradition. With the aim of practicing Yoga for physical and mental wellbeing, Yoga day was celebrated in the institution.

File Description	Document
Link for Geotagged photographs of some of the events	[View Document](#)
Link for any other relevant information	[View Document](#)
Link for Annual report of the celebrations and commemorative events for the last five years	[View Document](#)

7.2 Best Practices

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

Response:

As an educational institution functioning in an economically backward village area, the College undertakes many initiatives for the benefit of all the stakeholders specially inculcating social and moral values among the students. Here we are quoting two of our best activities based on the motto "Through me for others" as our best practices:

1. "Sanjeevani"- Life-Saving Practices.

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

Best Practice 1. *"Sanjeevani"- Life-saving practices*

"Sanjeevani" is a magical herb, which is mentioned in Ramayana, and has the power to reverse even death. With this in mind, we had selected the same name for our life-saving practices.

OBJECTIVES:

? To motivate the students by adopting the slogan "Share life, Give blood".

? To create awareness and motivate students for voluntary non-remunerated blood donation.

? To inculcate a sense of social responsibility among students.

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

CONTEXT:

The nearby hospitals collaborate with the College for the purpose of blood donation. The enquiries from the hospitals are met by blood donors of the College, mainly NCC and NSS volunteers take up the orders to meet the demands. Various organizations from outside send circulars to the College to conduct such programs to enhance the social outlook among students. The health club of the College organizes medical camps for students in collaboration with nearby hospitals.

PRACTICE:

Blood Donation Forum:

The College has a very active Blood Donation forum functioning under the leadership of NCC. It inspires the students to care for one another and promote community relationships. The functioning of the forum is in such a way that the forum identifies the blood group of students. After getting permission from students and their parents, a directory is maintained in the college that keeps a record of blood groups and the contact details of the donors. Genuine patients could approach the forum and students with the compatible blood groups are deputed with permission from their parents for donating blood. A register on the names of the deputed students is kept by the forum.

Blood Donation Camp:

The Post-graduate and Research Department of Zoology & NCC organized a Blood Donation Camp in association with various nearby hospitals and medical colleges. The College conducts a blood donation camp in collaboration with Kerala State Aids Control. The students who donated blood were given certificates. The aim of the campaign is to highlight the key role of voluntary non-remunerated blood donation for strengthening social relationships and to boost community participation towards a healthier society.

Medical Camp and Health Awareness Class :

The Health club of the College conducted a free medical Health Check-up camp for students in collaboration with Mount Zion Medical College, Chayalode. The Women cell also organized a health awareness program on women's health and healthy diet which was led by doctors from Taluk Hospital, Kottarakkara.

Karuthal -Palliative Care Unit:

The NSS unit and Health Club of our college started a palliative care unit in association with Primary Health Center Pattazhy Vadakkekara. The aim of the unit is to equip the students in providing human care and first aid facility to bedridden people in the area. Palliative care training was given to students by the State Health Department. Selected Volunteers visited the houses of beneficiaries and provided them with necessary help and support.

Charity:

The students of various departments, NSS, NCC, and health club are continually involved in various charity programs throughout the year. They donate various supports like money and goods to the nearby houses, colonies, and various charity homes.

SUCCESS:

Blood donation is an initiative that has now received a high level of acceptance. It gives a social outlook and social commitment among students. Informally the students learn the value of sharing and caring. Social responsibilities among students have increased and they have accepted the slogan "Share life, give blood". Through such activities, students get awareness about various healthy practices for a better life.

PROBLEM ENCOUNTERED AND RESOURCES:

We came across a lot of myths and misconceptions regarding blood donation prevalent among students.

Most of them fear pain during donation and infections acquired from the use of non-sterile instruments during donation. Many had apprehensions about post-donation weakness. There are also some social prejudices that prevail on the sharing of blood. So many people believe that blood should not be shared. This social belief needs to be broken. The continuous awareness campaign creates a positive environment to spread the value of blood donation.

BEST PRACTICE: 2. "Kaushal Vikas"- Learn, Do and Earn.

"Kaushal Vikas" program aims at taking initiative for skill development among the students and enabling them to enjoy the fruits of their own creativity by marketing it economically. Recycling eco-friendly trash objects is a commendable practice that provides value to waste materials. Upcycling discarded materials also reduce environmental pollution. The purpose of the program is to engender skills among students by providing training for making useful items from waste materials. The motto of the program is "use, reuse thereby save your environment and develop your skills."

OBJECTIVES :

 ? To develop skills for making useful items, to reduce environmental pollution, and to develop the attitude of self-employment among students

 ? To create among students an understanding of art, craft, and design in a variety of contexts-historical, cultural, economic, social, and personal.

CONTEXT:

Craft making is really useful for the students in the present scenario because it improves the creative ability, attitude of the students and develops innovative thinking skills. The creation of new things is beneficial to society in the sense that the items made by the students are environmentally friendly and can replace the products which are harmful to society.

Commerce Square is a marketplace that focuses on providing opportunities to market the products which are made in the craft-making practice of the Department. This improves a student's ability to sell the products and also identifies their self-employment ability.

PRACTICE:

The Department of Commerce organized Commerce Square, a virtual exhibition and online craft training for the students so that they can create and market their products and crafts in this exhibition. In order to support and motivate the students, open space in front of the college is provided for exhibiting and marketing their products before the Covid pandemic. During the Covid situation, the Department went ahead with the program by conducting virtual exhibitions and online craft training classes. The exhibition provides a platform for the students for presenting their creativity and finding a market for their products.

SUCCESS:

The initiative of the Department was a great success as the students got the ability to create something

productive from the waste materials and also to find a marketplace for their products. The students were in great enthusiasm in selling their products and getting a positive result on their creativity. Such an initiative enables the students to improve their skills by creatively producing products and enhancing their saving habits by selling their own products.

PROBLEMS ENCOUNTERED AND RESOURCES:

- Nonavailability of time for craft making practices

- Inability to attract more customers to the market

File Description	Document	
Link for any other relevant information	[View Document](#)	
Link for Best practices in the Institutional web site	[View Document](#)	

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

St. Stephen's College, Pathanapuram, was founded in 1964 by the great educationist and philanthropist His Grace The Most Rev. Mar Thoma Dionysius, Metropolitan of Niranam Diocese of the Malankara Orthodox Church. This first-grade College is affiliated with the University of Kerala and is the fulfillment of a long-cherished desire of its founder and was formally declared open by His Holiness Mar Baselios Augen-I, Catholicos of the East on 8th July 1964. The landscape of the college is efficacious with 41 acres of land surrounded by lush greenery and a well-preserved ecosystem providing an atmosphere conducive for learning.

St. Stephen's College is a beacon of hope and empowerment for students from all strata of society especially in the field of physical education. It has an excellent track record in transforming the lives of the countless young students who have completed their studies from here. St Stephens College continues to challenge itself to stay ahead of the curve and to exploit the oppurtunities in the most innovative, creative, compassionate way by providing competitive education for the students.

The college is managed by a Monastery, which promotes intellectual progression and education. Owing to its geographical location, the college attracts the best brains from a wide area and from diverse socio-economic backgrounds of the locality. The college plays a vital role in uplifting such students who would otherwise have been left unnoticed and unsupported. The Department of Physical Education was started in St. Stephen's College in 1964 with an inspiring motto 'A healthy mind lives within a healthy body'. In addition to the academic performance, the college has attained name and fame among various educational

institutions through its sports activities making it an inevitable part of the college.

The college has facilities for both outdoor and indoor sports on the campus for students. The outdoor facilities include a 200 meters track area, a Football ground, a Cricket ground, a court for playing both shuttle and badminton, and two Volleyball courts with flood lights. The indoor facilities include a Table tennis board, a Badminton court, Multi-gym, Chess, Carroms, and space for Yoga/ Aerobic dance. Furthermore, the 200 meters track area, the Football ground, the Cricket ground, the Shuttle/ Badminton court, and the two Volleyball courts are also open to the public.

The institution is highly reputed for its achievements in sports especially in Volleyball. Our college is also one of the sports centers recognized by the University of Kerala and the Kerala state sports council for volleyball. For the last 26 years, the Kerala State Sports Council has been supporting and maintaining the Sports hostel on our campus, especially held up for the Volleyball Players of the institution. Over and above that, the Kerala State Sports Council has assigned a coach for training the students of our college. Currently, the institution has its own men and women teams for Volleyball, Cricket, and Football.

Our College has been hosting the Marthoma Dionysius All Kerala Intercollegiate Volleyball Tournament for the last 32 years. The college has had an excellent Men's Volleyball team with the reputation of "The University champions" from the last 8 years and also the Women's volleyball team reputed as "The University champions" from the last 3 years. The players from the college teams displayed their talents at the National level also.

- Represented Services team in National Championships.

- Represented Kerala State Youth Volleyball team and has secured first place in the National Championship held at Chirava, Rajasthan.

- Represented the state under '21 Khelo India' Volleyball team and secured Gold Medal in the National Championship held at Chatrapati Sports Complex, Balewadi, Maharashtra on 20. 01.2019.

- Players from our college team represented Kerala University Men's Volleyball Team in South Zone Interuniversity Championship held at SRM University, Chennai.

Other Major Achievements of our College Team are mentioned below:

1. Winners of Kerala University Men's Volleyball Championship organized by S N College, Cherthala 2018- 19.
2. Winners of 74th Fr. Bartholomew Memorial All Kerala Intercollegiate Volleyball Tournament organized by the Department of Physical Education, S H College, Thevara, Ernakulam.
3. Winners of 32nd Mar Thoma Dionysius All Kerala Intercollegiate Volleyball Championship among 10 participating colleges.
4. Winners of Kerala University Men's Volleyball Championship organized by S N College, Chempazhanthy 2019-20.
5. Winners of Kerala University Women's Volleyball Championship organized by Peet Memorial Training College, Mavelikara 2019-20
6. Winners of Kerala University Intercollegiate Women's Volleyball championship organized by NSS College, Nilamel.

7. Runners up of Kerala University Intercollegiate Men's Volleyball Championship organized by NSS College, Nilamel.
8. Two volleyball players were successfully placed in the Indian Army Service in the academic year 2020-2021.

Many of our students who were moulded in this ground to be efficient players are placed in the Indian Army, all over India. Even though the institution is located in a remote village area, due to its earmarked prominence in sports, it is captivating students from all over India. Our college is proud to unveil International players, National Players, State championship winners, and both men and women inter-university players. Ajith Lal, a member of the Indian Volleyball team was trained from the ground of St. Stephen's as a Volleyball player.

Additionally, we are involved in conducting counseling and awareness programs for students in the Sports Department. The Department of Physical Education had also organized a National Webinar series on 'Influence of Proper Exercise in the Prevention of Pathogenic Diseases" on 11th and 17th February 2021 respectively. The focal theme of the webinar was lifestyle diseases, the importance of exercise, and diet habits.

File Description	Document
Link for appropriate web in the Institutional website	[View Document](#)
Link for any other relevant information	[View Document](#)

5. CONCLUSION

Additional Information :

The institution is named after St. Stephen, the first martyr of Christianity and an embodiment of virtue and enlightenment. His Grace Mar Thoma Dionysius, the founder of the college studied along with Dr. S. Radhakrishnan, the former President of India at the University of Oxford. The institution embarked on a journey towards excellence since its inception in 1964 to fulfil the lofty dreams of the founder. The college has experienced tremendous growth in terms of infrastructure, curricular, co-curricular and extension activities after the latest NAAC accreditation. The College conducted many international and national seminars and celebrated days commemorating events/persons. The students are encouraged to take part in events inculcating social responsibilities like Swatchatha Mission. The NSS and NCC units are very active and they work in association with other departments to organize social outreach programmes.

Annual visits are made to homes for the destitute, like Asha Bhavan. The College follows the green protocol and there are efficient methods for waste management and water conservation. The college is committed to the protection and conservation of natural resources and has a garden for threatened taxa and Biodiversity Park which is home to a wide variety of medicinal plants. The College pays special attention in creating the spirit of national integration, social harmony, social responsibility and awareness of human rights through various programmes. Blood donation camps are organized and the students are encouraged to donate blood. These activities are in tune with the motto of the institution, 'sacrifice, serve and save'.

Concluding Remarks :

The institution has a well framed vision rooted in service. The college follows the curriculum framed by the University of Kerala. Co-curricular and extra-curricular activities cater to the comprehensive development of the students through the functioning of various clubs. In order to constantly refresh and upgrade the knowledge of its community, the college conducts seminars and conferences on a regular basis and teachers are encouraged to participate in various academic programmes organized by other institutions. The college gives priority to enhance the academic, research and infrastructural facilities and social outreach programmes like preservation of riverbed in the neighbouring locality. The college has spectacular achievements in conducting international and national conferences during the last five years.

 Feedbacks from stake holders are collected, analysed and the inputs utilized for academic and infrastructure improvement. College alumni play an active role in academic and socially responsible activities of the institution. New alumni chapters have been opened in and outside the nation. The college alumni have contributed by instituting scholarships and other value addition. There has been a dynamic qualitative enhancement in research and outreach activities and social service schemes. Infrastructure development improved the quality in the teaching- learning process of the institution. Attainment of DST-FIST fund and RUSA fund has significantly contributed in the development of the college.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.2	**Number of Add on /Certificate programs offered during the last five years** 1.2.2.1. **How many Add on /Certificate programs are offered within the last 5 years.** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
4	4	6	2	1 | Answer After DVV Verification : | 2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
4	3	4	1	1	
1.2.3	**Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years** 1.2.3.1. **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
91	120	177	68	13 | Answer After DVV Verification : | 2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
91	84	157	14	13	
2.3.3	**Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)** 2.3.3.1. Number of mentors Answer before DVV Verification : 41 Answer after DVV Verification: 42 Remark : Input edited as per observation response.
2.4.2	**Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)** 2.4.2.1. **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
25	23	15	14	15

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
24	22	15	14	15

Remark : Input edited as per given HEI clarification response , as physical education teacher should not be a full time teacher.

2.4.3

Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

    2.4.3.1. **Total experience of full-time teachers**
    Answer before DVV Verification : 700
    Answer after DVV Verification: 382

Remark : Input edited as per given HEI clarification response.

2.6.3

Average pass percentage of Students during last five years

    2.6.3.1. **Number of final year students who passed the university examination year-wise during the last five years**
    Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
157	204	193	192	142

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
163	200	195	189	148

    2.6.3.2. **Number of final year students who appeared for the university examination year-wise during the last five years**
    Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
337	308	314	328	308

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
334	309	313	332	309

Remark : Input edited as per given documents.

3.1.1	**Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)** 3.1.1.1. **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
00	63.19	1.5	00	0.45

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1.5	115.95	00	00	0.45

Remark : Input edited as per given documents

3.1.2	**Percentage of teachers recognized as research guides (latest completed academic year)** 3.1.2.1. **Number of teachers recognized as research guides** Answer before DVV Verification : 7 Answer after DVV Verification: 3
3.3.1	**Number of Ph.Ds registered per eligible teacher during the last five years** 3.3.1.1. **How many Ph.Ds registered per eligible teacher within last five years** Answer before DVV Verification : 14 Answer after DVV Verification: 12 3.3.1.2. **Number of teachers recognized as guides during the last five years** Answer before DVV Verification : 10 Answer after DVV Verification: 6
3.3.2	**Number of research papers per teachers in the Journals notified on UGC website during the last five years** 3.3.2.1. **Number of research papers in the Journals notified on UGC website during the last five years.** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
27	20	12	4	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17

17	20	5	2	3

Remark : Input edited as per given data template, considering only the journals having ISSN numbers and which are listed in UGC-CARE, SCOPUS.

3.4.2	**Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**
	3.4.2.1. **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**
	Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	3	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : Input edited as per observation response.

3.4.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**
	3.4.3.1. **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**
	Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
51	42	28	15	10

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
16	6	3	3	1

Remark : Input edited as per given document given in 3.4.4 metrics . Only last academic year 2020-21 should be consider.

3.4.4	**Average percentage of students participating in extension activities at 3.4.3. above during last five years**

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 last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
885	330	296	202	100

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
630	330	296	202	100

Remark : Input edited as per given HEI clarification response.

4.1.3   **Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)***

4.1.3.1. Number of classrooms and seminar halls with ICT facilities
Answer before DVV Verification : 19
Answer after DVV Verification: 17

4.4.1   **Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
70.31	17.20	8.71	13.48	23.39

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
20.34665	14.60161	15.25924	11.65953	20.25271

Remark : Input edited as per audited statement given by HEI, considering only highlighted assets.

5.1.2   **Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years**

5.1.2.1. **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government**

schemes for reserved categories)
Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
8	76	52	61	64

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
8	58	44	45	42

Remark : Input edited as per given documents ,excluding awards.

5.1.3 **Capacity building and skills enhancement initiatives taken by the institution include the following**

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: D. 1 of the above
Remark : Input edited as per observation response.

5.1.4 **Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

5.1.4.1. **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**
Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
75	437	211	400	333

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
75	437	313	498	333

5.2.2 **Average percentage of students progressing to higher education during the last five years**

5.2.2.1. **Number of outgoing student progression to higher education during last five years**
Answer before DVV Verification : 420
Answer after DVV Verification: 348

Remark : Input edited as per proof of students given by HEI . HEI has not provided documents of

	all the students
5.2.3	**Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)**

5.2.3.1. **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations*, etc.)***) year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
66	80	85	60	44

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
14	15	21	09	02

5.2.3.2. **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
156	159	157	151	126

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
156	159	157	151	126

Remark : Input edited as per given certificates, HEI has not provided documents of all the students

5.3.1	**Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

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) year-wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	11	8	3	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	05	02	00	02

Remark : Input edited as per given certificated , considering sports/cultural activities at inter-university/state/national / international level only.

6.3.3	**Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4	1	2	1	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4	1	2	1	1

6.5.3	**Quality assurance initiatives of the institution include:**

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Answer before DVV Verification : B. 3 of the above
Answer After DVV Verification: C. 2 of the above

7.1.7	**The Institution has disabled-friendly, barrier free environment**

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for 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**

Answer before DVV Verification : A. Any 4 or all of the above
Answer After DVV Verification: C. 2 of the above

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of courses offered by the Institution across all programs during the last five years** Answer before DVV Verification: *(table below)* Answer After DVV Verification: *(table below)*

1.1 — Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
382	364	364	364	364

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
261	269	249	246	261

1.2 Number of programs offered year-wise for last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
13	12	12	12	12

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
14	12	12	12	12

2.1 Number of full time teachers year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
46	47	38	41	45

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
55	47	38	41	45

3.1 Total number of classrooms and seminar halls

Answer before DVV Verification : 36

Answer after DVV Verification : 35

3.2 Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
79.97	59.21	24.92	15.92	26.56

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
79.96770	59.20570	24.91865	15.92301	26.56370

3.3	**Number of Computers** Answer before DVV Verification : 98 Answer after DVV Verification : 108