



INSTITUTIONAL DEVELOPMENT PLAN



PROFILE OF THE COLLEGE

Envisioned by the creative and futuristic leadership of the Knanaya Catholic Church in 1964, St. Stephen's College was established in Uzhavoor. The College is affiliated to the Mahatma Gandhi University, Kottayam and ever since its inception has made a mark in the higher education scenario of Kerala.

The College started its functions modestly as a junior college affiliated to the University of Kerala with 218 students in four-pre-degree batches and seven faculty members. With great visionaries like Rev. Msgr. Dr. Peter Uralil, the founder Principal, in its administrative hierarchy and diligent teaching staff, the institution fixed upon a fast pace of development despite the initial hazards in transportation facilities and the difficulties of its remote rural location.

In 1968, the College was upgraded from the status of a junior college, with the introduction of undergraduate courses in Mathematics, Physics, Zoology, Economics and English Literature. Now the institution has four post graduate courses and nine undergraduate courses to its credit. This underlies the strong scholastic tradition of the institution that spans over half a century. The College was assessed and accredited for the

first time in 2003 and was accorded a 'B+' grade. The College was reaccredited to B grade with CGPA 2.83 in 2015 March.

The growth of the infrastructure of the college has been in tune with the growth in its academics activities. The facilities available include a technology-enabled learning space, and science, language and computer labs. The automated spacious library with INFLIBNET facilities and the provision to access reference books, e- journals and widely circulated magazines is truly an asset of the college. In addition, the Research Cell of the college aims at promoting a research culture among the faculty.

We are earnestly looking forward to government aid to rectify our shortcomings and also ensure sincere efforts to optimize excellent educational environment. We are resolute to uphold our mission to provide knowledge and values.

MOTTO

Our motto "*Intendens in Caelum*" (looking up to heaven) implies the determination of the fraternity to aim high.

VISION

We strive to reach out to the star of human excellence based on the love of God and service to mankind as modeled in Jesus Christ, in a background of Indian heritage so as to produce intellectually trained, morally upright, socially committed and spiritually inspired citizens. Translating the vision into action, St. Stephen's College seeks:

1. To give liberal and quality education that includes the imparting of sound learning, building of character, the spread of Truth and the knowledge of God.
2. To inculcate moral values, social commitment and dignity of labour among the youth through value education programmes.
3. To develop in the students an attitude of reconciliation between man and nature which will help them become peace makers, defenders of the poor and keepers of the environment.
4. To promote the acquisition of knowledge and communication skills by ensuring the participation of students in research projects and extra-curricular activities.

5. To evolve a close-knit network with the local people and the village administration through appropriate schemes, so as to contribute to the socio-economic progress of the local community, thereby ensuring the overall development of the students

MISSION

To enlighten the students towards academic excellence by providing holistic quality education which moulds them into spiritually inspired youth with a strong responsibility towards man and nature.

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MANAGER'S MESSAGE



St. Stephen's College is in the midst of taking new strides to adapt to the rapid changes happening now in the educational, social and cultural scenario. The institution believes in devising a range of activities and ideas for implementation in the forthcoming years. It is the combined effort of the management and teachers that has helped devise strategies for the maximum benefit of the primary stakeholders – the students.

My hearty congratulations to the entire faculty for devising and bringing out this strategic plan.

Rev. Fr. Alex Akkaparambil

Manager

PRINCIPAL'S MESSAGE



St. Stephen's College takes pride in its team of dedicated and committed faculty who are ready to positively handle all changes and new responsibilities. As a part of short-term planning for the college, the faculty combined their ideas for this institution after brainstorming session and the academic audit. It is certainly evident that the faculty are keen the development of this institution, when they enthusiastically participated in the discussions. The strategic plan can be seen as the labour of their love and also as a reflection of their dreams for their departments and the college.

My congratulations to all the teachers for their efforts and I wish them the very best for the fulfilment of their plans.

Dr. Shiney Baby.

Principal

INSTITUTIONAL DEVELOPMENT PLAN

This document summarizes the initiatives planned by the college for the next three years from 2017 to 2020. This includes the plans raised from the suggestions made by the management and staff of the college with the aim of improving the teaching quality and educational facilities for the students of this college. The use of balanced participation from the representatives of each department was used as the key element in this planning for the better distribution of the benefits from this strategy. Herewith we provide the reflection of the entire proposal made by the joint effort of the whole college community to target the better future of this college and community.

1. CURRICULAR ASPECTS

The college has carried out plans to begin various new courses in our college, which is expected to come into action within three years. We began to apply / investigate the possibilities of new certificate courses & vocational courses for the students to enhance their skill development. The college is also planning to apply for more self-financing courses and to investigate the possibilities for courses like M.A. English, B.Sc. Geology, etc. Each department is requested to get approval for various career-oriented courses for the benefit of the students of the respective departments. In addition, we are planning to apply for UG courses including Botany, Hindi, Malayalam, B.PE. and B.Voc. Moreover, UG departments are making necessary arrangements to apply for the upgradation into PG Departments, and PG departments to investigate possibilities of starting M. Phil courses. The college is also investigating the possibility of setting up community colleges on campus. Such a facility would offer additional qualifications to working professionals, etc. in the form of diplomas, advance diplomas and certificate courses.

NEW COURSES

Application will be given for:

2017 - 2018	2018 - 2019	2019 – 2020
<ul style="list-style-type: none"> ● BSc Computer Science ● MA Economics ● MSc Mathematics 	<ul style="list-style-type: none"> ● MA English ● MSc Statistics 	<ul style="list-style-type: none"> ● MA English (Foreign Languages) ● BSc Geology ● MA Econometrics

RESULTS

The projected results of the students in the next three years are:

Year	2017-2018	2018-2019	2019-2020
UG	60%	65%	70%
PG	65%	70%	80%

2. TEACHING – LEARNING AND EVALUATION

We believe in introducing student-centric methods, and in implementing new ICT-enabled methods of teaching. We have initiated ways to track student growth through a continuous evaluation system and to appoint an external permanent counsellor to monitor the mental health of our students. We have also initiated the strategies to categorize students on slow, mediocre & advanced levels to give special individual attention to the required categories. In addition, we are planning to appoint faculty with PhD as well as eminent personalities as visiting faculty to give more exposure to our students.

FACULTY

The new faculty to be appointed in the period 2017-2020 is 10.

Teachers with PhD

2017-2018	2018-2019	2019-2020
20%	30%	40%

3. RESEARCH, INNOVATIONS AND EXTENSION

To break the boundaries of knowledge and to explore new intellectual frontiers, we promote the faculty and students at this college to value research as a potent method of learning. In order to enhance the interest on research, we encourage increased faculty paper presentation and publication. This can bring out at least one minor / major research project per faculty within a short span of time with the ultimate aim of increasing faculty research by 50% of the total strength within a period of three years.

Our college is publishing an annual journal named Aureole to develop research culture among young scholars. We have initiated the steps to upgrade Aureole to the UGC approved list of journals. We also plan to motivate faculty to publish at least two articles annually, and encourage them to publish books within their field.

Another aspect of research that the college looks forward to achieving is the upgradation of the PG Department of Commerce into a research department by 2020-2021. This will help further the research culture within the college campus.

In addition, the college plans to consider the possibilities of starting a chair in the name of a former distinguished member of the community, for their significant contributions to the building of the nation. This chair would host a professor for a short period, who with the help of a committee, would organize academic programmes such as seminars, lectures and workshops, related to the chair. The aim would be to reach out to groups that would benefit from this endeavour such as teachers, scholars, students and the general public.

Total Research Guides

2017-2018	2018-2019	2019-2020
8%	10%	15%

Research publications in UGC approved journals

2017-2018	2018-2019	2019-2020
10	15	20

SEMINARS/ WORKSHOPS

2017-2018	2018-2019	2019-2020
4	7	10

4. INFRASTRUCTURE AND LEARNING RESOURCES

By giving preference to quality education, we prefer to implement ICT application in teaching and learning, that uses information and communications technology to support, enhance, and optimize the delivery of information. We have initiated certain actions to facelift our campus on an IT basis. Implementation of smart classrooms and online attendance software are there in the “Institutional Development Plan”. Over the next three years we also plan to augment the existing infrastructure with additional resources such as an educational theatre and a centralized waste management unit.

1. EDUCATIONAL THEATRE

Considering the role of visual media in enhancing the skills and knowledge of students, we have initiated the steps to open an educational theatre. This facility allows

students to view movies or short films that help them learn through the medium of entertainment, which can be followed by discussions which enhances their critical thinking abilities. The exposure to various kinds and genres of films will certainly be an eye-opener for students as they will be able to explore challenging social scenarios and susceptible emotions in a safe and supportive environment. Such a theatre can help to develop empathy for the experiences of others and understand concepts without some of the barriers that hinder learning.

2. CONFERENCE HALL

A state of the art, audio-visual, air-conditioned, conference hall may be used by small groups for discussions and meetings, within the college campus. The enclosed space will allow for confidentiality and privacy of meetings. With comfortable seating arrangements, the hall will allow for both presentations and speeches in a silent setting. A projector for presentations and a sound system for audibility will be some of the bonus features of this conference hall.

3. TECHNOLOGICAL LEARNING SPACES

All classrooms will be ICT-enabled to facilitate efficient, interactive, and blended learning. Our campus will be made completely Wi-Fi-enabled with continuous internet connectivity. All departments will be ensured of a computer and a laptop with direct LAN connectivity. The college will also ensure of seven computer labs along with the computer facility in the library. A Generator will ensure continuous power supply. The System Admin room can provide affordable reprographic facilities.

4. LANGUAGE LAB

The Language Lab functioning under the Department of English offers a structured language learning experience and serves to fine-tune the linguistic skills of students. The facility serves as a platform for the underserved student demographic who face impediments in English language acquisition to enhance their proficiency and competence. The Language Lab will undergo updation of software as well as its physical components to ensure quality services to all.

5. CENTRALIZED WASTE MANAGEMENT UNIT

As part of the institution's green protocol and zero waste policy, the staff and students are encouraged to follow the "5 R" principle of Refuse, Reduce, Reuse, Repurpose and Recycle to reduce individual waste generation and its environmental impact. One such instance is reducing the use of plastic on campus. Some of the practices we plan to follow on campus include solid waste management, liquid waste management and e-waste management. In addition to this, we plan to have a tie-up with an organization to manage the e-waste and solid waste generated on campus.

6. LEARNING MANAGEMENT SYSTEM

We are planning to implement an ERP solution for the automation of academic and administration management. Moreover, we are planning to convert all systems to open-source mode and to open a centralized data centre which would incorporate the data of staff and students.

7. INCUBATION CENTRE

An incubation centre is envisaged to promote entrepreneurship skill, life skills, research culture, the reading habit, environment protection, visual communications creations etc. The aim is to co-ordinate subject-wise innovative practices in various departments and to inculcate awareness in students about entrepreneurship.

The centre will provide a platform for interaction between various stakeholders like local communities, industries and other academic institutions. It will also provide training, counselling and mentoring for setting up of enterprises and business planning in association with the ED club, for instance. It will conduct programmes such as workshops and seminars for entrepreneurship development and facilitate tools for technological development and its implementation. Industry partners and successful entrepreneurs will be invited for regular interaction with the associated communities. It will provide infrastructural and technical support for establishment of start-ups. It will encourage

departments & clubs to organise subject-wise, career-oriented practices which along with the training by the incubation centre will help the students to develop independent start-ups.

8. COLLEGE LIBRARY

A well-stocked and capacious College Library together with the post-graduate library and research area offers a large repository of print and digital publications. The library is automated using an Integrated Library Management system with Web- OPAC using KOHA. The library will attempt to offer its members access to digital academic resources through INFLIBNET - NLIST.

9. LABORATORIES

Ten adequately ventilated, well-lit science laboratories are equipped with sophisticated laboratory infrastructure, computers, and resources designed to inculcate practical knowledge in students. Lab assistants ensure safety and provide the necessary support. The Departments of Chemistry, Mathematics, Physics, and Zoology will be funded by DST-FIST. New equipment will be attempted to be purchased with the help of funding agencies such as RUSA.

10. LADIES RESTROOM

The existing ladies restroom will be renovated in 2018 for the comfort of the female students with improved facilities.

5. STUDENT SUPPORT AND PROGRESSION

The effort of the college community for the students is reflected in their performance in competitive examinations, their progress into higher education and job placement. Over the next five years, the college will advance existing programmes and identify new opportunities such as regular coaching for arts & sports events to increase university level participation in these areas.

Number of Student Placements

2017-2018	2018-2019	2019-2020
10%	15%	20%

Higher Education

2017-2018	2018-2019	2019-2020
30%	35%	40%

Internships

2017-2018	2018-2019	2019-2020
10	15	20

Students Scholarships

In addition to existing scholarships, new scholarships and endowments are to be introduced in the upcoming years.

2017-2018	2018-2019	2019-2020
10	14	20

MOBILE PHONE DIGITAL LIBRARY FOR VISUALLY IMPAIRED

A mobile phone lending library for visually impaired students is planned to be set up by 2019-2020. This will allow the visually impaired to read books comfortably in the library independently. They may thus be able to access books on their mobile phones in an audio format which will help improve the education process for them.

ALUMNI

Considering the role played by our college alumni in the previous years, it has been decided to include many plans to enhance the relationship between the college and the alumni members. Since most of our alumni are settled in different part of the world, we will provide them with the facility for online registration.

There are plans to make all the classrooms smart classrooms, either through interactive panels or smart boards, with the support and help of our alumni who are a constant source of encouragement.

6. GOVERNANCE, LEADERSHIP AND MANAGEMENT

The management and governing body of the college supports the institution in all its endeavours. For example an evaluation process reviews and rates the teacher's performance and effectiveness in the classroom which in turn helps them in their professional development. These can be ascertained from factors such as the teacher appraisal, course appraisal and department appraisal. We have also decided to introduce software to collect feedback, and thereby conduct online surveys. This feedback can be analyzed by an expert statistician to track teacher performance and teacher growth. Some of the other objectives planned for the next three years include:

- Getting ISO certification by 2025
- More training programmes for teaching and non-teaching staff
- Improve the quality of different audit practices in the college
- Organizing more FDP programmes

IQAC Strengthening Activities

The activities of IQAC are to be strengthened further in the coming years. Some of the activities that the IQAC plans to conduct in the coming years include a national, inter-departmental, paper presentation competition and a national seminar series involving all the departments of the college. Such activities will not only enhance the college, but empower the IQAC of the college further.

7. INNOVATIONS AND BEST PRACTICES

Differently-Abled Friendly Campus

In order to facilitate the needs of differently-abled students, the college has started initiatives to start summer training in sports & other activities for them. Some of the facilities we plan to introduce include ramps, wheelchairs, smartphones with screen reading software and audio books. With these initiatives we aim to make the campus friendly for differently-abled students by 2023.

CENTRALIZED WASTE MANAGEMENT UNIT

As part of our green protocol and zero waste policy, we were in the habit of encouraging our staff and students to follow the “5 R” principle of Refuse, Reduce, Reuse, Repurpose and Recycle to reduce individual waste generation and its environmental impact. We plan to collect the waste separately in waste bins having different colour (red for plastic, yellow for paper and green for food waste) under the supervision of CEERD. The paper and plastic waste segregated in this way would be given to our grama panchayath for recycling. Similarly, organic waste can be converted to manure with the help of the vermicompost unit under the supervision of the faculty of the Zoology Department. The food waste collected from the college canteen can be utilized effectively to generate biogas. We will adhere to the protocols of liquid waste disposal, and hence segregate organic and inorganic waste separately to dispose of it properly. In addition to this, we plan to have a tie-up with an organization to manage the e-waste and solid waste generated on campus.

GREEN AUDIT

St. Stephen’s College campus has significant greenery covering major parts of the campus. A green audit will be conducted as a tool for attaining sustainable development. The college aims at a total plastic-less campus, abiding by the principle of the green protocol, with cloth products replacing plastic. Catchment areas for rain water harvesting are also hoped to be constructed in the campus by 2020. Another green initiative the college

hopes to achieve is to become paperless by promoting electronic platforms for academic and administrative purposes.

ENERGY AUDIT

An energy audit will be conducted to reduce the energy consumption needs of the college. The college plans to harness solar power to at least 50 per cent of the institution's capacity by 2023.

ORGANIC FARMING

We have initiated programmes to teach the basics of organic farming as a compulsory part of their coursework. Students are encouraged to cultivate vegetables within the campus with the help of grow bags to sensitize them to the difficulties and practicalities of agricultural labour.

HEALTH INFONET

This is a programme to transform academic libraries into health literacy dissemination centres for the public. It is an initiative under the aegis of the college librarian Sri Jasimudeen S. and aims at ending confusion on health-related matters. The programme aims at fighting medical misinformation and health hoaxes by clarifying health-related doubts and queries with the help of a network of experienced professionals, imparting basic health literacy education through its online portal and allowing the general public to talk to health care experts.

CONCLUSION

St. Stephen's College, Uzhavoor has worked towards its present status by the combined efforts of the management, staff and students. As it moves towards the future, the college hopes to achieve its potential and become a centre of excellence in the best possible way, by gaining autonomous status. This will be possible with the efforts of all its stakeholders as it moves towards higher goals.



ST. STEPHEN'S COLLEGE
UZHAVOOR, KOTTAYAM, KERALA – 686 634
www.ststephens.net.in info@ststephens.net.in